

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY MAY 11, 2022

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Kristin Mikula, Community Services

Corey Calaycay, Councilmember

La Verne

Muir Davis, Mayor Pro Tem

James "JR" Ranells, Assist. to the City Manager

Pomona

Nora Garcia, Councilmember

Shandy Dittman, Public Works

San Dimas

Brad McKinney, Assistant City Manager

Denis Bertone, Councilmember

PVTA

George Sparks, Administrator

Nicole Carranza, Sr Program Manager

Erika Jacquez, Mobility Manager

Diana Mendez, Mobility Manager

Foothill Transit

Doran Barnes, CEO

Network

Freddie Mohammadi, Project Manager

1. **Call to Order**

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

2. **Consent Calendar**

- A. Minutes (April)
- B. Administrator's Report
- C. Financial Report (February)
- D. Check Register (March)
- E. Updated Personnel Policies
- F. PVRTA Investment Policy

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

3. **February Operations Report**

Erika Jacquez Presenting

Ridership saw an increase in the last few months. The month of December saw a slight decrease from the previous months but it is higher than the ridership of the previous year. PVRTA continues to require masks on all its services. This is in line with what other agencies like Metro are doing. Mobility Managers attended in person events in several cities.

4. **Proposed FY 2023 Budget**

George Sparks Presenting:

PVRTA is recommending the transfer of \$700,000 from its General Reserves to the General Capital Reserves in lieu of Member City Contributions for FY 2023. The General Capital Reserves funds new vehicles and technology. This would allow member cities to forgo the normal capital contributions. PVRTA lowered their estimate in things like farebox recovery and the money budget for consulting services. This budget includes \$920,000 in ARPA funding, which will no longer be available next year. Also included in the budget is the wage increase for drivers.

Action: It was **MOVED** by Corey Calaycay, **SECONDED** by Nora Garcia, Board unanimously **VOTED** to approve the Proposed FY 2023 Budget.

5. **Zero Emission Planning Update**

Nicole Carranza presenting:

PVRTA has been working on a request for proposal (RFP) for a consultant that will help with the implementation plan of our zero emission transition. Due to the ICT regulation, CARB is requesting a plan by the year 2023. The actual implementation begins 2026. One of the major obstacles facing PVRTA is the lack of infrastructure. PVRTA contractors

lease the buildings where vehicles are parked. The consultants will help us with infrastructure obstacles.

6. Election of Officers

In anticipation of there not being a June meeting, PVTA will have its election of officers during the May meeting. The newly elected officers are as follows:

Chair: Nora Garcia (Pomona)

Vice Chair: Corey Calaycay (Claremont)

Treasurer: James "JR" Ranells (La Verne)

Board Secretary: George Sparks (PVTA)

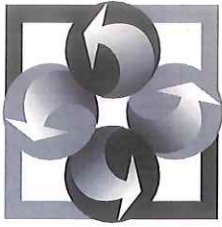
CJPIA: Muir Davis (La Verne) Alternate: Nicole Carranza (PVTA)

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

No members of the public chose to address the board

8. Adjourn to the next regular meeting.

September 14, 2022 at 5:00 pm



Pomona Valley
Transportation
Authority

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

2120 Foothill Boulevard ■ Suite 116 ■ La Verne California 91750

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

September 14, 2022

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator
Subject: **Financial Report for FY 2022 July-2021-June 2022**

Attached is the financial report for the 2022 fiscal year. A summary of the financial status of PVRTA programs is provided below.

Get About

Get About ended FY 2022 in a positive position. Total expenditures were well under revenues. Get About had lower than projected contractor costs due to the reduction in ridership from the impact of the pandemic and challenges in recruiting enough drivers. Contractor costs ended FY 2022 about \$330,000 below budget estimates. Get About also saw over \$90,000 in savings in marketing and consultants. Revenues ended the year close to our projections overall. Fares collected were about \$30,000 higher than projected while lower ridership in our premium services Ready Now and One Step led to FTA revenues being \$30,000 lower than budgeted. Interest and subregional incentive were slightly lower than our estimates while funds from the stimulus (CRRSAA) were about \$75,000 above our budgeted amount.

