

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY, DECEMBER 14, 2022

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Kristin Mikula, Community Services
Corey Calaycay, Councilmember

La Verne

Rick Crosby, Mayor Pro Tem

Pomona

Nora Garcia, Councilmember
Shandy Dittman, Public Works

San Dimas

Emmett Badar, Mayor

PVTA

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

Network

Freddie Mohammadi, Project Manager

Foothill Transit

Doran Barnes, CEO

1. **Call to Order**

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

2. **Consent Calendar**

- A. Minutes (September)
- B. Administrator's Report
- C. Financial Report (October)
- D. Check Register (November)e
- E. PVTA 2022 Financial Audit

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

3. **Operations Report (October)**

Erika Jacquez Presenting

Get About continues to see an increase and the month of October saw a 23% increase. The cab saw a 55% increase and the van saw 22%. One step over the line saw a 32% increase. Some clients have expressed that due to labor shortages in local medical facilities they are being sent out further into the One Step Over the Line service areas. PVTA saw a spike in Claremont Group usage due to the 2022 Claremont Village Venture where the shuttle transported approximately 1012 passengers. Mobility Managers had a resource table at the event and spoke to approximately 120 individuals to offer information.

4. **Conflict of interest Code**

George Sparks presenting

PVTA is adopting a conflict of interest code similar to the disclosure from most city council 700 forms. It breaks down in categories: interest, investments, income and business positions.

Recommendation from Board Chair Nora Garcia: Use Netfile for all the 700-forms. This would digitize all forms.

Question from Board chair Nora Garcia: would the PVTA board need to attend ethics training or would the city provided training be sufficient?

George Sparks answered: The ethics training received as public officials is sufficient.

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

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

Board member Corey Calaycay suggested a time limit for public comment. An Award was presented to PVTA Administrator George Sparks for his years of service.

6. **Executive Session**

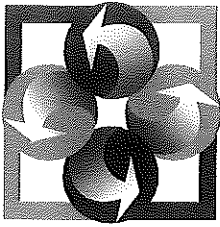
(La Verne City Hall council chambers)

7. **Reconvene into Open Session**

Meeting was reconvened with the only reportable action being that direction given to PVTA Administrator George Sparks on how to proceed in the matter of the PVTA Administrator position upon his retirement.

8. **Adjourn to the next regular meeting in Joe Lyons' name.**

Wednesday, February 8, 2023



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

February 8, 2023

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority

From: George L. Sparks, PVRTA Administrator


Subject: **Administrator's Report-February**

A. Board Meeting Schedule for FY 2023

PVRTA'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 revised board meeting schedule for the balance of FY 2023.

- **February 8, 2023- FY 2024 Budget, Appointment of CEO, Public Hearing 5310**
- **April 12, 2023-Budget Update**
- **June 14, 2023-Adopt FY 2024 Budget, Election of Officers**

B. PVRTA Staffing Changes

We anticipate the retirement of two long time PVRTA staff in the coming months and the appointment of a new CEO. There will be a need to analyze our staffing needs considering these retirements and the changing nature the program's requirements. We plan to bring forward a revised staffing plan in the coming months.

C. Mobility Manager Update

Mobility Managers registered 79 passengers in the month of January. Two complaints were filed and have been closed out. The Transit Store remains busy and has seen an increase in walk in customers. Appointments continue to be encouraged to purchase fares. More printed media (brochures, bus books, etc....) are being distributed to groups that request information and resources.

Group trips continue to be overseen by Mobility Managers. Group trips include but are not limited to school functions, senior outings and private groups like senior homes requesting transportation. Constant communication is maintained with the contractor to ensure that all group trips are being carried out and are running efficiently. Mobility Managers reach out to frequented locations and maintain a line of communication with city staffers.

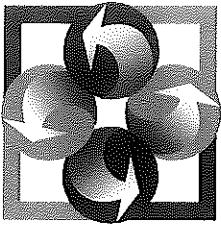
D. Travel Training Project

PVTA will be launching its travel training project in the coming months. PVTA was able to secure FTA 5310 grant to full funding a three-year travel training project to increase the use of all area transit services by seniors and persons with disabilities. The pandemic has decimated the utilization of public transit in the Pomona Valley, leaving many of our seniors and individuals with disabilities isolated and cutoff from vital resources and services. As we strive to rebuild ridership in an effort to address this issue, there is a need to provide these potential riders with the information and skills required to make full and effective use of the transit services available to them.

