

**SUMMARY**  
**Paratransit Board Meeting**  
**September 17, 2018**

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

**Public Comment**

Reverend Jocelyn Hicks expressed her thanks to Paratransit, Inc. stating everyone should get a raise, especially the drivers. They should all get a raise of at least \$5.00 per hour.

**Announcement**

CEO Fink announced that the operations policies would be pulled from the Agenda and would be put back for discussion at the November Board of Directors Meeting. Deferring Action Items L through T was unanimously approved by the Board.

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

- Minutes of the June 18, 2018 Board of Directors Meeting.

**Open Nominations for Officers to the Board of Directors for Calendar Year 2019:**

The Nomination Committee brought forth the slate nominating Director Hume for President, Director Fontus for Vice President, Director Nguyen for Treasurer and Director Leventon for Secretary.

Nominations from the floor will be accepted at the November Board Meeting and action will be taken in January 2019.

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

Ms. Fink announced that she was going to start providing her report via Power Point.

Recently, Paratransit, Inc. was involved in three FTA reviews, one for the work they do for SacRT and the others for their activities in Honolulu and Boston. She indicated the only clean up item from the SacRT Triennial Review was to amend the ADA Paratransit Service Agreement with SacRT to specifically require Paratransit, Inc. to provide SacRT with their maintenance plan. She stated that she was proud of the work Paratransit, Inc. does with SacRT and thanked Janice Labrado, SacRT's representative in attendance.

In January 2019, Paratransit, Inc. will end their work in Honolulu as Paratransit, Inc.'s values are no longer in alignment with this activity.

In San Joaquin Paratransit, Inc. will begin to provide ADA eligibility combined with travel training activities.

There have been several staffing updates. Linda Parker, Chief Administrative Officer will be retiring in the Spring and Chris Brown will be assuming her role. A new staff member has been hired as HR Supervisor to replace Ms. Brown. This will allow for training for both the new hire and Ms. Brown prior to Ms. Parker's retirement. There have been a few other changes to better serve the organization.

Paratransit, Inc. now has an updated website.

IVR has been fully upgraded which will assist in the new PASS web based trip reservation option. Jesse Issacson will present on this topic at the next Mobility Advisory Council Meeting.

Paratransit, Inc. is looking for a mobile fare payment option.

Hurricane procedures were put together after recent events at one of their out of state offices.

Paratransit, Inc. has 45 new CNG vehicles and the construction of their CNG facility has been completed.

Labor negotiations with the ATU have started and most items have been satisfactorily agreed upon, there are still a few more items to address.

Paratransit, Inc. is partnering with Transdev and will be providing eligibility and travel training in Seattle. What is great about this venture is there is not a brick and mortar component.

Paratransit will be hosting The Urban Land Institute (ULI) Service Panel who will provide a summary of findings and recommendations for Sacramento on equitable Transit Oriented Development in the Florin Road corridor.

Both the financial and TDA audit are coming soon as well as open enrollment.

Halloween festivities will kick off soon and staff is excited, this year's theme is music.

Staff is working on strategic planning, including the codifying of the operations, reserve and investment policies.

## **The Financial Report highlighted the following:**

CFO, Lisa Cappellari provided an overview of statistical data. In the rolling year ending July 2018, there was a decrease in both CTSA and Demand Response Trips.

In July 2018, trips were down 2%, CTSA trips experienced a small increase and overall demand response trips were 5% under projections.

Combined cost per trip was between \$23.32 and \$26.05, with CTSA trips averaging between \$3.05 and \$3.15 and demand response averaging between \$45.00 and \$53.00.

Fringe benefits have been the driver behind increased costs, specifically medical insurance and fuel cost which has risen from \$3.00 to \$3.50 from July 2017 to July 2018. Brokered transportation also plays into this as there are fewer drivers.

The fare ratio continues to be within the desired amount. Using TDA criteria, the average trip cost per mile is \$4.28, 85 cents per mile for CTSA service and \$5.95 per mile for demand response.

Sixteen trips are provided on average per 100 miles, with CTSA service at 27 trips per every 100 miles and 11 demand response trips for every 100 miles. There are 1.7 trips provided per hour for demand response and 5.1 per hour for CTSA service.

On time performance is 95.4%

CEO Fink added that trips were down partially due to the Alta Regional Center limiting authorized trips to those that they are required to fund as well as an Adult Day Healthcare that lost their ability to receive government funding for payment and can only serve private pay clients.

Director Faust inquired if there was potential for adding additional CTSA partners, Tiffani answered that was dependent on Board direction and a new measure.

