



SPECIAL TELECONFERENCE MEETING OF THE PARATRANSIT BOARD OF DIRECTORS'

In response to Governor's Executive Order N-29-20, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing until further notice.

Government Code section 54956 et seq. (The Brown Act) states that SPECIAL MEETINGS require twenty-four hour (24) notice be provided to members of legislative body and media outlets including brief general description of matters to be considered or discussed. The order of Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body.

Meeting Date and Time:

March 27, 2020 at 12:15 p.m.

Meeting Location:

Paratransit Board of Directors meetings are broadcast live on the Paratransit, Inc. website. Visit Paratransit, Inc.'s official website at: www.paratransit.org. Members of the public are encouraged to submit public comments via eComment by email at publiccomment@paratransit.org. Members of the public may also call into the meeting as follows:

Telephone Number: 1 (669) 900-6833

Meeting ID: 531 887 706

Password: 305734

If you need a disability-related modification or accommodation to participate in this meeting, please contact by Voice: (916) 429-2009. Requests must be made as early as possible.

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: Fontus, Hume, Johnson, Kimble, Leventon, Lonergan, Nguyen, Nugent, Shekhar

2. Pledge of Allegiance

3. Introduction of New Board Members:

William Charles Johnson and Mark Lonergan

4. Public Comment:

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.

5. Announce Adjournment to Closed Session

A. Pursuant to Government Code section 54957 (a) to consult with Agency Attorneys Nancy Miller and Laura McHugh, Chief Executive Officer Tiffani M Fink and Chief Financial Officer Lisa M Cappellari regarding threats to public services and facilities from the COVID-19 pandemic.

6. Reconvene to Open Session and Report Action, if any taken

7. Consent Calendar

A. Approve the Minutes of the January 9, 2020, Board of Directors Meeting

8. Staff Reports

A. CEO Report

B. CFO Report

9. Action Items

- A. Approve Resolution 02-20 Authorizing the Chief Executive Officer to Submit a proposal to the Massachusetts Bay Transportation Authority (MBTA) for the Travel Instruction Program and further authorizing the Chief Executive Officer to negotiate and execute the contract and any amendments, if awarded.
- B. Adopt Resolution 03-20 Declaring an Emergency and Suspending Competitive Bidding for Supply Acquisitions to Combat COVID-19 and other Operations as required, and Delegating to the Chief Executive Officer authority to approve and execute supply, operations and service contracts in excess of \$50,000 to sustain operations during the COVID-19 pandemic.
- C. Approve Resolution 04-20 Authorizing the Chief Executive Officer to Submit Proposals and Funding Applications, as opportunities arise, to pursue relief funding available from the Federal Transit Administration, Federal Emergency Management Agency, City of Sacramento, or other funding source to assist with operating costs and revenue offset due to COVID-19 and the financial impacts therefrom, and to execute any contracts and/or agreements, if awarded.
- D. Approve Resolution 05-20 Authorizing the Chief Executive Officer to submit an application to the Small Business Administration for a Small Business Loan, for salaries and benefits for employees, not to exceed \$2 million and authorizing the Chief Executive Officer and Chief Financial Officer to execute the loan, if awarded.
- E. Approve Resolution 06-20 Suspending the Paratransit, Inc. Reserve Policy.
- F. Approve Resolution 07-20 Authorizing the Chief Executive Officer to negotiate and execute contracts with Sacramento Regional Transit District to provide transportation, maintenance, fueling and/or travel training services, and use of Paratransit's facility and parking lot.

10. Board Comments/Reports/Future Agenda Items

11. Adjourn

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

MONDAY, MAY 18, 2020
(Subject to Change)
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.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 7A**

AGENDA TITLE: Approve the Minutes of the January 9, 2020 Board of Directors Meeting

MEETING DATE: March 27, 2020

PREPARED BY: Chris M. Brown, SHRM-SCP, SPHR, Assistant Secretary of the Board

RECOMMENDED ACTION:

Approve the Minutes of the January 9, 2020, Board of Directors Meeting.

