



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

April 12th, 2023

**AGENDA  
ITEM #3**

**MEMORANDUM**

To: Pomona Valley Transportation Authority

From: Nicole Carranza, PVTA CEO

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

**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 revised board meeting schedule for the balance of FY 2023.

- **April 12, 2023-Work Program Update**
- **June 14, 2023-Adopt FY 2024 Budget, Election of Officers**

**B. Staff Transition Update**

Effective March 13th Erika Jacquez has been promoted to Sr. Program Manager. The Sr. Program Manager provides direct support to the CEO and helps to manage and implement programs. This will be a smooth transition as Erika has over 8 years of experience with PVTA.

In the FY24 budget we have programmed an additional Program Manager to possibly assume some of Erika and Dalal's current duties.

The current office manager Dalal is scheduled to retire in 2023 (tentative date of June 2023) her primary role in the office is bookkeeper/office manager. We have selected a bookkeeping contractor LSL that will streamline our process and update our accounting software. LSL will also create a training manual for continuity. Once this process is

complete, we will have a better understanding of our remaining needs in the office. This will allow us to better frame the new Program Manager position.

Since our current Mobility manager has been promoted, we will be down to (1) mobility manager. We will continue to operate with one Mobility manager Diana Mendez until we feel the need to hire additional support. In the next coming weeks, we will be hiring an additional staff member as the new Travel Trainer. The Travel Trainer will help to supplement some of the current mobility manager duties.

Current PVTA Office Staff Roles:

CEO - Nicole Carranza

Sr. Program Manager Erika Jacquez

Office Manager - Dalal Haddad

Mobility Manager - Diana Mendez

Travel Trainer - Open Position

### **C. Work Program Update for FY23**

**Finalize FY24 Budget** - A preliminary budget has been proposed to the board at the previous board meeting in February. A finalized budget will be made available to the board in June with finalized revenue estimates.

**ZEB** - PVTA continues to meet with ZEV consultants every week to discuss the progression of the zero emissions plan for PVTA and Claremont Dial-a-ride.

**Service Design Analysis** - PVTA will be finalizing a Service Design analysis RFP for both PVTA and the City of Claremont. The goal is to have the requests for proposals out before the end of the fiscal year.