## **Community Partnership Report**

Janice Labrado from SacRT provided an overview SacRT's reduction of fares, stating that the goal is to increase ridership, adding that it was a six month pilot. Ms. Labrado added that ridership has dropped significantly during the last decade. Some of the contributing factors being the recession, increased fares and service reductions. Ms. Labrado added that transfers, which are already available on electronic fare media, will be reintroduced and will cost twenty five cents. She stated that under the Federal Regulations the ADA paratransit fare could be no more than twice the fixed route base fare and shared that the ADA paratransit fare would be reduced from \$5.50 to \$5.00.

Mike Barnbaum added to Ms. Labrado's report and provided information related to increased headways on light rail and shared that SacRT was offering free rides for the opening King's game with proof of a ticket to the event.

## **Action Items**

**Adoption of Resolution No. 14-18** Authorizing the Chief Executive Officer to negotiate and execute a memorandum of understanding (MOU) with the San Joaquin Regional Transit District (SJRTD) for countywide Americans with Disabilities Act (ADA) eligibility and certification and travel training services and further authorizing the Chief Executive Officer to negotiate and execute all necessary amendments.

**Adoption of Resolution No. 15-18** Authorizing the Chief Executive Officer (CEO) to execute an Agreement with JUMA for the Moving Youth to Jobs Project and further authorizing the CEO to execute all necessary amendments.

**Adoption of Resolution No. 16-18** Authorizing the Chief Executive Officer to sign amendment #1 to the Amended and Restated ADA Paratransit Services Agreement with Sacramento Regional Transit District and further authorizing the CEO to negotiate and execute an amendment regarding the first option year and clean up from the fare change and necessary changes to reflect the impact of the adjustment. \*

**Adoption of Resolution No. 17-18** Authorizing the Chief Executive Officer (CEO) to execute an agreement with the Federal Transit Authority (FTA) Technical Assistance and Workforce Development for funding a mobility management center project, and further authorizing the CEO to execute all documents, if awarded.

**Adoption of Resolution No. 18-18** Authorizing the Chief Executive Officer (CEO) to execute an Agreement with the Sacramento Area Council of Governments Green Region Program for the multi-model enhancement project, and further authorizing the CEO to execute all documents if awarded.

**Adoption of Resolution No. 19-18** Authorizing the Chief Executive Officer (CEO) to enter into a contract with KNF&T Staffing for three years, not to exceed \$100,000 for temporary staffing of the Boston eligibility office.

**Adoption of Resolution No. 20-18** Authorizing the Chief Executive Officer to negotiate and execute a Memorandum of Understanding (MOU) with United Cerebral Palsy (UCP) for Americans with Disabilities Act (ADA) and Non-ADA services subject to annual budget appropriation limits and further authorizing the Chief Executive Officer to negotiate and execute all necessary Amendments.

**Adoption of Resolution No. 21-18** Opposing Proposition 6 which would repeal Senate Bill 1 (Chapter 5, Statue of 2017) The Road Repair and Accountability Act of 2017, and further authorizing the CEO to communicate this position to all relevant parties and to

have Paratransit, Inc. listed as a member of the diverse coalition opposed to Proposition 6.

**Adoption of Resolution No. 22-18** Adopting the Major Service Change Policy for Non Americans with Disabilities Act (ADA) service.

**Adoption of Resolution No. 23-18** Adopting the Fare Change Policy for Non Americans with Disabilities Act (ADA) Service.

**Adoption of Resolution No. 24-18** Adopting the 2018-2021 equal employment opportunity program and authorizing the Chief Executive Officer to make administrative adjustments to the program as needed.

### **Board Comments/Reports/Future Agenda Items**

\*During discussion on Resolution 16-18 relating to authorizing the CEO to enter into negotiations on a possible option year with SacRT for the delivery of ADA paratransit service, when CEO Fink mentioned fare reductions causing loss in revenue for Paratransit, Inc. would be part of the negotiations, the question came up about the six month pilot and what would happen to fares once the pilot was up. Director Hume expressed that he was the only SacRT Board member against the reduction of fares, stating that it was a one-two punch and it was doubtful that the fares would revert back to what they were prior to the pilot as the last fare increase was very contentious. He lamented that SacRT had invested a lot of time and effort and he thought that SacRT was on the right trajectory. He is not comfortable with the fact that now that SacRT has a little money it is being used in this manner.

There were a few post consent calendar minute approval motion comments relating to some inaccuracies in the Minutes from the June 2018 Board Meeting, one which was noting Director Hume as absent when he was in fact present.

President Steinert expressed how proud she was of Paratransit, Inc. and all the staff, especially those that have been there for so long.