MINUTES:

January 9, 2020
6:00 p.m.
2501 Florin Road
Sacramento, CA 95822

Board Members Present:

Anna Fontus
Pat Hume
Alice Kimble
Scott Leventon
Stephanie Nguyen
Vidhu Shekar

Board Members Absent:

Jill Faust
Steve Hansen
Molly Nugent

Public Present:

Cleophas Daniels
Mike Barnbaum
Amen Obasuyi
Hannah Kamer

Helen O'Connell, D.O.G.F.I.T.E.
Montessa Parker, SacRT
Jaci Trato

Staff Present:

Tiffani Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer
Kathy Sachen, Assistant Secretary of the Board
Chris Brown, Director of Human Resources
Jesse Isaacson, Director of Information Technology
Gary Vickers, Driving and Training Manager
Julio Diaz, Maintenance Manager
Louise Friedlander, Mobility and Grants Program Manager
Jody Wadley, Grants Analyst
Michelle Salazar, Administrative Assistant
Nancy Miller, Sloan Sakai Yeung & Wong LLP, Agency Counsel

Call To Order/Roll Call: Director Fontus 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 Fontus opened the meeting by reading the mission statement.

MOTION TO RE-ORDER AGENDA

The agenda was re-ordered, moving the action items to the front of the agenda to ensure a quorum was present, upon motion by Director Hume, seconded by Director Nguyen. The motion passed unanimously.

CONSENT CALENDAR

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

A. Minutes of December 18, 2019 Special Meeting

The Minutes of the Special Meeting held December 18, 2019 approved as presented.

AYES: Fontus, Hume, Kimble, Leventon, Nguyen, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Faust, Hansen, Nugent

CLOSED SESSION

Director Fontus announced adjournment to closed session at 6:04 p.m.

RECONVENE TO OPEN SESSION AND REPORT ACTION, IF ANY TAKEN

The meeting reconvened to open session at 8:15 p.m. The Board reported after much discussion they decided not to adjust the Chief Executive Officer's compensation at this time. Director Shekar made a motion to not amend the Chief Executive Officer's

employment contract and revisit this issue in the spring. The motion was seconded by Director Nguyen and passed with a four to two vote.

AYES: Hume, Leventon, Nguyen, Shekhar

NOES: Fontus, Kimble

ABSENTIONS: None

ABSENT: Faust, Hansen, Nugent

ACTION ITEMS

- A. Approve Resolution 01-20 Authorizing the Chief Executive Officer to Submit a Proposal to Provide Complementary Paratransit Eligibility Certification Services to Ventura County Transportation Commission (VCTC) and further authorizing the Chief Executive Officer to negotiate and execute the contract and any amendments, if awarded.

Resolution 01-20 was approved upon motion by Director Nguyen, seconded by Director Hume. The motion passed unanimously.

AYES: Fontus, Hume, Kimble, Leventon, Nguyen, Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Faust, Hansen, Nugent

- B. Presentation on the 2019 Financial Audit

Dr. Lisa Cappellari presented the 2019 Financial Audit conducted by Richardson and Company, LLP. There were no audit findings. Dr. Cappellari noted Paratransit was required to draw on reserves in June 2019, but the reserve were made whole in July 2019.

- C. Receive and File the 2019 Financial Audit

No formal action required.

- D. Discussion and Direction on Next Steps on Governance effective July 1, 2020

Chief Executive Officer Tiffani Fink began the discussion of governance changes effective July 1, 2020. Attorney Nancy Miller explained the Four Party Agreement terminated on June 30, 2020, so the governance structure will change. Director Nguyen asked about scheduling a Board retreat to discuss this issue. Ms. Miller and Ms. Fink both stated that would depend on the availability of the Board members. Ms. Fink said a retreat could be part of it, but feedback from the City, County and SACOG is also needed. Ms. Miller suggested forming ad hoc committee. Director Fontus will chair the committee. Directors Kimble, Nguyen and Shekhar volunteered for the ad hoc committee. Ms. Fink will work with the committee members to schedule a meeting.

Mike Barnbaum made a public comment on this item. He referenced SacRT Board Agenda items 7.2 Appointments to Boards and Committees – Appointing Two Representative to the Paratransit Board of Directors and 2.4 Repealing Resolution No. 19-10-0112 and Modifying the Termination Effective Date of ADA

Paratransit Service Agreement with Paratransit, Inc. to on or about June 30, 2020. Mr. Barnbaum stated he supports item 2.4. Director Hume asked Ms. Miller for her opinion on item 7.2 because he was not sure if having SacRT staff appointed to the Paratransit Board would create a conflict of interest. Ms. Miller stated it could be a conflict of interest because of items to be discussed such as labor negotiations, funding, etc., and she does not think this is a good idea. Director Shekhar asked if this could be communicated to the SacRT Board. Director Hume stated he would bring this to the SacRT Board.

