

**POMONA VALLEY TRANSPORTATION AUTHORITY
REGULAR BOARD MEETING**

Wednesday, October 2, 2024

5:00 P.M.

**CITY OF LAVERNE
CITY HALL- COUNCIL CHAMBERS
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 (June)	2A	
	B. Financial Report	2B	
	C. Check Register	2C	
3.	Operations & Mobility Manager Update (Erika)	3	Information
4.	Award of Contract for Transportation Service (Erika)	4	Action
5.	Oral - members of the public may address the Board on items of interest during this time		
6.	New Business		
7.	Adjourn to next regular meeting December 11, 2024		Action

***Public Comment Time Limit 4 minutes**

POMONA VALLEY TRANSPORTATION AUTHORITY

WEDNESDAY, June 12, 2024

REGULAR BOARD OF DIRECTORS MEETING MINUTES

Present:

Claremont

Corey Calaycay, Councilmember
Kristin Mikula, Community Services

La Verne

Rick Crosby, Mayor Pro Tem
JR Ranells, Assist. City Manager

Pomona

Nora Garcia, Councilmember
Shandy Dittman, Public Works

San Dimas

Emmett Badar, Mayor
Brad Mckinney, Assistant City Manager

PVTA

Nicole Carranza, CEO
Erika Jacquez, Senior Program Manager
Andrew Rodriguez, Admin. Manager
Diana Mendez, Mobility Manager
Susan Dominguez, Travel Trainer

Transdev

Lora Sanchez, General Manager

Guest

Joe Raquel, Foothill Director of Planning
Sydney Maves, Sam Schwartz

1. **Call to Order**

The meeting was called to order at 5:01 p.m. by Emmett Badar.

2. **Consent Calendar**

- A. Minutes (May)
- B. Administrator's Report
- C. Financial Report
- D. Check Register

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

3. **Operations Update**

Erika Jacquez presenting

Due to some missing data, the update is not complete. There is an 18% increase in Get About, Claremont saw a 31% increase in ridership. The Uber pilot program has been largely successful and well-received, though the primary challenge has been guiding users through the process of using it effectively. The PVRTA Travel Trainer is able to assist people over the phone and in person to help riders better navigate the program. Brochures and guides are available for anyone interested in the program.

4. **FY 2025 Proposed Budget**

Nicole Carranza Presenting

The preliminary budget, totaling approximately \$4.3 million, was presented in March. The updated proposed FY 25 budget totals \$4.7 million. This is due to changes in revenues and subregional funding. The subregional funding, which helps lower costs for the cities, saw an increase of 12.5%. LAIF, PVRTA's interest account, went up 12% and this also helps lower city contributions. City contributions, or local returns, will need to increase by approximately 27% to cover the operating contract costs, as the current contract is ending and the procurement process is required.

Question:(Rick Crosby) Under the local prop A, La Verne was previously at 360,000 and in the new budget jumps to 454,000. Is there a reason other cities do not increase at the same rate?

Answer:(Nicole Carranza) The budget increases are based on a three year rolling average of ridership levels from each city.

Question:(Rick Crosby) The "miscellaneous" category saw an increase from \$1,000 in 2023 to \$30,000 in 2024, with a further rise to \$50,000 projected for 2025.

Answer:(Erika Jacquez) This was to account for consultants needed when the previous Administrator and Finance Manager retired. A full time staffer was hired to cut back on the usage of consultants.

**suggestion was made to re-label from "miscellaneous" expense to "consultant"*

Question from Nora Garcia: Is the budget for legal a little low considering that there will be a procurement process?

Answer from Nicole Carranza: It is the average amount and the procurement has been factored into the legal budget.

Action: It was **MOVED** by Corey Calaycay, **SECONDED** by Nora Garcia Board unanimously **VOTED** to adopt the proposed FY 25 budget.

