

SUMMARY
Paratransit Special Board Meeting
November 4, 2019

The following Directors were present: Pat Hume, Alice Kimble, Jill Faust, Molly Nugent, Stephanie Nguyen, Scott Leventon, Vidhu Shekhar along with CEO, Tiffani Fink.

The meeting was called to order and Director Hume recited the Mission Statement of Paratransit, Inc.

Public Comment:

Brittany Tracy expressed questions relating to several items, including the transition of ADA paratransit, SmaRT Ride, Neighborhood Ride, and taxi script programs. Director Hume and CEO Fink addressed Ms. Tracy's questions.

The following items were approved on the Consent Calendar:

- **The minutes of the September 16, 2019 Special Board Meeting**
- **Resolution 14-19** Approving the Paratransit, Inc. Board Meeting Calendar for Calendar Year 2020.
- **Resolution 15-19** Authorizing the Chief Executive Officer to Negotiate and Execute an Agreement, and any amendments as necessary, with King County Metro and/or MV Transportation, Inc. for Mobility Management Services.
- **Resolution 16-19** Formally branding the Non-ADA service operated by Paratransit, Inc. as Expanded and Enhanced Service and Authorizing the Chief Executive Officer to update all documents and reference materials to reflect the change.
- **Resolution 17-19** Authorizing the Chief Executive Officer to negotiate and execute the first Amendment to the Agreement with Runyon Salzman, Inc. for Comprehensive Communications and Media Strategies work, not to exceed \$100,000.00.

Presentation on the Transportation Development Act (TDA) Triennial Performance Review Final Report

CFO Lisa Cappellari and CEO Tiffani Fink provided a presentation on the TDA Triennial Performance Audit covering 2016 through 2018. All compliance requirements were verified, including financial reports to the State Controller, annual fiscal audits, California Highway Patrol inspections, TDA claim submittal, budget and performance metrics and fare recovery ratio.

There were three recommendations:

- Develop a long term strategic plan
- Upgrade fleet maintenance software

- Consider marketing and re-branding efforts.

Recognition

Paratransit, Inc. is a partner with the Office of Emergency Services (OES) to assist in both small and large scale emergencies by providing transportation. Ms. Fink recognized staff members Kathy Sachen and Ramona Larkin for their recent assistance in deploying for the Kincade Fire. Director Faust stated she was so proud when she got the text from CEO Fink. Director Hume echoed Director Faust's sentiment 100% and thanked Paratransit, Inc. for being ready.

Ms. Fink recognized Kevin Welch, Mobility Options Manager for his 24 years of service. Mr. Welch is retiring in early January; he has been instrumental in the creation of Paratransit's travel training programs.

The Executive Director's report highlighted the following:

Her attendance at APTA, as well as visits to field offices in Boston, Massachusetts and Spokane, Washington, to meet with staff and agency partners.

Staff's participation in the California Capitol Air show, providing transportation within the air show.

An update on the ADA paratransit service transition.

The Board Packets fresh new look, which is easier to read and follow. Development of new business cards and letter head for all of their multiple offices, not just Sacramento.

The Financial Report highlighted the following:

Rolling trips were up .8%, CTSA partner trips were up 2.4%, Enhanced and Expanded trips were up 1.3% and ADA trips were down by 1%; 824,696 total trips were provided.

September trips were 11% higher than September of 2018.

Fare Recovery Ratio was 7.2%

On-time-performance in September was 90.1%, down from year to date of 92%

Mobility Management data was also presented, including statistics on one-on-one training and the number of eligibility assessments provided.

Information & Technology Report

Jesse Isaacson, Director of Information Technology, provided an update on the implementation of Pass-Web On-Line Reservations for Expanded and Enhanced Service.

Nominations and Election of Officers of the Board of Directors for Calendar Year 2020

Director Hume opened discussion on the affect to Board composition with the parties withdrawing from the 4-Party Agreement, and governance after July 1, 2020. Paratransit, Inc.'s legal counsel advised that there were decisions that would need to be made and that they would be at the pleasure of the Board, adding that after July 1, 2020 the membership may go down. Director Nguyen proposed that they keep the same Officers for the time being due to upcoming transition. It was learned that Director Fontus was interested in the office of President. Nancy cautioned that the transition is not going as smoothly as anticipated and that needed to be kept in mind. Ultimately, after much discussion, Director Fontus was nominated for President; Director ~~Nguyen~~ Nugent was nominated for Vice President, Director Shekhar for Secretary and Director Leventon for Treasurer.

Action Items

The following were unanimously approved:

Resolution 18-19 Delegating Authority to the Chief Executive Officer (CEO) to Submit a Proposal in response to the Request for Proposals for Operations and Maintenance services for South County Transit to Certify on Behalf of the Board of Directors that the Proposal meets all applicable requirements of the Federal Transit Administration and further Authorizing the CEO to Negotiate and Execute the Agreement and necessary Amendments if awarded.

Resolution 19-19 Offering Expanded and Enhanced (formerly non-ADA) Service to Delta Shores Shopping Center for the Holidays effective November 8, 2019 through January 5, 2020.

Adoption of Resolution 20-19 Authorizing the Chief Executive Officer to issue a Letter of Commitment to the City of Sacramento for the Sacramento Valley Station Project Application for the Transit and Intercity Rail Capital Program (TIRCP) funding round.

Closed Session:

The Board, Legal Counsel, along with Paratransit, Inc.'s CEO and CFO, retreated to Closed Session for the following:

Conference with Labor Negotiator, Government Code 54957.6
Agency Designated Representative: Tiffani Fink, Chief Executive Officer
Unrepresented Employees: Various Positions

Open Session Reconvened:

There was nothing to report.