



Consolidated Transportation Services Agency, a local public agency organized as a nonprofit.

## **SPECIAL MEETING OF THE BOARD OF DIRECTORS OF PARATRANSIT, INC.**

### **Meeting Date and Time:**

December 18, 2019 4:00 p.m.

### **Meeting Location:**

Ron Brown Auditorium  
2501 Florin Road  
Sacramento, CA 95822

**Paratransit's Mission:** To expand mobility options by advocating for a fully accessible integrated public transportation system and by providing innovative community transportation services.

## **AGENDA**

### **1. Call to Order & Roll Call:**

Directors: Faust, Fontus, Hansen, Hume, Kimble, Leventon, Nguyen, Nugent, Shekhar

### **2. Public Comment:**

Members of the public may comment on any item of interest to the public within the subject matter jurisdiction of the Paratransit Board of Directors. Speaker cards are located on the table at the sign in desk. Please complete a card and submit it to the Secretary of the Board. Each person will be allowed three minutes, or less if a large number of requests are received on a particular subject. After ten minutes of testimony, the Chair may choose to hear any additional testimony following the Discussion Items.

Please note, under the provisions of the California Government Code, the Board is prohibited from discussing or taking action on any item that is not on the agenda. The Board cannot take action on non-agendized items raised under "Public Comment" until the matter has been specifically included on the agenda. Those audience members who wish to address a specific agendized item are encouraged to offer their public comments during consideration of that item.

### **3. Consent Calendar**

- A. Approve the minutes of the November 14, 2019 Special Meeting

### **4. Announce Adjournment to Closed Session**

- A. Closed Session: Conference with Labor Negotiator, Government Code 54957.6  
Agency Designated Representative: Tiffani Fink, Chief Executive Officer  
Unrepresented Employees: Various Positions
- B. Closed Session: Employee Performance Evaluation, Government Code Section 54957(b)(1)  
Employee: Chief Executive Officer
- C. Closed Session: Conference with Labor Negotiator, Government Code 54957.6  
Agency Designated Representative: Board President  
Unrepresented Employee: Chief Executive Officer

### **5. Reconvene to Open Session and Report Action, if any taken**

### **6. Community Partnerships**

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

### **8. Adjourn**

The next meeting of the Paratransit Board of Directors will be held on

**THURSDAY, JANUARY 9, 2020  
6:00 P.M.**

Ron Brown Auditorium  
2501 Florin Road  
Sacramento, CA 95822

\*Staff Reports are subject to change without prior notice.

## ADA COMPLIANCE

If requested, this agenda can be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof. Persons seeking an alternative format should contact the Chief Administrative Officer at (916) 429-2009 for further information.

The meeting facilities are accessible to persons with disabilities. A person with a disability who requires a modification or accommodation, including auxiliary aids or services, to participate in a public meeting, should telephone or otherwise contact the Assistant Secretary to the Board of Directors as soon as possible. The Assistant Secretary may be reached at 2501 Florin Road, Sacramento, California 95822 or by telephone at (916) 429-2009.

### MEETINGS OF INTEREST

**RT Board Meetings:** January 13, 2020 @ 5:30 pm 1400 29<sup>th</sup> Street, Sacramento, CA (Auditorium)

**RT Mobility Advisory Council:** January 9, 2020 15, 2019 @ 2:30 pm. 1400 29<sup>th</sup> Street, Sacramento, CA (Auditorium)

**Sacramento County Disability Advisory Commission:** January 7, 2020 @ 5:00 p.m.  
700 H Street, Hearing Room 1, County Administration Center

**Sacramento City Disabilities Advisory Commission:** January 16, 2020 @ 6:00 pm New City Hall, 915 I Street, First Floor, Conference Room #1104

## BOARD OF DIRECTORS' MEETING

### MINUTES:

November 4, 2019  
6:02 p.m.  
2501 Florin Road  
Sacramento, CA 95822

### Board Members Present

Pat Hume  
Alice Kimble  
Scott Leventon  
Stephanie Nguyen  
Molly Nugent  
Vidhu Shekhar  
Nancy Miller, Sloan Sakai Yeung Wong and  
Agency Counsel