5. ZEB Presentation

Sydney Maves presenting

This implementation plan is designed to help guide PVRTA through the process of transitioning their fleet to zero emission vehicles. As target dates shift, details in this plan might change. The state of California mandates that transit agencies gradually transition their fleets to zero-emission vehicles. By 2029, all new vehicles over 14,000 pounds must be zero-emission, and by 2035, this requirement will extend to all new vehicles, including smaller ones. Battery electric vehicles are recommended because hydrogen-powered vehicles in the required weight class for PVRTA are not readily available. The current fleet includes 37 gasoline-powered vehicles, consisting of 26 cutaway vehicles—18 owned by PVRTA and 8 by the City of Claremont—along with 1 large van, and 10 minivans—9 owned by PVRTA and 1 by the City of Claremont. PVRTA is planning to downsize its fleet to 30 vehicles by the end of 2025. The plan is to have the fleet consist of 11 cutaways, 11 large vans and 8 minivans. This is to reflect the changing travel patterns and group sizes. The transition to a full zero emission fleet would be complete by 2041. As a fully electric fleet would require more space for chargers and infrastructure, the recommendation is that PVRTA acquire its own operations facility and EV equipment. This would require substantial financial investment. Grants would help alleviate the costs.

Question: (Corey Calaycay) Is there an option for PVRTA to lease the infrastructure needed for EV instead of owning?

Answer: (Sydney Maves) The option exists but the cost would still be about as high as actually purchasing the EV equipment.

Question: (Nora Garcia) Is there the possibility of partnering with another entity to aid with costs or using city owned property?

Answer: (Sydney) Yes, it is considered in the plan with some options possibly being a school district or another city. Which is detailed within the report.

Answer: (Nicole) Grants are also an option to help with funding if PVRTA can find another city or agency to partner with.

6. Oral - members of the public may address the Board on items of interest

7. **New Business**

Yes, new PVTA Admin Manager, Andrew Rodriguez, was introduced to the board.

8. **Adjourn at 6:04 pm to next regular meeting**

Wednesday, September 11, 2024



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 27th, 2024

**AGENDA
ITEM #2B**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Andrew Rodriguez, Administrative Manager / Bookkeeper
Subject: **Financial Report for FY24.**

Get About

The financial report is detailing the year to date standings for FY 24. The figures presented in this report are provisional and subject to minor adjustments as we approach finalization. Notably, fare revenues have fallen below projections due to fares being waived during this period, with resumption to take place in May. Due to reporting delays, submissions for Sub Regional and FTA billing remain outstanding. However, billing for Prop A has been successfully submitted for the initial three quarters.

Claremont Dial-a-Ride

Claremont DAR's expenses were approximately 47%, or roughly \$210,000, below the finalized annual budget.

San Dimas Dial-a-Cab

San Dimas Dial-a-Cab expenses were approximately 30%, or roughly \$86,000, below the finalized annual budget.

Pomona Group

Pomona Group expenses were approximately 33%, or roughly \$16,800, below the finalized annual budget.

PVTA Administration

PVTA FY24 costs were roughly \$26,000 above the annual budget. This is due to the previous administrative manager retiring and being paid out her vacation and a larger than expected cost of accounting service fees attributed to the processing of the FY23 audit.

