

POMONA VALLEY TRANSPORTATION AUTHORITY
WEDNESDAY SEPTEMBER 14, 2022
REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Kristin Mikula, Community Services
Corey Calaycay, Councilmember

La Verne

Rick Crosby, Mayor Pro Tem
James "JR" Ranells, Assist. to the City Manager

Pomona

Nora Garcia, Councilmember
Shandy Dittman, Public Works

San Dimas

Emmet Badar, Mayor

PVTA

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

First Transit

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

Network

Freddie Mohammadi, Project Manager

Foothill Transit

Joseph Raquel, Director of Planning

1. **Call to Order**

The meeting was called to order at 5:04 p.m. by Nora Garcia

2. **Consent Calendar**

- A. Minutes (May)
- B. Financial Report (June)
- C. Check Register (July & August)
- D. PVRTA Investment Report (June)

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

3. **Operations Report for FY 2022**

Erika Jacquez Presenting

Early FY 22 still saw COVID-19 closures in a lot of frequented Get About locations. Despite the ongoing closures Get About continued to see an increase in demand. Schools and its programs did return, this increased demand for Group Services for both Claremont and Pomona. All senior nutrition sites have reopened or are scheduled to reopen at full capacity. Most programs and medical facilities have resumed regular operations, this has also caused an increased demand in ridership.

4. **Administrator's Report**

Nicole Carranza

One of the main focuses for PVRTA is the driver shortage. There have been hiring bonuses and wage increases to attract new employees. The taxi side has taken more trips to ease the trip load from the main contractor. A service design analysis will soon take place to help with the demand projected for PVRTA services in the near future. Zero emissions planning is also a major focus, an RFP has been awarded for a consultant that will help with the CARB requirements and timelines. The PVRTA app is still in development and the current goal for a beta test is early 2023. The travel training funding grant has been approved and it will help train the community on how to use all forms of public transportation.

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

No members of the public chose to address the board

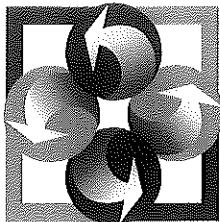
6. **Executive Session-Personnel**

(City Hall conference room)

7. **Reconvene into Open Session**

8. **Adjourn to the next regular meeting.**

November 9, 2022 at 5:00 pm



Pomona Valley
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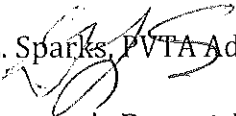
2120 Foothill Boulevard ■ Suite 116 ■ La Verne California 91750
phone 909-596-7664 fax 909-596-7399

December 14, 2022

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVTA Administrator


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

A. Board Meeting Schedule for FY 2023

PVTA's board meetings are scheduled as needed to facilitate the Authority's planning, budgetary and decision-making process. There are normally five to six meetings annually. Regular meetings are held on the second Wednesday of the month at La Verne City Hall. Below is the tentative board meeting schedule for FY 2023. Below is the board meeting schedule for the balance of FY 2023. The next board meeting will be December 14, 2022.

- **December 14, 2022**
- **February 8, 2023—FY 2024 Preliminary Budget, FTA 5310 Grant Applications**
- **April 12, 2023-Budget Update**
- **June 14, 2023-Adopt FY 2024 Budget, Election of Officers**

B Service Design Analysis

PVTA's operating environment has changed in several fundamental ways. The pandemic accelerated ridership trends we have been seeing over the past several years. We are seeing fewer group trips and more demand from individuals particularly for services to medical facilities. The extension of the Gold Line to the Pomona Valley will likely generate demand for first mile, last mile services. The advent of Uber and Lyft has raised rider expectations for on demand services like many of those offered by PVTA. At the same time, these new services have decimated the cab industry which has been the backbone of on demand services for over 20 years. The cab industry's decline has reduced both the capacity and responsiveness of our services and required us to increase the number of dedicated drivers to our cab program increasing the cost of our service.

The mandate to move to zero emission vehicles adds both an operational and financial challenge. This is particularly true for an agency like PVTA that does not own a transportation yard.

Given these challenges PVTA is planning to conduct an update to its 2018 Service Design Analysis (SDA). Among the issues to be addressed in SDA are:

- *Alternative service models including a broker model, moving to a Microtransit platform, such as, VIA.*
- *Integrating customer facing features, such as, trip booking, fare payments and trips status updates into a smartphone application.*
- *Reconfiguring the PVTA fleet to utilize smaller vehicles*
- *Design options for first mile, last mile services*
- *Assistance in integrating zero emission vehicles into PVTA services.*

We are hoping to move forward with the selection of a consultant with the goal of beginning work on the project in the first quarter of the calendar year.