STAFF REPORTS

A. CEO Report

Chief Executive Officer Tiffani Fink commended the Accounting staff for their work on the Financial Audit. She reported Paratransit is in final negotiations with the City of Wichita to provide training and software for their Comprehensive ADA Eligibility and travel training programs. The program will likely launch in July. In addition, Paratransit has been contracted to two weeks' of hands-on training to VIA Transportation, and is looking forward to future collaboration. Ms. Fink reported Paratransit is working closely with SacRT on the transition of ADA services and held a well-attended open house for riders where they were able to speak with management and have their questions answered. Ms. Fink outlined the nearly completed facility upgrades (exterior painting of the building, CNG fueling station and CNG shop upgrade) and announced there will be a ribbon cutting ceremony scheduled in the near future.

B. CFO Report

Chief Financial Officer Lisa Cappellari reported on financial and operational data through November 2019. Since December 2018, trips provided increased by 0.4%. CTSA Partner trips are up by 0.2%, CTSA Enhanced and Expanded trips are up by 8.0%, and ADA trips are down by 1.2%. Year-to-date total trips increased by 1.2%, the cost per trip is \$27.36, the fare recovery ratio is 6.9% and on-time performance is 90.9%. Dr. Cappellari reported Paratransit's Mobility Management program provided one-on-one travel training to 52 individuals, group travel training for 105 passengers, and ADA eligibility assessments for 1,463 individuals in November 2019.

PUBLIC COMMENT

No public comment.

COMMUNITY PARTNERSHIPS

No reports.

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

Director Hume stated his tenure on the Board may be in flux due to the SacRT agenda Monday night. He thanked Ms. Fink for keeping morale up and the agency moving forward. Director Fontus agreed with Director Hume's commendation of Ms. Fink and thanked Director Hume for mentoring her.

ADJOURNMENT

Director Fontus announced meeting adjourned at 8:59 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Assistant Secretary to the Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 8A**

AGENDA TITLE: Chief Executive Officer's

MEETING DATE: March 27, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

COVID-19:

Paratransit, Inc. staff has been working closely with our partners to monitor the developments of COVID-19, better known as the Coronavirus. As an agency dedicated to mobility we understand the need to ensure that access remains available to our passengers so that they can prepare for and plan their activities and responsibilities. For more than 40 years, Paratransit, Inc. has prided itself that it puts our passengers and clients, and their safety, at the forefront of everything we do. Attached to this report is a statement on the measures we are taking to ensure cleaning of the vehicles and we operate. Similar efforts are being undertaken in each of the facilities we operate in. In addition, Paratransit management staff has been ensuring that all staff is provided with regular updates on the measures taken related to COVID-19. This includes email notifications, flyers and posting of CDC posters. We will continue to work together with State and Local authorities to ensure the safe delivery of services. Paratransit, Inc has also created a dedicated page on our website to Coronavirus. It can be located at www.paratransit.org/coronavirus. A detailed update on up to the minute activities related to COVID-19 will be presented at the meeting.

Transition of ADA and Expanded and Enhanced Service (Non-ADA) to SacRT:

We are continuing to work closely with Sacramento Regional Transit District regarding the transition of ADA services. We will continue to work closely with SacRT and the public to make this transition as smooth as possible. The ADA and Non-ADA service is set to transfer effective June 28th and staff from both agencies are meeting regularly to coordinate the transfer of data and vehicles back to SacRT. In addition, both agencies are coordinating discussions with staff positions impacted by the transition of services to educate them on potential employment opportunities through SacRT.

Paratransit's Expanded Training Program:

Staff has also been working with VIA Transportation, the rider-hailing service. VIA hired Paratransit, Inc. to provide the soft skills (sensitivity training, securement, etc.) training for one of their new paratransit program ventures in Hampton Roads, Virginia. The training was so successful that VIA approached us again, and we are recently provided training in Green Bay, Wisconsin for Green Bay Metro in partnership with VIA. We are excited for this new partnership and the potential for further collaboration in the expanded mobility space. Amy Parkin and Ramona Larkin are taking the lead on this program and I would like to thank Amy and Ramona for covering the training for three weeks in Virginia and Ramona and Hardev Rakka for covering the training in Green Bay.