The FY 2022 budget had projected the need to make use of \$400,000 in our general reserves. The savings from the reduced expenditures meant that it was not necessary to make use any of these reserves in FY 2022, allow us to reprogram these funds to reduce member city contributions in future years. A portion of these savings were programmed in the FY 2023 to be transferred to capital reserves allowing member cities to forego their annual capital contribution in FY 2023.

Claremont Dial-a-Ride

Claremont DAR's costs for the year were approximately \$250,000 well below budgeted levels. On demand services like Claremont, San Dimas and Ready Now saw their ridership decline in FY 2022 due to longer wait times associated with the struggles in the cab industry. The lower ridership led to sharply lower than expected costs.

San Dimas Dial-a-Cab

San Dimas Dial-a-Cab like Claremont DAR ended the year well below the adopted budget. Expenses for the year were almost \$193,000 about \$140,000 less than our budget projections.

Pomona Group

Pomona Group saw a greatly reduced demand for group trips due to the slow reopening of many of the facilities we serve. Costs ended the year \$27,000 below the adopted budget.

PVTA Administration

The cost of PVTA services finished the year \$50,000 below the budget. Savings in personnel costs offset higher cost for marketing and consultants. The \$85,000 cost for the development of the Ecolane phone application is included in these costs.

**2021-22
GET ABOUT**

	Approved Budget <u>2021-22</u>	Current Month <u>Jun-22</u>	YTD 7/1/2021 <u>6/30/2022</u>	Prorated Budget
<u>Revenues</u>				
Fares	60,000	16,571	91,930	60,000
Subregional Incentive	800,000	593,355	784,293	800,000
Interest	28,003	7,785	15,709	28,003
Reserves	400,000	0	0	400,000
FTA Operations Revenue	120,000	22,299	89,640	120,000
CRRSSA	<u>450,000</u>	<u>182,706</u>	<u>524,695</u>	<u>450,000</u>
Total Fares & Other Revenue	1,858,003	822,716	1,506,267	1,858,003
Prop. A				
Claremont	224,910	0	224,910	224,910
La Verne	249,900	0	249,900	249,900
Pomona	1,169,175	0	1,169,175	1,169,175
San Dimas	<u>141,015</u>	<u>0</u>	<u>141,015</u>	<u>141,015</u>
Total Local Return	1,785,000	0	1,785,000	1,785,000
Total Revenue	3,643,003	822,716	3,291,267	3,643,003
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	558,003	38,256	565,640	558,003
Consultants & Marketing	<u>100,000</u>	<u>5,258</u>	<u>7,331</u>	<u>100,000</u>
Total Administration	658,003	43,514	572,971	658,003
<u>Operations</u>				
Van Operation	2,085,000	159,251	1,822,139	2,085,000
Cab Operation	<u>900,000</u>	<u>82,888</u>	<u>833,993</u>	<u>900,000</u>
Total Operation Expense	2,985,000	242,139	2,656,132	2,985,000
Total Get About Expense	3,643,003	285,653	3,229,103	3,643,003

**CLAREMONT
DIAL-A-RIDE**

	Approved Budget <u>2021-22</u>	Current Month <u>Jun-22</u>	YTD 7/1/2021 <u>6/30/2022</u>	Prorated Budget
<u>Revenue</u>				
Fares	30,000	3,627	15,808	30,000
Regional Funds	335,772	0	129,045	335,772
Proposition A	0	0	0	0
FTA 5307	<u>139,000</u>	<u>0</u>	<u>104,250</u>	139,000
Total Revenue	504,772	3,627	249,103	504,772
<u>Expenditures</u>				
PVTA Administration	47,772	2,116	36,812	47,772
Cab Operations	235,000	13,732	169,299	235,000
Van Services	165,000	932	39,833	165,000
Marketing & Consulting	<u>57,000</u>	<u>0</u>	<u>3,159</u>	<u>57,000</u>
Total Expenditures	504,772	16,780	249,103	504,772