C. FY 2024 Budget Development

Staff have begun work on the development of the FY 2024 budget. The upcoming budget will be more challenging than in the previous three years. PVTA will not be receiving any COVID relief funding in FY 2024. We included over \$900,000 in ARPA funds from Metro in the current budget. Our subregional incentive funding level is uncertain as well. As we continue to experience growth in service demand, we expect operating costs to increase as we run additional service hours and provide more cab rides. Consequently, member cities will likely see a significant increase in contribution levels for Get About. We plan to be able to provide an FY 2024 preliminary budget in January.

D. FTA Section 5310 Grant Applications

Metro has released its solicitation for FTA 5310 projects. PVTA uses 5310 to support a range of our projects, including most of the PVTA vehicle fleet, Mobility Managers, the Travel Trainers and the Ready Now and One Step Over the Line. The maximum funding eligibility for any agency is \$1,200,000. We plan to hold the required public hearing to approve the submission of the applications at the February 8th board meeting.

E. Mobility Manager Update

In the month of November there were a total of 79 registrations. There were no formal complaints submitted in the month. The Transit Store saw another busy month with appointments still being encouraged. A free shuttle to voting centers was offered for the elections. All group trip requests are approved and monitored by the Mobility Managers. Group trip requests have increased by schools and by the senior community.

Mobility Managers oversaw a shuttle and information table for Claremont's Village Center and final numbers are in. The shuttle transported 1012 people. Attendees were encouraged to park at one of three locations and take the free shuttle into the event. The information

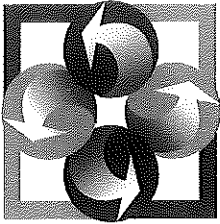
table saw approximately 120 people that gathered information for themselves or for someone else. Printed materials were available and both Mobility Managers were on hand to explain services.



F. Work Program Tasks for December through February

The next three months will include several major projects.

- ✓ Preparation of Claremont DAR's required funding documents including the Short-Range Transit Plan, TPM report and FY 2023 funding claims.
- ✓ Collection and submission of required documents for the upcoming Federal Triennial review for Claremont DAR.
- ✓ Development of proposals for MTA FTA 5310 Competitive Grant Application.
- ✓ Continue implementation of PVTA's mobile app.
- ✓ Develop preliminary FY 2024 Budget
- ✓ Release Service Design Analysis RFP



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December 14, 2022

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: George L. Sparks, PVRTA Administrator
Subject: **Financial Report for October 2022**

Get About

The financial report for the first four months of FY 2023 is attached. Most revenue categories are in line with the adopted budget. We have not received the subregional or CRRSAA funds, but these sources are predetermined. Fares are in line with the budget so far and interest is running well ahead of the budget due to interest rate increases. FTA operations revenues are considerably lower than our projections due to lower than expected Ready Now ridership. In terms of expenditures, Get About overall costs are about \$188,000 below the prorated budget for the first four months of the fiscal year. Cab costs are \$46,000 under the budget while the dedicated vehicle portion is running about \$138,000 below the prorated budget. PVRTA costs are running ahead of the budget, due to upfront expenses we have in July and Get About's higher than projected share of overall operations. We expect contractor costs to increase throughout the year as ridership continues to rise. We will have increased consultant costs as the ZEB study and Service Design Review proceed.

Claremont Dial-a-Ride

Claremont DAR's September costs are \$88,000 below budgeted levels. We can expect Claremont costs to remain under the projected budget.

San Dimas Dial-a-Cab

Expenses for San Dimas Dial-a-Cab are about \$60,000 below the prorated budget.

Pomona Group

Pomona Group costs are running about \$18,000 below the prorated budget.

PVRTA Administration

PVRTA costs are \$2,000 below the prorated budget.