**PVTA ADMINISTRATION
PROFIT AND LOSS
JULY 2023 - JUNE 2024**

Revenues	Approved Budget 2023-24	FY24 YTD	FY 24 Budget vs Actual
Admin Service Revenue	\$ 849,000.00	\$ 874,292.93	(\$25,292.93)
Miscellaneous Income	\$ -	\$ 800.30	(\$800.30)
Total Revenues	\$ 849,000.00	\$ 875,093.23	(\$26,093.23)
<u>Expenditures</u>			
Salaries & Benefits			
Total 50100 Administrator	\$ 119,000.00	\$ 123,638.93	(\$4,638.93)
Total 50120 Program Manager	\$ 87,000.00	\$ 87,502.83	(\$502.83)
Total 50110 Administrative Manager	\$ 87,000.00	\$ 96,329.12	(\$9,329.12)
Benefits	\$ 137,000.00	\$ 105,196.67	\$31,803.33
Total Salaries & Benefits	\$ 430,000.00	\$ 412,667.55	\$17,332.45
<u>Other Expenditures</u>			
Audit	\$ 25,000.00	\$ 25,140.00	(\$140.00)
Legal	\$ 2,500.00	\$ 2,233.00	\$267.00
Telephone	\$ 9,500.00	\$ 11,166.87	(\$1,666.87)
Supplies	\$ 11,000.00	\$ 14,331.43	(\$3,331.43)
Insurance	\$ 20,000.00	\$ 26,557.88	(\$6,557.88)
Travel & Conference	\$ 9,000.00	\$ 7,355.90	\$1,644.10
Rent & Utilities	\$ 50,000.00	\$ 55,152.68	(\$5,152.68)
Equip Rent & Maintenance	\$ 10,000.00	\$ 4,268.24	\$5,731.76
Accounting Services	\$ 30,000.00	\$ 123,294.94	(\$93,294.94)
Fees and Events	\$ -	\$ 4,963.13	(\$4,963.13)
Total Other Expenditures	\$ 167,000.00	\$ 274,464.07	(\$107,464.07)
<u>Consultants & Marketing</u>			
Consultants & Marketing	\$ 220,000.00	\$ 154,237.85	\$65,762.15
Total Consultants & Marketing	\$ 220,000.00	\$ 154,237.85	\$65,762.15
<u>Mobility Manager</u>			
Total 50130 Senior Analyst	\$ 120,000.00	\$ 80,665.23	\$39,334.77
Benefits	\$ 27,500.00	\$ 16,640.67	\$10,859.33
Rent/Supplies/Start-up/Travel	\$ -	\$ 345.84	(\$345.84)
Mobility Manager Total	\$ 147,500.00	\$ 97,651.74	\$49,848.26
<u>Travel Trainer</u>			
Total 50140 50140 Travel Trainer	\$ 120,000.00	\$ 38,216.30	\$81,783.70
Benefits	\$ 27,500.00	\$ 12,709.70	\$14,790.30
Rent/Supplies/Start-up/Travel	\$ -	\$ 9.43	(\$9.43)
Travel Trainer Total	\$ 147,500.00	\$ 50,935.43	\$96,564.57
Total Net	\$ 849,000.00	\$ 875,093.23	(\$26,093.23)

**PVTA ADMINISTRATION
PROFIT AND LOSS
FY2024 - 25 YTD**

Revenues	Approved Budget 2024-25	FY25 YTD	Prorated Budget
Admin Service Revenue	\$ 781,620.00	\$ -	\$ 130,270.00
Miscellaneous Income	\$ -	\$ -	\$0.00
Total Revenues	\$ 781,620.00	\$ -	\$130,270.00
<u>Expenditures</u>			
Salaries & Benefits			
Total 50100 Administrator	\$ 122,000.00	\$ 14,035.86	\$6,297.47
Total 50120 Program Manager	\$ 88,000.00	\$ 13,653.45	\$1,013.22
Total 50110 Administrative Manager	\$ 87,000.00	\$ 9,665.60	\$4,834.40
Benefits	\$ 141,000.00	\$ 56,230.53	(\$32,730.53)
Total Salaries & Benefits	\$ 438,000.00	\$ 93,585.44	(\$20,585.44)
<u>Other Expenditures</u>			
Audit	\$ 26,000.00	\$ -	\$4,333.33
Legal	\$ 2,500.00	\$ -	\$416.67
Telephone	\$ 10,000.00	\$ (2,001.26)	\$3,667.93
Supplies	\$ 12,000.00	\$ 8,389.08	(\$6,389.08)
Insurance	\$ 20,000.00	\$ -	\$3,333.33
Travel & Conference	\$ 9,000.00	\$ 3,650.00	(\$2,150.00)
Rent & Utilities	\$ 56,000.00	\$ 4,909.82	\$4,423.51
Equip Rent & Maintenance	\$ 10,000.00	\$ 9,001.10	(\$7,334.43)
Accounting Services	\$ 50,000.00	\$ 2,094.05	\$6,239.28
Fees and Events	\$ -	\$ 183.78	(\$183.78)
Total Other Expenditures	\$ 195,500.00	\$ 26,226.57	\$6,356.76
<u>Consultants & Marketing</u>			
Consultants & Marketing	\$ 115,000.00	\$ 8,730.09	\$10,436.58
Total Consultants & Marketing	\$ 115,000.00	\$ 8,730.09	\$10,436.58
<u>Mobility Manager</u>			
Total 50130 Senior Analyst	\$ 75,000.00	\$ 11,748.76	\$751.24
Benefits	\$ 28,500.00	\$ 1,833.67	\$2,916.33
Rent/Supplies/Start-up/Travel	\$ -	\$ 89.47	(\$89.47)
Mobility Manager Total	\$ 103,500.00	\$ 13,671.90	\$3,578.10
<u>Travel Trainer</u>			
Total 50140 50140 Travel Trainer	\$ 75,000.00	\$ 9,665.60	\$2,834.40
Benefits	\$ 28,500.00	\$ 1,620.67	\$3,129.33
Rent/Supplies/Start-up/Travel	\$ -	\$ -	\$0.00
Travel Trainer Total	\$ 103,500.00	\$ 11,286.27	\$ 5,963.73
Total Net	\$ 781,620.00	\$ -	\$130,270.00