**SAN DIMAS
DIAL-A-CAB**

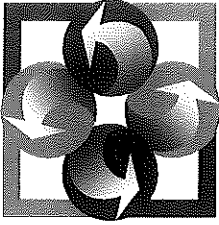
	Approved Budget <u>2021-22</u>	Current Month <u>Jun-22</u>	YTD 7/1/2021 <u>6/30/2022</u>	Prorated Budget
<u>Revenue</u>				
Fares	25,000	5,765	16,028	25,000
Proposition A	204,753	0	88,423	204,753
Subregional Incentive	65,000	0	44,130	65,000
CRRSAA	<u>37,000</u>	<u>0</u>	<u>44,047</u>	<u>37,000</u>
Total Revenue	331,753	5,765	192,628	331,753
<u>Expenditures</u>				
Administration	51,753	2,257	46,925	51,753
Cab Operations	275,000	9,278	144,942	275,000
Marketing	<u>5,000</u>	<u>0</u>	<u>761</u>	<u>5,000</u>
Total Expenditures	331,753	11,535	192,628	331,753

POMONA GROUP

	Approved Budget <u>2021-22</u>	Current Month <u>Jun-22</u>	YTD 7/1/2021 <u>6/30/2022</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	67	424	2,000
Prop. A	33,972	0	11,658	33,972
Subregional Incentive Funds	9,500	0	5,848	9,500
CRRSAA	<u>5,500</u>	<u>0</u>	<u>5,807</u>	<u>5,500</u>
Total Revenues	50,972	67	23,737	50,972
<u>EXPENDITURES</u>				
Administration	6,331	34	2,832	6,331
Contract Cost	42,000	1,948	20,905	42,000
Marketing	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>3,000</u>
Total Expenditures	51,331	1,982	23,737	51,331

PVTA ADMINISTRATION

	Approved Budget <u>2021-22</u>	Current Month <u>Jun-22</u>	YTD 7/1/2021 <u>6/30/2022</u>	Prorated <u>Budget</u>
<u>Revenue</u>				
Administration Charges	703,500	42,663	652,209	703,500
Total Revenue	703,500	42,663	652,209	703,500
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	133,000	-717	119,154	133,000
Program Manager	94,000	6,999	71,249	94,000
Administrative Manager	70,000	0	64,261	70,000
Benefits	<u>142,000</u>	<u>4,076</u>	<u>136,296</u>	<u>142,000</u>
Total Salaries & Benefits	439,000	10,358	390,960	439,000
Other Expenditures				
Audit	9,000	0	6,725	9,000
Legal	5,000	0	193	5,000
Telephone	4,500	372	7,931	4,500
Supplies/ADP	8,000	299	9,052	8,000
Insurance	19,000		16,369	19,000
Travel & Conference	10,000	365	7,219	10,000
Rent & Utilities	53,000	0	45,596	53,000
Equipment Rent & Maintenance	5,000	241	2,565	5,000
Miscellaneous & Moving Exp.	<u>2,000</u>	<u>292</u>	<u>995</u>	<u>2,000</u>
Total Other Expenditures	115,500	1,569	96,645	115,500
Consultants & Marketing	<u>125,000</u>	<u>28,765</u>	<u>141,006</u>	<u>125,000</u>
Total Consultant & Marketing	125,000	28,765	141,006	125,000
<u>Mobility Manager</u>				
Wages	134,000	10,865	123,385	134,000
Benefits	50,000	1,457	25,796	50,000
Rent/Supplies/Start-up	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>10,000</u>
Mobility Manager Total	194,000	12,322	149,180	194,000
Total Admin. & Marketing	873,500	53,014	777,791	873,500
(Less FTA 5310 Mobility Manager)	<u>(170,000)</u>	<u>(10,350)</u>	<u>(125,582)</u>	<u>(170,000)</u>
	703,500	42,663	652,209	703,500