Community Events:

March 5th was the Ribbon Cutting and Open House for the nearly \$9 million in vehicles and facility improvements that have been completed. The event was well attended and received press coverage from Kitty O'Neil on KFBK.

On March 7th and 8th, Paratransit operations staff traveled to Hesperia for the CalACT Rodeo. Saturday provided training to the participants and we are honored that Amy Parkin was selected to lead the Sensitivity and Disability Awareness training for the participants. Sunday was the Rodeo, and I am pleased to report that Paratransit was again awarded 1st Place team. In addition, Hardev Rakka received 2nd place driver, Brian Griggs received 3rd place driver and Phia Yang received 4th place driver. Our team will continue to Nationals to represent Paratransit.

Promotions:

Finally, I would like to announce the promotions of three staff members as part of the transition and consolidation of programs and services. All adjustments were able to be accommodate with a budget neutral impact. Gary Vickers has been promoted from Driving and Training Manager to Director of Operations. Gary is now responsible for the oversight of Driving, Training, Dispatch and Customer Service and works closely with the Chief Operations Officer to manage the operations functions. Amy Parkin was promoted to Operations and Training Manager and will assist with oversight of the Dispatch office, and is leading our expanded training programs. Amy has been the lead on the development of the training program materials for VIA. Lastly, Chris Brown has been promoted to Chief Administrative Officer. She will retain he duties overseeing all of the Human Resources department activities, and is taking on the administrative functions including insurance and serving as the Clerk of the Board. Congratulations to everyone!

ATTACHMENTS:

1. Paratransit, Inc. Statement on Bus Cleaning
2. CDC Flyer on Cover your Cough
3. Paratransit, Inc. Essential Services Flyer

Paratransit, Inc. Statement on Bus Cleaning

With the developing spread of the Coronavirus, we wanted to share with you the steps we at Paratransit are taking to protect our staff and the riders we serve.

Paratransit enacted enhanced cleaning protocols during the emergence of the H1-N1 virus in 2009 and those have remained in place and have become our standard protocol.

In addition, our service assistants are sanitizing the interior of all buses every time they are fueled. They are also sanitizing areas that are touched repeatedly throughout the day, including the steering wheel, dashboard, handrails, and seats.

Paratransit uses Triad III to disinfect our equipment. Triad III is an effective cleaner and disinfectant that combats bacteria, viruses, and fungi.

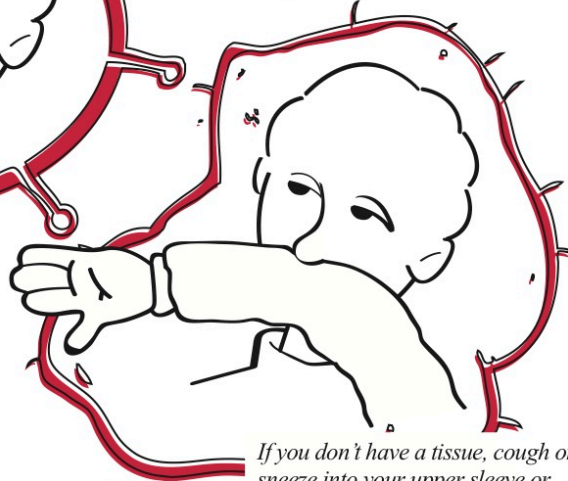
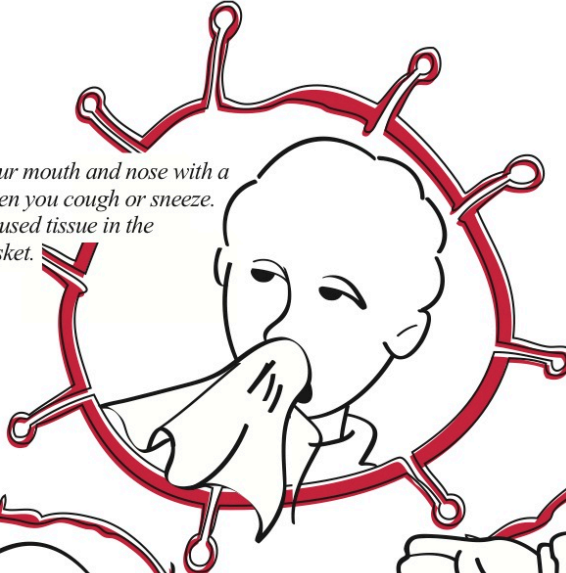
We are supplying hand sanitizer on all our vehicles and have provided additional educational materials for our staff. We are continuing to educate our staff as we learn more about the virus and how it is affecting our community.