Our travel training project is somewhat unique in that it will seek to orient and train riders about the array of services available rather than focusing on a single service since many trips require transit users to utilize more than one service. A particular focus of our trainings will be on effective use of the various technologies that riders will encounter traveling throughout the area among the technologies to be covered will be:

- 1. Navigating a service's website, PVTA (Get About, Claremont, San Dimas) Foothill Transit, Metrolink, the Gold Line.*
- 2. Use mobile applications, such as the new PVTA mobile application, Google Transit.*
- 3. Fare payment via an application, use of a TAP card.*

We have begun recruitment for the travel trainer position and hope to have the new staff on board soon. Our plan is to employ a travel trainer to work in concert with the staff of PVTA's existing Mobility Manager project.



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February 8, 2023

**AGENDA
ITEM #2C**

MEMORANDUM

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

Get About

The financial report for the first five months of FY 2023 is attached. Most revenue categories are in line with the adopted budget. We have not received the subregional or ARPA 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 projected to be lower than our budgeted levels due to lower than expected Ready Now ridership. In terms of expenditures, Get About overall costs are about \$255,000 below the prorated budget for the first five months of the fiscal year. Cab costs are \$66,000 under the budget while the dedicated vehicle portion is running about \$158,000 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 \$113,000 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 \$78,000 below the prorated budget.

Pomona Group

Pomona Group costs are running about \$24,000 below the prorated budget.

PVRTA Administration

PVRTA costs are \$30,000 below the prorated budget.

**2022-2023
GET ABOUT**

	Approved Budget <u>2022-23</u>	Current Month <u>Nov-22</u>	YTD 7/1/2022 <u>11/30/2022</u>	Prorated Budget
<u>Revenues</u>				
Fares	95,000	4,529	37,324	39,583
Subregional Incentive	800,000	0	0	333,333
Interest	25,000	286	12,870	10,417
Reserves	0	0	0	0
FTA Operations Revenue	130,000	0	0	54,167
CRRSAA	<u>840,000</u>	<u>0</u>	<u>0</u>	<u>350,000</u>
Total Fares & Other Revenue	1,890,000			
Prop. A				
Claremont	287,385	0	71,847	119,744
La Verne	318,780	79,695	159,390	132,825
Pomona	1,603,560	400,890	801,780	668,150
San Dimas	<u>205,275</u>	<u>0</u>	<u>51,319</u>	<u>85,531</u>
Total Local Return	2,415,000	480,585	1,084,336	1,006,250
Total Revenue	4,305,000	485,400	1,134,530	1,793,750
<u>Expenditures</u>				
<u>Administration</u>				
PVTA Administration	667,000	35,585	278,154	277,917
Consultants & Marketing	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>31,250</u>
Total Administration	742,000	35,585	278,154	309,167
<u>Operations</u>				
Van Operation	2,433,000	179,236	855,538	1,013,750
Cab Operation	<u>1,130,000</u>	<u>73,392</u>	<u>404,355</u>	<u>470,833</u>
Total Operation Expense	3,563,000	252,628	1,259,893	1,484,583
Total Get About Expense	4,305,000	288,213	1,538,047	1,793,750

**CLAREMONT
DIAL-A-RIDE**

	Approved Budget <u>2022-23</u>	Current Month <u>Nov-22</u>	YTD 7/1/2022 <u>11/30/2022</u>	Prorated Budget
<u>Revenue</u>				
Fares	30,000	404	2,557	12,500
Regional Funds	216,000	0	54,000	90,000
Proposition A	60,000	0	15,000	25,000
FTA 5307	<u>224,000</u>	<u>0</u>	<u>56,000</u>	93,333
Total Revenue	530,000	404	127,557	220,833

Expenditures

PVTA Administration	65,000	2,187	14,220	27,083
Cab Operations	235,000	13,001	68,511	97,917
Van Services	150,000	2,558	20,556	62,500
Marketing & Consulting	<u>80,000</u>	<u>945</u>	<u>3,930</u>	<u>33,333</u>
Total Expenditures	530,000	18,691	107,217	220,833

**SAN DIMAS
DIAL-A-CAB**

	Approved Budget <u>2022-23</u>	Current Month <u>Nov-22</u>	YTD 7/1/2022 <u>11/30/2022</u>	Prorated Budget
<u>Revenue</u>				
Fares	25,000	753	3,900	10,417
Proposition A	197,000	0	49,250	82,083
Subregional Incentive	65,000	0	0	27,083
CRRSAA	<u>66,000</u>	<u>0</u>	<u>0</u>	<u>27,500</u>
Total Revenue	353,000	753	53,150	147,083

Expenditures

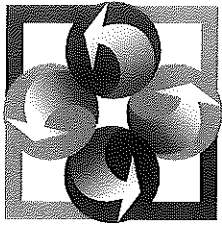
Administration	73,000	1,844	15,709	30,417
Cab Operations	280,000	93,401	52,914	116,667
Marketing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	353,000	95,245	68,623	147,083