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2120 Foothill Boulevard ■ Suite 116 ■ La Verne California 91750

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

September 14, 2022

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Dalal Haddad, Administrative Manager
Subject: **Check Register – July and August 2022**

Attached is a copy of PVRTA's check register for the month of July and August. This report lists every check written by PVRTA for the period indicated. Each service has a separate General Ledger and Accounts Payable, therefore a separate check register. The name of the service is at the top of the page, beginning with our general fund "Pomona Valley Transportation", then Claremont Dial-a-Ride, Get About Transportation, San Dimas Dial-a-Cab, Pomona Group.

General Administration costs like office rent, office supplies, and telephone are paid through the Pomona Valley Transportation fund, and then allocated to each service by journal entry.

The columns on the Check Register Report are:

- Check #
- Bank Account – "101" is the General Ledger account number for the PVRTA checking account.
- Date – the check was written
- Type – Computer generated check
- Vendor – an abbreviation of the vendor name
- Vendor Name – the payee of the check
- Net Amount – the amount the check was written for; if more than one check was written for a vendor there will be a vendor subtotal also listed.
- Status – "Outstanding" means the check has not been reconciled (all checks are manually reconciled, so this computer generated report will always list the checks as "Outstanding")

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report
 Date: 7/01/22 - 8/31/22

Void Checks/Outstanding Checks
 Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013548	101	7/11/2022	Computer	CABCONN	CABCONNECT, INC.	200.00	Outstand
000013549	101	7/11/2022	Computer	FOUAD	FOUAD HADDAD	510.30	Outstand
000013550	101	7/11/2022	Computer	JIVE	GO TO COMMUNICATIONS, INC.	664.43	Outstand
000013551	101	7/11/2022	Computer	MBA	MBA SOFTWARE & CONSULTING, INC	475.00	Outstand
000013552	101	7/11/2022	Computer	MEDICARE	CMS MEDICARE INSURANCE	510.30	Outstand
000013553	101	7/11/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	338.92	Outstand
000013554	101	7/12/2022	Computer	2120	2120 FOOTHILL PROPERTIES	3,484.70	Outstand
000013555	101	7/12/2022	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,835.43	Outstand
000013557	101	7/20/2022	Computer	AMMA	AMMA TRANSIT PLANNING, INC.	1,784.44	Outstand
000013558	101	7/20/2022	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	105.28	Outstand
000013559	101	7/20/2022	Computer	READY	READY REFRESH BY NESTLE	54.96	Outstand
000013560	101	7/20/2022	Computer	BOA	BUSINESS CARD	734.12	Outstand
000013561	101	7/20/2022	Computer	FRONTIER	FRONTIER COMMUNICATIONS	138.90	Outstand
000013573	101	8/10/2022	Computer	2120	2120 FOOTHILL PROPERTIES	3,484.70	Outstand
000013574	101	8/10/2022	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	4,835.43	Outstand
000013575	101	8/10/2022	Computer	BRAND	BRAND ADVANTAGE GROUP	251.41	Outstand
000013576	101	8/10/2022	Computer	CABCONN	CABCONNECT, INC.	200.00	Outstand
000013577	101	8/10/2022	Computer	CLCHAMBER	CLAREMONT CHAMBER OF COMMERCE	300.00	Outstand
000013578	101	8/10/2022	Computer	FEDEX	FEDEX	38.37	Outstand
000013579	101	8/10/2022	Computer	JIVE	GO TO COMMUNICATIONS, INC.	889.50	Outstand
000013580	101	8/10/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	338.92	Outstand
000013582	101	8/23/2022	Computer	BERGSTROM	MOORE BERGSTROM COMPANY	231.00	Outstand
000013583	101	8/23/2022	Computer	BOA	BUSINESS CARD	811.53	Outstand
000013584	101	8/23/2022	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	128.46	Outstand
000013585	101	8/23/2022	Computer	FRONTIER	FRONTIER COMMUNICATIONS	138.90	Outstand
000013589	101	8/31/2022	Computer	CALACT	CALACT	520.00	Outstand
000013590	101	8/31/2022	Computer	DOUBLE	DOUBLE TREE HOTEL	1,223.93	Outstand

