

**SUMMARY  
Paratransit Special Board Meeting  
October 10, 2017**

The following Directors were present: Anna Fontus, Pat Hume, Pete Spaulding, Scott Leventon, Shahid Rehimtoola, Steve Hansen along with CEO, Tiffani Fink.

**Introduction of Board Member Fontus:**

Anna Fontus was introduced as the newest Paratransit, Inc. Board Member.

**Public Comment:**

Ms. Brenda Anderson had questions about the agenda item on the North Natomas pilot project and asked if there would be service in outlining areas or to River Cats games. Ms. Anderson also brought up concerns with client cancelations not being communicated to the Paratransit driver and with ride sharing.

**Open Nominations for Officers to the Board of Directors for Calendar Year 2018:**

Director Hansen was nominated by Director Leventon to serve on the nominating committee with Director Steinert. The slate was brought forth with Director Hume for Vice Chair, Director Faust for Treasurer and Director Steinert for President.

Nominations from the floor will be accepted at the November Board Meeting and action will be taken in January 2018.

**The following items were approved on the Consent Calendar:**

- Minutes from the August 10, 2017 Board of Directors' Meeting.

**The Executive Director's report highlighted the following:**

Ms. Fink started her report by thanking staff for all of their hard work, stating that with the reduction in workforce staff has been re-thinking processes, working overtime or if exempt, putting in extra time to cover vacations and really "took it all on". Ms. Fink expressed her thanks and wanted the staff recognized by the Board.

Paratransit, Inc. continues to be on the cutting edge, having recently participated in the SACOG "laboratory/incubator" called Civic Lab. Paratransit, Inc. submitted a project in response to the call for projects to provide travel training to youth, connecting students to employment, developing skills and transit knowledge. This was a highly competitive process. Paratransit, Inc. gets to chase the idea, while SACOG funds it.

Paratransit, Inc. also had a chance to be brought on with micro transit which is an idea for real-time demand responsive, flexible fixed route service and was a finalist, but ultimately was not selected.

Ms. Fink advised that staff was working on closing FY 17 and that budgetary discussions for next year are already beginning. Ms. Fink added that she is participating in this year's Metro Edge Immersion Day at the Capitol as well as at CTA's Federal Legislative Committee.

Ms. Fink reported on various departmental activities. She ended her presentation by announcing that there was a new Service Agreement between Paratransit and SacRT and thanked SacRT's General Manager, Mr. Henry Li, for his partnership and willingness to work with Paratransit, Inc. and stated that both agencies were looking for ways to further partner. Ms. Fink invited Mr. Li to address the Board. Mr. Li stated he had a long speech prepared, but that Ms. Fink just said it. Mr. Li stated that both agencies are looking at this from a quality and productivity perspective, adding that it was great that both agencies are doing things more effectively. Mr. Li thanked Ms. Fink, stating that this was new territory and that the agencies were going to do better and in a very good way.

Director Steinert stated she was really proud on how both agencies were working together.

**The Financial Report highlighted the following:**

The cost per trip year-to-date has gone down from \$25.96 in FY16 to \$22.57 per trip, a reduction of 13% due to restructuring, mostly in the areas of personnel and brokered transportation.

Year-to-date service decreased by 3.6%, driven by CTSA service as Health for All had a lower number of trips. Demand Response service is up slightly.

The fare recovery ratio this year is up from last year, from 9.3% to 9.9%.

On-time performance is 95.8%.

Director Hansen commented that the balance sheet on page 8 was hard to read. Director Hansen expressed his concern about the \$12M just sitting, and suggested that staff look at their banking, stating that the County and/or City Treasury office gets a return of 2 – 3%. There may be an opportunity to save money on banking fees and get a better return. Director Hume congratulated staff stating he knows it has been hard but the “proof is in the pudding”.

**Action Items:**

**Adoption of Resolution No. 19-17** authorizing the Chief Executive Officer to Negotiate and Execute a five year Sole Source Agreement with Trapeze for the purchase, installation and maintenance of Pass-Web, in an amount not to exceed \$145,000 in FY 17/18.

**Adoption of Resolution No. 20-17** authorizing the Chief Executive Officer (CEO) to negotiate and execute an Agreement with Contemporaries for a One Year Contract for Temporary Staffing for the Boston Eligibility Office.

**Adoption of Resolution No. 21-17** ratifying the Submittal of a Proposal in partnership with Transdev to provide Travel Training services to King County Metro and authorizing the Chief Executive Officer to Negotiate and execute contracts with Transdev and King County, if awarded.

**Resolution No. 22-17** authorizing a Pilot Program for FY 17-18 to offer limited, expanded service to the Golden 1 Center for Kings Home Games to North Natomas residents **was not approved** by the Board. Director Hansen expressed his concern that since the Board has not yet had their retreat and a chance to develop a work plan, this was just one idea and it was not

strategic to start a program without the direction of the Board. Director Hansen said that while it was great to increase productivity, he was both sensitive to the organization due to the recent reduction in work force as well as concerned with equity and would like to see data be brought back to the board. Director Steinert and Director Hansen agreed that it was best to have a strategic plan in place prior to starting new services.

**Adoption of Resolution No. 23-17** ratifying the submittal of a proposal to Santa Clara Valley Transportation Authority for Eligibility Services and Authorizing the Chief Executive Officer to Negotiate and Execute a contract and any required documents, if awarded.

**Adoption of Resolution No. 24-17** authorizing the Chief Executive Officer to negotiate Transition Plan for MOVE, the CTSA for Stanislaus County, with the Stanislaus Council of Governments and further authorize the Chief Executive Officer to sell the associated furniture, etc. for the office to the CTSA and authorize the assignment or termination of associated contracts, effective October 31, 2017 or as soon thereafter.

**Kickoff of the Long Range Plan** The Chair appointed Directors Hansen, Fontus and Steinert to help shape the strategic process. A presentation on Board and Staff roles, Board Governance and the fiduciary and other responsibilities of the Board Members all related to Long Range Planning including a review of the by-laws.

**Closed Session:**

The Board, along with Paratransit, Inc.'s CEO, retreated to Closed Session for a conference with Legal Counsel on anticipated litigation pursuant to subdivision (b) of Section 54956.9 (d)(2).

**Open Session Reconvened:**

There was nothing to report.