POMONA GROUP

	Approved Budget <u>2022-23</u>	Current Month <u>Nov-22</u>	YTD 7/1/2022 <u>11/30/2022</u>	Prorated Budget
<u>REVENUE</u>				
Fares	2,000	56	56	833
Prop. A	45,500	11,375	22,750	18,958
Subregional Incentive Funds	9,500	0	0	3,958
CRRSAA	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>5,833</u>
Total Revenues	71,000	11,431	22,806	23,750
<u>EXPENDITURES</u>				
Administration	8,000	10	284	3,333
Contract Cost	63,000	291	5,170	26,250
Marketing	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	71,000	301	5,454	29,583

PVTA ADMINISTRATION

	Approved Budget <u>2022-23</u>	Current Month <u>Nov-22</u>	YTD 7/1/2022 <u>11/30/2022</u>	Prorated Budget
<u>Revenue</u>				
Administration Charges	813,000	39,626	308,367	338,750
Total Revenue	813,000	39,626	308,367	338,750
<u>Expenditures</u>				
Salaries & Benefits				
Administrator	135,000	9,989	54,941	56,250
Program Manager	100,000	7,343	40,386	41,667
Administrative Manager	73,000	5,432	29,878	30,417
Benefits	<u>200,000</u>	<u>7,159</u>	<u>86,194</u>	<u>83,333</u>
Total Salaries & Benefits	508,000	29,923	211,399	211,667
Other Expenditures				
Audit	23,000	3,470	29,200	9,583
Legal	3,000	0	0	1,250
Telephone	9,000	540	3,663	3,750
Supplies/ADP	10,000	614	3,660	4,167
Insurance	20,000	0	0	8,333
Travel & Conference	10,000	254	2,389	4,167
Rent & Utilities	55,000	3,485	23,352	22,917
Equipment Rent & Maintenance	4,000	55	495	1,667
Miscellaneous & Moving Exp.	<u>1,000</u>	<u>29</u>	<u>307</u>	<u>417</u>
Total Other Expenditures	135,000	8,447	63,066	56,250
Consultants & Marketing	<u>150,000</u>	<u>-822</u>	<u>22,239</u>	<u>62,500</u>
Total Consultant & Marketing	150,000	-822	22,239	62,500
<u>Mobility Manager</u>				
Wages	140,000	10,865	59,756	58,333
Benefits	37,000	2,118	13,137	15,417
Rent/Supplies/Start-up	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>2,083</u>
Mobility Manager Total	182,000	12,983	72,893	75,833
Total Admin. & Marketing	975,000	50,531	369,597	406,250
(Less FTA 5310 Mobility Manager)	<u>(162,000)</u>	<u>(10,905)</u>	<u>(61,230)</u>	<u>(67,500)</u>
	813,000	39,625	308,367	338,750



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February 8, 2023

**AGENDA
ITEM #2D**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: ^{DH} Dalal Haddad, Administrative Manager
Subject: **Check Register – December 2022 and January 2023**

Attached is a copy of PVTA's check register for December and 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", 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")

POMONA VALLEY TRANSPORTATION
Accounts Payable Check Register Report
 Date: 12/01/22 - 1/31/23