**CLAREMONT DIAL-A-CAB
PROFIT AND LOSS
JULY 2023 - JUNE 2024**

<u>Revenues</u>	<u>Approved Budget 2023-24</u>	<u>FY24 YTD</u>	<u>FY 24 Budget vs Actual</u>
Fares	\$ 15,000.00	\$ 3,203.00	\$ 11,797.00
Proposition A	\$ 320,000.00	\$ 260,000.00	\$ 60,000.00
Regional Funds	\$ 113,000.00	\$ -	\$ 113,000.00
FTA 5307	\$ -	\$ -	\$ -
<u>Total Revenue</u>	\$ 448,000.00	\$ 263,203.00	\$ 184,797.00
<u>Expenditures</u>			
PVTA Administration	\$ 68,000.00	\$ 47,029.70	\$ 20,970.30
Cab Operations	\$ 206,000.00	\$ 150,255.84	\$ 55,744.16
Van Operations	\$ 74,000.00	\$ 36,977.98	\$ 37,022.02
Marketing & Consulting	\$ 100,000.00	\$ -	\$ 100,000.00
<u>Total Expenditures</u>	\$ 448,000.00	\$ 234,263.52	\$ 213,736.48

**GET ABOUT
PROFIT AND LOSS
JULY 2023 - JUNE 2024**

<u>Revenues</u>	Approved Budget 2023-24	YTD	FY 24 Budget vs Actual
Fares & Other Revenue			
Fares	\$ 105,000.00	\$ 22,209.50	\$82,790.50
Subregional Incentive	\$ 800,000.00	\$ -	\$800,000.00
Interest	\$ 80,000.00	\$ -	\$80,000.00
Reserves	\$ 480,000.00	\$ -	\$480,000.00
FTA Operations Revenue	\$ 95,000.00	\$ -	\$95,000.00
Total Fares & Other Revenue	\$ 1,560,000.00	\$ 22,209.50	\$1,537,790.50
Prop A - Local Return			
Claremont	\$ 309,690.00	\$309,690.00	\$0.00
La Verne	\$ 348,750.00	\$376,750.00	(\$28,000.00)
Pomona	\$ 1,869,300.00	\$2,020,100.00	(\$150,800.00)
San Dimas	\$ 262,260.00	\$283,460.00	(\$21,200.00)
Total Local Return	\$ 2,790,000.00	\$ 2,990,000.00	(\$200,000.00)
Total Revenue	\$ 4,350,000.00	\$ 3,012,209.50	\$1,337,790.50
Expenditures			
Administration			
PVTA Administration	\$ 721,000.00	\$ 780,238.58	(\$59,238.58)
Marketing & Consulting	\$ 24,000.00	\$ -	\$24,000.00
Total Administration	\$ 745,000.00	\$ 780,238.58	(\$35,238.58)
Operations			
Cab Operations	\$ 2,475,000.00	\$ 529,313.75	\$1,945,686.25
Van Operations	\$ 1,130,000.00	\$ 2,738,923.21	(\$1,608,923.21)
Total Operations	\$ 3,605,000.00	\$ 3,268,236.96	\$336,763.04
Total Expenditures	\$ 4,350,000.00	\$ 4,048,475.54	\$301,524.46