Report Totals: 27,228.93

Date: 8/31/22
Time: 4:07PM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 7/01/22 - 8/31/22

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013562	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	14,224.21	Outstand
000013586	101	8/23/2022	Computer	CLAREMONT	CITY OF CLAREMONT	122,833.74	Outstand
000013591	101	8/31/2022	Computer	MARKETING	CHAMBER MARKETING PARTNERS, INC	1,095.00	Outstand
000013592	101	8/31/2022	Computer	STAMBROSE	ST AMBROSE EPISCOPAL CHURCH	500.00	Outstand

Report Totals: 138,652.95

Date: 8/31/22
Time: 4:09PM

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
Date: 7/01/22 - 8/31/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013556	101	7/14/2022	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand
000013563	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	44,390.80	Outstand
000013564	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	19,930.61	Outstand
000013565	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	156,315.85	Outstand
000013566	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	690.00	Outstand
000013567	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	2,558.39	Outstand
000013568	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	10,827.25	Outstand
000013569	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	701.70	Outstand
000013570	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	1,756.00	Outstand
000013581	101	8/10/2022	Computer	TOUCH TEL	TOUCH TEL MOBILE	780.00	Outstand

Report Totals: 238,730.60

Date: 8/31/22
Time: 4:10PM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 7/01/22 - 8/31/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013571	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC.	8,407.60	Outstand
000013587	101	8/23/2022	Computer	SAN DIMAS	CITY OF SAN DIMAS	38,954.21	Outstand

Report Totals: 47,361.81

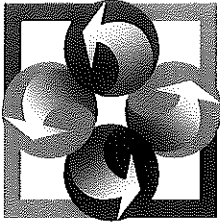
Date: 8/31/22
Time: 4:11PM

POMONA GROUP SVC
Accounts Payable Check Register Report
Date: 7/01/22 - 8/31/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013572	101	7/21/2022	Computer	FIRST	FIRST TRANSIT, INC	1,947.89	Outstand
000013588	101	8/23/2022	Computer	CITY PO	CITY OF POMONA	18,754.34	Outstand

Report Totals: 20,702.23



September 14, 2022

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority

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

Subject: **Quarterly Investment Report June 2022**

Recommended Action: *Receive and File Quarterly Investment Report*

Background

The Administrator shall provide the Board (at least quarterly) investment reports which provide a clear picture of the status of the current investment portfolio and pursuant with California Government Code Section 53646 (b) and to include the following:

1. The carrying amount of demand deposit accounts and the amount invested in the Local Agency Investment Fund (LAIF).
2. The market value of the Authority's amount investment in the LAIF. This may be addressed by providing a copy of the most recent statement from LAIF.
3. A statement of the portfolio's compliance with the Authority's statement of investment policy or manner in which the portfolio is not in compliance.
4. A statement denoting the ability of the Authority to meet its expenditure, requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

Report for the April-June 2022 Quarter

A. Balances of Bank of America and LAIF Account

- Bank of America -- \$328,487
 - Outstanding checks \$286,580
 - Available balance \$41,907

- Local Agency Investment Fund (LAIF)
 - Balance \$4,010,252
 - Capital Fund Reserve \$1,673,000

B. Local Agency Investment Fund June Statement Attached

C. Compliance Statement

PVTA's portfolio is in compliance with the agency's investment policy.

- D.** PVTA has sufficient resources to meet its operating requirements for the next six months.

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

August 16, 2022

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

POMONA VALLEY TRANSPORTATION AUTHORITY

ADMINISTRATOR
2120 FOOTHILL BLVD., SUITE 116
LA VERNE, CA 91750

[Tran Type Definitions](#)

Account Number: 80-19-002

June 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,010,252.13
Total Withdrawal:	0.00	Ending Balance:	4,010,252.13