**2022-2023
GET ABOUT**

	Approved Budget <u>2022-23</u>	Current Month <u>Oct-22</u>	YTD 7/1/2022 <u>10/31/2022</u>	Prorated Budget
<u>Revenues</u>				
Fares	95,000	9,840	32,795	31,667
Subregional Incentive	800,000	0	0	266,667
Interest	25,000	12,574	12,584	8,333
Reserves	0	0	0	0
FTA Operations Revenue	130,000	0	0	43,333
CRRSAA	<u>840,000</u>	<u>0</u>	<u>0</u>	<u>280,000</u>
Total Fares & Other Revenue	1,890,000			
Prop. A				
Claremont	287,385	0	71,847	95,795
La Verne	318,780	0	79,695	106,260
Pomona	1,603,560	400,890	400,890	534,520
San Dimas	<u>205,275</u>	<u>0</u>	<u>51,319</u>	<u>68,425</u>
Total Local Return	2,415,000	400,890	603,751	805,000
Total Revenue	4,305,000	423,304	649,130	1,435,000
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	667,000	51,750	242,569	222,333
Consultants & Marketing	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Total Administration	742,000	51,750	242,569	247,333
<u>Operations</u>				
Van Operation	2,433,000	184,236	672,833	811,000
Cab Operation	<u>1,130,000</u>	<u>81,377</u>	<u>330,963</u>	<u>376,667</u>
Total Operation Expense	3,563,000	265,613	1,003,796	1,187,667
Total Get About Expense	4,305,000	317,363	1,246,365	1,435,000

**CLAREMONT
DIAL-A-RIDE**

	<u>Approved Budget 2022-23</u>	<u>Current Month Oct-22</u>	<u>YTD 7/1/2022 10/31/2022</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	30,000	499	2,155	10,000
Regional Funds	216,000	0	54,000	72,000
Proposition A	60,000	0	15,000	20,000
FTA 5307	<u>224,000</u>	<u>0</u>	<u>56,000</u>	74,667
Total Revenue	530,000	499	127,155	176,667

Expenditures

PVTA Administration	65,000	3,425	12,032	21,667
Cab Operations	235,000	13,305	55,510	78,333
Van Services	150,000	13,677	17,998	50,000
Marketing & Consulting	<u>80,000</u>	<u>1,650</u>	<u>2,985</u>	<u>26,667</u>
Total Expenditures	530,000	32,057	88,525	176,667

**SAN DIMAS
DIAL-A-CAB**

	<u>Approved Budget 2022-23</u>	<u>Current Month Oct-22</u>	<u>YTD 7/1/2022 10/31/2022</u>	<u>Prorated Budget</u>
<u>Revenue</u>				
Fares	25,000	891	3,147	8,333
Proposition A	197,000	0	49,250	65,667
Subregional Incentive	65,000	0	0	21,667
CRRSAA	<u>66,000</u>	<u>0</u>	<u>0</u>	<u>22,000</u>
Total Revenue	353,000	891	52,397	117,667

Expenditures

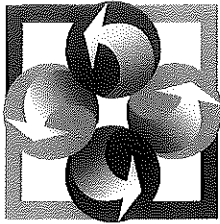
Administration	73,000	4,157	13,865	24,333
Cab Operations	280,000	11,524	43,573	93,333
Marketing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	353,000	15,681	57,438	117,667

POMONA GROUP

	Approved Budget <u>2022-23</u>	Current Month <u>Oct-22</u>	YTD 7/1/2022 <u>10/31/2022</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	0	0	667
Prop. A	45,500	11,375	11,375	15,167
Subregional Incentive Funds	9,500	0	0	3,167
CRRSAA	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>4,667</u>
Total Revenues	71,000	11,375	11,375	19,000
<u>EXPENDITURES</u>				
Administration	8,000	0	274	2,667
Contract Cost	63,000	0	4,879	21,000
Marketing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	71,000	0	5,153	23,667

PVTA ADMINISTRATION

	Approved Budget <u>2022-23</u>	Current Month <u>Oct-22</u>	YTD 7/1/2022 <u>10/31/2022</u>	Prorated Budget
<u>Revenue</u>				
Administration Charges	813,000	59,332	268,741	271,000
Total Revenue	813,000	59,332	268,741	271,000
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	135,000	9,989	44,952	45,000
Program Manager	100,000	7,343	33,043	33,333
Administrative Manager	73,000	5,432	24,445	24,333
Benefits	<u>200,000</u>	<u>8,033</u>	<u>79,033</u>	<u>66,667</u>
Total Salaries & Benefits	508,000	30,797	181,473	169,333
Other Expenditures				
Audit	23,000	15,730	25,730	7,667
Legal	3,000	0	0	1,000
Telephone	9,000	754	3,123	3,000
Supplies/ADP	10,000	593	3,045	3,333
Insurance	20,000	0	0	6,667
Travel & Conference	10,000	335	2,136	3,333
Rent & Utilities	55,000	3,585	19,868	18,333
Equipment Rent & Maintenance	4,000	256	440	1,333
Miscellaneous & Moving Exp.	<u>1,000</u>	<u>233</u>	<u>278</u>	<u>333</u>
Total Other Expenditures	135,000	21,486	54,620	45,000
Consultants & Marketing	<u>150,000</u>	<u>4,972</u>	<u>23,062</u>	<u>50,000</u>
Total Consultant & Marketing	150,000	4,972	23,062	50,000
<u>Mobility Manager</u>				
Wages	140,000	10,865	48,891	46,667
Benefits	37,000	2,118	11,019	12,333
Rent/Supplies/Start-up	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>1,667</u>
Mobility Manager Total	182,000	12,983	59,910	60,667
Total Admin. & Marketing	975,000	70,238	319,065	325,000
(Less FTA 5310 Mobility Manager)	<u>(162,000)</u>	<u>(10,905)</u>	<u>(50,325)</u>	<u>(54,000)</u>
	813,000	59,332	268,741	271,000