### Absent

Anna Fontus  
Steve Hansen

### Public Present

Helen O'Connell  
Brittany Tracy  
Mary Sydloski  
Jeff Tardaguila  
Janice Labrado, SacRT  
Jamie Adelman, SacRT  
Isaac Gonzalez, RSE

### Staff Present:

Tiffani Fink	Lisa Cappellari	Chris Brown	Jesse Isaacson
Gary Vickers	Kathy Sachen	Kevin Welch	Michelle Salazar
Louise Friedlander	Ramona Larkin	Veronica Castillo	John Tavera

**Call To Order/Roll Call:** Director Hume called the meeting to order at 6:02 p.m.  
Director Faust, Fontus, Hansen, Hume, Kimble, Leventon, Nguyen, Nugent, Shekhar

### Reflections on Paratransit's Mission:

President Hume opened the meeting by reading the mission statement.

### PUBLIC COMMENT

Brittany Tracy expressed she had three items she would like to present to the Board. The first one being broadening Neighborhood Ride/SmaRT Ride; secondly, offer taxi scrips similar to the Bay area; thirdly, how will it transit look after the transition. Paratransit does not oversee SmaRT Ride as explained by Director Hume. He did say SacRT do have plans to expand the service in the future. Tiffani Fink, CEO, expressed the reason the Bay area can use taxi scrips is due to them receiving additional funds that Sacramento does not receive which allows the area to provide taxi scrip trips. Director Hume announced there would be an update on the upcoming transition between Paratransit and SacRT later in the meeting.

## **CONSENT CALENDAR**

President Hume announced the last page of the minutes for August 13, 2019 were omitted in the Board Packet. He verbalized the omitted page.

The Consent Calendar was approved upon motion by Director Nguyen, seconded by Director Nugent. The motion passed unanimously.

- A. Minutes of September 16, 2019 Meeting

**The Minutes of the Meeting held September 16, 2019 approved as presented.**

- B. Adopt Resolution 14-19 Approving the Paratransit, Inc. Board Meeting Calendar for Calendar Year 2020

**The Resolution 14-19 approved as presented.**

- C. Adopt 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

**The Resolution 15-19 approved as presented.**

- D. Adopt Resolution 16-19 Formally branding the Non-ADA service operated by Paratransit, Inc. as Expanded and Enhanced Service and Authorize the Chief Executive Officer to update all documents and reference materials to reflect the change

**The Resolution 16-19 approved as presented.**

- E. Adopt Resolution 17-19 Authorizing the Chief Executive Officer to Negotiate and Execute the first Amendment to the Agreement with Runyon Saltzman, Inc. for Comprehensive Communications and Media Strategies work, not to exceed \$100,000

**The Resolution 17-19 approved as presented.**

The Consent Calendar was approved. The motion was made by Director Nguyen and seconded by Director Leventon to approve the Consent Calendar. The motion passed unanimously.

**AYES:** Faust, Hume, Kimble, Leventon, Nguyen, Nugent, Shekhar

**NOES:** None

**ABSENTIONS:**

**ABSENT:** Fontus, Hansen

## **PRESENTATION**

Tiffani Fink, CEO, and Lisa Cappellari, CFO, presented the Transportation Development Act (TDA) Triennial Performance Review Final Report

## **RECOGNITION**

Tiffani Fink recognized Ramona Larkin, Driver Trainer, and Kathy Sachen, Safety Officer, when called to assistance with evacuation of residents who were being affect by the Kincade Fire. Director Faust expressed how proud she is of the staff at Paratransit and an honor to serve on the Board of Directors.

Tiffani Fink announced after more than 24 years at Paratransit, Inc. Kevin Welch, Mobility Options Manager, will be retiring on January 3, 2020. She requested the board join her in recognizing Kevin for all his hard work and commitment to not only Paratransit, but to the clients and agencies, he worked with in the last 24 years. Kevin Welch expressed a heartfelt joy it has been to wake up each morning knowing he would make a difference in someone life.

