

SUMMARY
Paratransit Special Board Meeting
November 9, 2017

The following Directors were present: Pat Hume, Anna Fontus, Jill Faust, Mary Steinert, Shahid Rehimtoola, along with CEO, Tiffani Fink.

Director Hume sat in for President Leventon and stated the Mission of the organization

Public Comment:

Mr. Tardaguila commented that it had been a year of change. He thanked Director Hume for a nice job on “lots of items”. He commended the Paratransit, Inc. Board on taking care of their customers, thanking CEO Fink.

The following Items were approved on the Consent Calendar:

- Minutes from the Special Board of Directors’ Meeting on October 5, 2017.
- Amended Positions for Conflict of Interest Policy.

Review Nominations, Accept Nominations from the Floor and Elect Officers for Calendar Year 2018.

The following were presented as the slate at the October meeting:

- President – Mary Steinert
- Vice President – Patrick Hume
- Secretary – Scott Leventon
- Treasurer – Jill Faust

No nominations were received from the floor and Director Fontes made a motion and Director Faust seconded the motion, the motion was unanimously approved.

The Financial Report highlighted the following:

In the rolling year, there has been a 4% decline in the number of trips provided, with a decrease of 6% in CTSA trips and 1% decrease in demand response.

A comparison of year-to-date FY17 to FY16, shows about the same, but with a 5% decline in CTSA trips. Director Faust asked about the CTSA decline. It was reported that there was not any loss in the number of agencies, however DDSO and HFA have had some internal issues which Paratransit, Inc. is helping them work through.

Combined Costs per trip are down from \$25.00 to \$22.00 per trip; CTSA trips went from \$3.47 to \$2.81 per trip, and demand response is down 16% per trip from \$52.00 per trip to \$44.00 per trip.

The major components of the cost reduction are cuts in personnel and a change in dispatch with a 30% reduction in taxi service.

Fare recovery ratio is up by 12.9%, or 13% in CTSA service with a 1.5% increase in demand response service.

Cost per mile was \$3.61, a breakdown shows an 82 cent cost per mile for CTSA and \$4.86 cost per mile for demand response, with 17 trips per 100 miles combined, 30 trips per 100 miles for CTSA and 11 trips per 100 miles for demand response.

Trips per hour were 2.7 combined, 5.4 per hour on the CTSA side and 1.7 per hour on the demand response side.

Demand response had an on-time performance rate of 95.2%.

The Executive Director's report highlighted the following:

Ms. Fink started her report by thanking staff, stating it was a team effort.

Ms. Fink provided a Modesto update, Paratransit, Inc. was notified that the COG was taking over the CTSA and there was a six week transition, and she wished to recognize Tom Powers and Sean McGirr who gave up his life in Boston to assist with the transition. Lisa Cappellari, Chris Brown, Linda Parker, Jesse Isaacson and Sean Powers were also thanked for the time they put into this effort which was under significant time constraints.

Innovative Paradigms has been busy working on a quick answer guide for Managers in the field offices. The idea is to provide them with a reference guide to issues which arise. Innovative Paradigms is also beginning a new business plan development outlining strategy for the next 5 years. This plan will be presented to the Board as a discussion item during the long range planning process, prior to finalization and presentation to the Board for final adoption.

Mobility Options staff traveled to Utah to provide consulting services to Utah Transit Authority as they update their travel training program. Kevin Welch, Mobility Options Manager, was instrumental in the original implementation of this program and was invited back to assist them with evaluating the program and planning next steps.

Maintenance staff has been preparing for the new Compressed Natural Gas vehicles and also making the transition in lift manufacturers to Braun. SacRT has delivered the eleven new CNG vehicles and equipment is being installed.

Information Technology staff is working on the development of the new website.

Ms. Fink shared that the annual audit will be the week of November 13th, and staff has been preparing for their visit. The National Transit Database audit has been completed and the Measure A audit will start soon.

Ms. Fink shared that she was honored to have participated in this year's Metro Edge Immersion Day at the State Capitol, joining James Corless, SACOG CEO; Sparky Harris, City of Sacramento Streetcar Project lead; and Henry Li, SacRT CEO on the speaker's panel. Ms. Fink added that she is pleased to announce that she will be co-chairing the Metro Chamber State Legislative Summit Transportation Team again this year with Connie Garcia-Weinhardt from SacRT and Terrence McNamara from Teichert.

Director Rehimtoola asked about the plan for refueling the CNG vehicles. Ms. Fink replied they have back up plans, either with SacRT or other clean energy facilities and they are ready to resume the discussions with SacRT. Director Hume asked about the time line for resolution, which was thought to be hopefully soon.

There was discussion about the property adjacent to Paratransit, Inc. which is partially being leased by Paratransit, Inc. A public meeting will be held on Monday, November 13, 2017 at the Pannell Center to discuss options for the property which is possibly slated for a large homeless shelter.

New Website Presentation

Jesse Isaacson provided a presentation of the new website which is currently under development. It will be more modern. It is not quite done, but will be very soon. The Innovative Paradigms portion will be cleaner, it is a brand name, not a separate company.

There was also discussion about the new on-line booking option that is in the works, Ms. Fink stated it was presented to SacRT's Mobility Advisory Council (MAC) and will start with a slow roll out and MAC will be involved.

Director Hume asked about the plan for updating the "What is New" section. Tom Powers assured the Board that items would be readily updated and not be stale.

Action Items:

Adoption of Resolution No. 25-17 delegating authority to the Chief Executive Officer (CEO) to negotiate and execute Amendment No. 1 to the ADA Paratransit Services Agreement with the Sacramento Regional Transit District.

Adoption of Resolution No. 26-17 delegating authority to the Chief Executive Officer (CEO) to negotiate and execute Amendment No. 1 to the Lease of Paratransit Buses Agreement with Sacramento Regional Transit District.

Adoption of Resolution No. 27-17 authorizing the submittal of a Proposal to Access Services for travel training services and authorizing the Chief Executive Officer to negotiate and execute a contract and any required documents, if awarded.

Discussion and Consideration of Adoption of the Board Meeting Calendar for 2018

Historically the Paratransit, Inc. Board of Director's meetings has been on Thursday. In January, the meeting is yet to be determined, as it will be a study session. The meeting will begin in the afternoon and be an open meeting.

There was a proposal to change the Paratransit, Inc. Board of Directors' meeting to the 3rd Monday of the month, starting in February 2018, this was approved by the Board.

Community Transportation Partnership Updates

Janice Labrado from SacRT stated that SacRT's maintenance personnel conducted a recent inspection of vehicles leased to Paratransit, Inc., visiting Paratransit, Inc.'s maintenance facility. SacRT's maintenance team was pleased with the up-keep of the vehicles and the visit was positive. Ms. Labrado also advised that the amendments to the ADA Paratransit Service Agreement and Bus Lease Agreement which Ms. Fink had just discussed would be going to the SacRT Board on the 13th of November.

Director Faust commented that the cooperation between the agencies was lovely, and Director Hume agreed that it was refreshing.

Board Comments/Reports/Future Agenda Items

There will be discussion on how Paratransit, Inc. wants to grow and the long range plan. The January meeting will be conducted off site and there will be a luncheon with the CTSA partners, and the Board can hear from them, it will be an open meeting. It will be the roll out for the long range plan.