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December 14, 2022

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority
DH

From: Dalal Haddad, Administrative Manager

Subject: Check Register – November

Attached is a copy of PVTA's check register for November. 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", 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's name
- Vendor Name – the payee of the check
- Net Amount – the amount the check was written for; if more than one check was written for a vendor there will be a vendor subtotal also listed. Status – "Outstanding" means the check has not been reconciled (all checks are manually reconciled, so this computer-generated report will always list the checks as "Outstanding")

Date: 11/30/22
Time: 11:07AM

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report
Date: 11/01/22 - 11/30/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013663	101	11/07/2022	Computer	CABCONNEC	CABCONNECT, INC.	200.00	Outstand
000013664	101	11/07/2022	Computer	IMRAN	IMRAN HAMID	405.00	Outstand
000013665	101	11/07/2022	Computer	JIVE	GO TO COMMUNICATIONS, INC.	826.68	Outstand
000013666	101	11/07/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	191.19	Outstand
000013669	101	11/17/2022	Computer	2120	2120 FOOTHILL PROPERTIES	3,484.70	Outstand
000013670	101	11/17/2022	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	3,827.51	Outstand
000013671	101	11/17/2022	Computer	BOA	BUSINESS CARD	689.26	Outstand
000013672	101	11/17/2022	Computer	FRONTIER	FRONTIER COMMUNICATIONS	154.80	Outstand
000013673	101	11/17/2022	Computer	LA VERNE	CITY OF LA VERNE	14.00	Outstand
000013674	101	11/17/2022	Computer	NETWORK	NETWORK PARATRANSIT SYSTEMS	4,498.76	Outstand
000013675	101	11/17/2022	Computer	RAMS	ROGERS, ANDERSON, MALODY & SCOT	3,470.00	Outstand
000013676	101	11/17/2022	Computer	READY	READY REFRESH BY NESTLE	54.96	Outstand
000013677	101	11/17/2022	Computer	TRANS	TRANSTRACK SYSTEMS, INC.	1,500.00	Outstand

Report Totals: 19,316.86

Date: 11/30/22
Time: 11:11AM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 11/01/22 - 11/30/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013653	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	15,688.60	Outstand
000013678	101	11/17/2022	Computer	COURIER	CLAREMONT COURIER	945.00	Outstand
Report Totals:						16,633.60	

Date: 11/30/22
Time: 11:12AM

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
Date: 11/01/22 - 11/30/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013654	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	44,706.20	Outstand
000013655	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	20,234.06	Outstand
000013656	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	167,231.65	Outstand
000013657	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	805.00	Outstand
000013658	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	11,132.29	Outstand
000013659	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	732.60	Outstand
000013660	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC	3,875.10	Outstand
000013661	101	11/03/2022	Computer	TOUCH TEL	TOUCH TEL MOBILE	800.00	Outstand

Report Totals: 249,516.90

Date: 11/30/22
Time: 11:12AM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 11/01/22 - 11/30/22

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013662	101	11/03/2022	Computer	FIRST	FIRST TRANSIT, INC.	9,702.18	Outstand
Report Totals:						9,702.18	

Date: 11/30/22
Time: 11:14AM

MOBILITY MANAGER
Accounts Payable Check Register Report
Date: 11/01/22 - 11/30/22

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013667	101	11/07/2022	Computer	BLUES CA	BLUESHIELD OF CALIFORNIA	1,007.92	Outstand
000013668	101	11/07/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	147.73	Outstand
Report Totals:						1,155.65	