**POMONA GROUP
PROFIT AND LOSS
JULY 2023 - JUNE 2024**

<u>Revenues</u>	<u>Approved Budget 2023-24</u>	<u>FY24 YTD</u>	<u>FY 24 Budget vs Actual</u>
Fares	\$ 1,000.00	\$ 982.00	\$ 18.00
Proposition A	\$ 41,000.00	\$ 28,415.00	\$ 12,585.00
Subregional Incentive	\$ 9,000.00	\$ -	\$ 9,000.00
CRRSAA	\$ -	\$ -	\$ -
<u>Total Revenue</u>	\$ 51,000.00	\$ 29,397.00	\$ 21,603.00
<u>Expenditures</u>			
PVTA Administration	\$ 5,000.00	\$ 6,194.23	\$ (1,194.23)
Contract Cost	\$ 46,000.00	\$ 27,966.38	\$ 18,033.62
<u>Total Expenditures</u>	\$ 51,000.00	\$ 34,160.61	\$ 16,839.39

**SAN DIMAS DIAL-A-CAB
PROFIT AND LOSS
JULY 2023 - JUNE 2024**

<u>Revenues</u>	<u>Approved Budget 2023-24</u>	<u>FY24 YTD</u>	<u>FY 24 Budget vs Actual</u>
Fares	\$ 20,000.00	\$ 1,430.50	\$ 18,569.50
Proposition A	\$ 200,000.00	\$ 145,000.00	\$ 55,000.00
Subregional Incentive	\$ 60,000.00	\$ -	\$ 60,000.00
CRRSAA	\$ -	\$ -	\$ -
<u>Total Revenue</u>	\$ 280,000.00	\$ 146,430.50	\$ 133,569.50
<u>Expenditures</u>			
PVTA Administration	\$ 55,000.00	\$ 40,830.42	\$ 14,169.58
Cab Operations	\$ 220,000.00	\$ 152,897.23	\$ 67,102.77
Marketing & Consulting	\$ 5,000.00	\$ -	\$ 5,000.00
<u>Total Expenditures</u>	\$ 280,000.00	\$ 193,727.65	\$ 86,272.35



September 27th, 2024

**AGENDA
ITEM #2C**

MEMORANDUM

To: Pomona Valley Transportation Authority
From: Andrew Rodriguez, Administrative Manager / Bookkeeper
Subject: **Check Register – FY2024-25 YTD**

Attached is a copy of PVTA's check register from July 2024 to August 2024. 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. Due to ongoing attempts to collect outstanding invoices, this month's register is not divided by program, but rather listed completely.

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:

- Account – General Ledger account number for the PVTA checking accounts.
- Transaction ID – Internal recorded payment number
- Date – Date payment was written or processed
- Transaction Type - Payment method
- Num – Check Number
- Name – the payee of the payment; vendor name
- 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.