Void Checks/Outstanding Checks
 Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013679	101	12/05/2022	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	136.82	Outstand
000013680	101	12/05/2022	Computer	CABCONNEC	CABCONNECT, INC.	200.00	Outstand
000013681	101	12/05/2022	Computer	CALACT	CALACT	1,220.00	Outstand
000013682	101	12/05/2022	Computer	DOUBLE	DOUBLE TREE HOTEL	4,665.48	Outstand
000013683	101	12/05/2022	Computer	JIVE	GO TO COMMUNICATIONS, INC.	826.68	Outstand
000013694	101	12/06/2022	Computer	ANNETTE	ANNETTE WILES	550.00	Outstand
000013696	101	12/19/2022	Computer	2120	2120 FOOTHILL PROPERTIES	3,484.70	Outstand
000013697	101	12/19/2022	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	3,827.51	Outstand
000013698	101	12/19/2022	Computer	BOA	BUSINESS CARD	962.72	Outstand
000013699	101	12/19/2022	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	113.91	Outstand
000013700	101	12/19/2022	Computer	ERIKA	ERIKA JACQUEZ	187.48	Outstand
000013701	101	12/19/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	191.19	Outstand
000013705	101	12/20/2022	Computer	TRANS	TRANSTRACK SYSTEMS, INC.	720.00	Outstand
000013706	101	1/04/2023	Computer	CABCONNEC	CABCONNECT, INC.	200.00	Outstand
000013707	101	1/04/2023	Computer	DAROLD	DAROLD D PIEPER, ATTORNEY	115.50	Outstand
000013708	101	1/04/2023	Computer	FRONTIER	FRONTIER COMMUNICATIONS	176.62	Outstand
000013709	101	1/04/2023	Computer	IMRAN	IMRAN HAMID	535.00	Outstand
000013710	101	1/04/2023	Computer	JIVE	GO TO COMMUNICATIONS, INC.	864.43	Outstand
000013711	101	1/04/2023	Computer	MBA	MBA SOFTWARE & CONSULTING, INC	400.00	Outstand
000013723	101	1/17/2023	Computer	2120	2120 FOOTHILL PROPERTIES	3,484.70	Outstand
000013724	101	1/17/2023	Computer	BLUES CA	BLUE SHIELD OF CALIFORNIA	63.59	Outstand
000013725	101	1/17/2023	Computer	BOA	BUSINESS CARD	1,784.65	Outstand
000013726	101	1/17/2023	Computer	FOUAD	FOUAD HADDAD	489.50	Outstand
000013727	101	1/17/2023	Computer	MEDICARE	CMS MEDICARE INSURANCE	489.50	Outstand
000013728	101	1/17/2023	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	191.19	Outstand
000013729	101	1/17/2023	Computer	SAM	SAM SCHWARTZ ENGINEERING	3,577.38	Outstand
000013731	101	1/24/2023	Computer	C DIGITAL	CALIFORNIA DIGITAL SYSTEMS	154.40	Outstand
000013732	101	1/24/2023	Computer	CABCONNEC	CABCONNECT, INC.	1,250.00	Outstand
000013733	101	1/24/2023	Computer	FRONTIER	FRONTIER COMMUNICATIONS	185.42	Outstand

Report Totals: 31,048.37

Date: 1/31/23
Time: 10:24AM

CLAREMONT DIAL-A-RIDE
Accounts Payable Check Register Report
Date: 12/01/22 - 1/31/23

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013684	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	20,626.81	Outstand
000013695	101	12/07/2022	Computer	FIRST	FIRST TRANSIT, INC	5,856.44	Outstand
000013712	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	15,156.08	Outstand

Report Totals: 41,639.33

GET ABOUT TRANSPORTATION
Accounts Payable Check Register Report
 Date: 12/01/22 - 1/31/23

Void Checks/Outstanding Checks
 Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013685	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	40,109.90	Outstand
000013686	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	20,240.43	Outstand
000013687	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	180,723.69	Outstand
000013688	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	1,035.00	Outstand
000013689	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	12,332.15	Outstand
000013690	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	981.50	Outstand
000013691	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC	4,339.10	Outstand
000013692	101	12/05/2022	Computer	TOUCH TEL	TOUCH TEL MOBILE	800.00	Outstand
000013702	101	12/19/2022	Computer	BOA	BUSINESS CARD	3,468.00	Outstand
000013713	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	37,968.60	Outstand
000013714	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	19,181.66	Outstand
000013715	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	176,092.45	Outstand
000013716	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	805.00	Outstand
000013717	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	10,797.47	Outstand
000013718	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	721.80	Outstand
000013719	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	2,049.10	Outstand
000013720	101	1/04/2023	Computer	TOUCH TEL	TOUCH TEL MOBILE	800.00	Outstand

Report Totals: 512,445.85

Date: 1/31/23
Time: 10:25AM

SAN DIMAS DIAL A CAB
Accounts Payable Check Register Report
Date: 12/01/22 - 1/31/23

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013693	101	12/05/2022	Computer	FIRST	FIRST TRANSIT, INC.	10,633.76	Outstand
000013721	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC.	8,587.98	Outstand

Report Totals: 19,221.74

Date: 1/31/23
Time: 10:26AM

POMONA GROUP SVC
Accounts Payable Check Register Report
Date: 12/01/22 - 1/31/23

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013722	101	1/04/2023	Computer	FIRST	FIRST TRANSIT, INC	291.44	Outstand
Report Totals:						291.44	

Date: 1/31/23
Time: 10:26AM

MOBILITY MANAGER
Accounts Payable Check Register Report
Date: 12/01/22 - 1/31/23

Page: 1

Void Checks/Outstanding Checks
Computer Checks

Check #	Bank Account	Date	Type	Vendor	Vendor Name	Net Amount	Status
000013703	101	12/19/2022	Computer	BLUES CA	BLUESHIELD OF CALIFORNIA	1,007.92	Outstand
000013704	101	12/19/2022	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	147.73	Outstand
000013730	101	1/17/2023	Computer	PRINCIPAL	PRINCIPAL LIFE INSURANCE COMPANY	147.73	Outstand

Report Totals: 1,303.38