## **STAFF REPORTS**

### **CEO REPORT**

Tiffani Fink, CEO, verbalized her report. She announced since the board last met she visited all the field offices. She spoke of the new software in Boston, youth to job programs and training and orientation class offered within the children hospitals.

She spoke of the mobility mentor program, where mobility mentors not only provide travel training, but also go to the clients' appointments with them.

Tiffani spoke of our participation in the California Capital Airshow and thanked all the staff who shift transporting visitors from the parking lots to the entrance.

Brittany Tracy, general public, expressed the mobility mentor program would be a good idea for Sacramento.

### **CFO REPORT**

Lisa Cappellari, Chief Financial Officer verbalized her report.

## **INFORMATION TECHNOLOGY REPORT**

Jesse Isaacson, Director of Information Technology, presented a PowerPoint for Implementation of Pass-Web Online Reservations. He announced April 2020; we will be ready to test with a small group of riders. The program should be ready to open up to all passengers in the beginning of Fiscal Year 20-21.

## **NOMINATIONS AND ELECTION OF OFFICERS OF THE BOARD OF DIRECTORS FOR CALENDAR YEAR 2020**

There was much discussion on how the dissolution of the Four Party Agreement would affect the Board of Directors and how will that look in 2020. Director Nguyen suggested the Board of Directors remain the same until the end of the Fiscal Year at the time the Four Party Agreement will be completely dissolved.

Nancy Miller, Agency Counsel, announced the transition between Paratransit, Inc. and SacRT is not going smoothly. Funding will be a major component of the transition, which could ultimately put some of board members in an unpleasant position. The By-laws will change to reflect the Expanded and Enhanced services of the agency.

The nominations are as follows:

<b>A. President</b>	Anna Fontus
<b>B. Vice-President</b>	Molly Nugent
<b>C. Secretary</b>	Vidhu Shekhar
<b>D. Treasurer</b>	Scott Leventon

The nominations were approved. The motion was made by Director Hume and seconded by Director Nguyen to approve the Nominations of Officers of the Board of Directors for Calendar Year 2020. The motion passed unanimously.

**AYES:** Faust, Hume, Kimble, Leventon, Nguyen, Nugent, Shekhar

**NOES:** None

**ABSENTIONS:**

**ABSENT:** Fontus, Hansen

### **ACTION ITEMS:**

Adopt Resolution No. 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 (SCT/Link), 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.

A motion made by Director Nguyen to Adopt Resolution 18-19 to submit a proposal for Operations and Maintenance Services for South County Transit and seconded by Director Nugent

**AYES:** Faust, Hume, Kimble, Leventon, Nguyen, Nugent, Shekhar

**NOES:** None

**ABSENTIONS:**

**ABSENT:** Fontus, Hansen

Adopt Resolution 19-19 offering Expanded and Enhanced Service to Delta Shores Shopping Center for the Holidays effective November 8, 2019 through January 5, 2020

A motion made by Director Nugent to Adopt Resolution 19-19 to offer services to the Delta Shores Shopping Center for the holidays and seconded by Director Shekhar

**AYES:** Faust, Hume, Kimble, Leventon, Nguyen, Nugent, Shekhar

**NOES:** None

**ABSENTIONS:**

**ABSENT:** Fontus, Hansen

Adopt 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

A motion made by Director Nguyen to Adopt Resolution 20-19 to authorize the CEO to Issue a Letter of Commitment to the City of Sacramento for the TIRCP funding round and seconded by Director Leventon

**AYES:** Faust, Hume, Kimble, Leventon, Nguyen, Nugent, Shekhar

**NOES:** None

**ABSENTIONS:**

**ABSENT:** Fontus, Hansen

### **CLOSED SESSION**

Director Hume announced adjournment to closed session at 7:15 p.m.

### **RECONVENE TO OPEN SESSION AND REPORT ACTION, IF ANY TAKEN:**

The meeting reconvened to open session at 7:46 p.m. No action taken

### **ADJOURNMENT:**

Director Hume announced meeting adjourned at 7:48 p.m.

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Kathy Sachen  
Assistant Secretary to the Board of Directors

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Date