	Cash - Checking BMO	1326 07/26/2024	Bill Payment (Check)	14230	SAM SCHWARTZ ENGINEERING	-\$	12,335.84
Total for 1326						-\$	12,335.84
1539							
	Cash - Checking BMO	1539 07/26/2024	Bill Payment (Check)	ACH	ADP	-\$	137.92
Total for 1539						-\$	137.92
1328							
	Cash - Checking BMO	1328 07/29/2024	Bill Payment (Check)	14231	Courier Printing, Inc.	-\$	579.92
Total for 1328						-\$	579.92
1330							
	Cash - Checking BMO	1330 07/29/2024	Bill Payment (Check)	14232	CALIFORNIA DIGITAL SYSTEM	-\$	8,544.38
Total for 1330						-\$	8,544.38
1343							
	Cash - Checking BMO	1343 08/02/2024	Bill Payment (Check)	14233	CLAREMONT CHAMBER OF COMMERCE	-\$	325.00
Total for 1343						-\$	325.00
1344							
	Cash - Checking BMO	1344 08/02/2024	Bill Payment (Check)	14234	AgingNext	-\$	150.00
Total for 1344						-\$	150.00
1345							
	Cash - Checking BMO	1345 08/02/2024	Bill Payment (Check)	14235	Diana Mendez	-\$	50.70
Total for 1345						-\$	50.70
1346							
	Cash - Checking BMO	1346 08/02/2024	Bill Payment (Check)	14236	Erika Jacquez	-\$	293.40
Total for 1346						-\$	293.40
1347							
	Cash - Checking BMO	1347 08/02/2024	Bill Payment (Check)	14237	IMRAN HAMID	-\$	334.00
Total for 1347						-\$	334.00
1348							
	Cash - Checking BMO	1348 08/02/2024	Bill Payment (Check)	14238	Direct Connect	-\$	276.25
Total for 1348						-\$	276.25
1349							
	Cash - Checking BMO	1349 08/02/2024	Bill Payment (Check)	14239	CLAREMONT CHAMBER OF COMMERCE	-\$	250.00
Total for 1349						-\$	250.00
1351							
	Cash - Checking BMO	1351 08/05/2024	Bill Payment (Check)	14240	Darold D. Pieper, Attorney at Law	-\$	1,963.50
Total for 1351						-\$	1,963.50
1352							
	Cash - Checking BMO	1352 08/05/2024	Bill Payment (Check)	14241	Darold D. Pieper, Attorney at Law	-\$	269.50
Total for 1352						-\$	269.50
1367							
	Cash - Checking BMO	1367 08/12/2024	Bill Payment (Check)	14242	LSL	-\$	2,094.05
Total for 1367						-\$	2,094.05
1369							
	Cash - Checking BMO	1369 08/12/2024	Bill Payment (Check)	14243	Courier Printing, Inc.	-\$	3,758.42
Total for 1369						-\$	3,758.42
1370							
	Cash - Checking BMO	1370 08/12/2024	Bill Payment (Check)	14244	TRANSTRACK SYSTEMS, INC.	-\$	25,711.00
Total for 1370						-\$	25,711.00
1386							
	Cash - Checking BMO	1386 08/28/2024	Bill Payment (Check)	14245	SAM SCHWARTZ ENGINEERING	-\$	3,602.52
Total for 1386						-\$	3,602.52
1387							
	Cash - Checking BMO	1387 08/28/2024	Bill Payment (Check)	14246	Susan Dominguez	-\$	50.04
Total for 1387						-\$	50.04
1388							
	Cash - Checking BMO	1388 08/28/2024	Bill Payment (Check)	14247	AgingNext	-\$	3,500.00
Total for 1388						-\$	3,500.00
1389							
	Cash - Checking BMO	1389 08/28/2024	Bill Payment (Check)	14248	TOUCH TEL MOBILE	-\$	800.00
Total for 1389						-\$	800.00
1390							
	Cash - Checking BMO	1390 08/28/2024	Bill Payment (Check)	14249	CALIFORNIA DIGITAL SYSTEM	-\$	103.80
Total for 1390						-\$	103.80
1391							
	Cash - Checking BMO	1391 08/28/2024	Bill Payment (Check)	14250	TRILLIUM SOLUTIONS, INC.	-\$	4,700.00
Total for 1391						-\$	4,700.00
1392							
	Cash - Checking BMO	1392 08/28/2024	Bill Payment (Check)	14251	Everon	-\$	25.00
Total for 1392						-\$	25.00
1393							
	Cash - Checking BMO	1393 08/28/2024	Bill Payment (Check)	14252	Erika Jacquez	-\$	300.00
Total for 1393						-\$	300.00
1394							
	Cash - Checking BMO	1394 08/28/2024	Bill Payment (Check)	14253	CalPERS- vendor	-\$	700.00
Total for 1394						-\$	700.00
Total for Cash - Checking BMO						-\$	166,268.12