Should you have any questions about our procedures, please contact us through our website or at (916) 429-2009.

Cover Cough

— Stop the spread of germs that can make you and others sick! —

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.



You may be asked to put on a facemask to protect others.



Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.





paratransit
creating independence through smart transit **inc.**

Paratransit, Inc. will continue to provide essential social services in accord with the Public Health Orders currently in effect.

Many community members are coping with the ever-evolving realities associated with the COVID-19 (Coronavirus) crisis. We at Paratransit, Inc. wanted to take a moment to reassure the public and our customers that we are taking appropriate action to protect the health and safety of everyone who uses our system.

Since 2009, Paratransit has enforced enhanced cleaning protocols to help prevent the spread of communicable diseases. These first became our practice during the emergence of the H1-N1 virus and have remained in place ever since.

Paratransit Service Assistants sanitize the interior of our vehicles, including areas that are touched repeatedly such as seats, handrails, the steering wheel, and dashboard, every time they are fueled.

We maintain a supply of hand sanitizer on all of our vehicles and have provided additional educational materials for our staff. We shall continue to educate staff with the latest information and guidance as the situation changes.

If you have any questions about our Coronavirus response, please contact us at our website, paratransit.org/contact-us, or by calling **916-429-2009**.





Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 8B

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: MARCH 27, 2020

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All financial and operating data are through January 2020.

- Rolling year (February 2019 to January 2020) trips provided increased by 3.8%. Rolling year CTSA Partner trips were up by 23,517 or 5.8%. Rolling year CTSA Enhanced and Expanded trips were up by 12,044 or 14.8% and rolling year ADA trips were down 4,490 or 1.4%.
- Year-to-date (YTD) total trips provided increased by 6.5% or 30,755 trips over January 2019 for a YTD total of 501,772. The YTD increase was driven by a 8.5% increase in CTSA Partner trips, a 25.3% increase in CTSA Enhanced and Expanded trips, and a 0.5% decrease in ADA trips.
- Overall YTD cost per trip provided was \$26.25. YTD CTSA cost per trip provided was \$7.89, and YTD ADA cost per trip provided was \$56.43.
- The YTD combined fare recovery ratio was 6.5%. The CTSA fare recovery ratio was 6.6% and the ADA fare recovery ratio was 6.5%. These ratios remain above the TDA-required minimum of 5%.
- The YTD on-time performance rate is 90.7%.
- Paratransit's Mobility Management program provided one-on-one training to 28 individuals on how to use the local transit system and provided group trainings for 141 passengers. Mobility Management staff also provided ADA eligibility assessments for 1,493 individuals in January.

If you have any questions or comments about this Performance Report please contact me at 916-429-2009 ext.7234 or Lisac@paratransit.org.

FISCAL IMPACT:

None

ATTACHMENTS:

January 2020 Performance Report
January 2020 Income Statement
January 2020 Balance Sheet

PARATRANSIT, INC.
COMBINED BALANCE SHEET
1/31/2020
UNAUDITED

ASSETS

CURRENT ASSETS:	
Cash	3,119,339
Medical Annuity	230,000
Accounts Receivable	1,776,416
Grants Receivable	-
Inventory	128,081
Deposits and Prepaid Expenses	<u>1,035,795</u>
TOTAL CURRENT ASSETS	<u>6,289,631</u>
CAPITAL ASSETS:	
Grant Equipment	12,622,767
Non-Grant Equipment	10,227,848
Work in Progress	-
TOTAL COST	<u>22,850,614</u>
Less Accumulated Depreciation	<u>(12,991,038)</u>
Net Capital Assets	<u>9,859,576</u>
TOTAL ASSETS	<u><u>16,149,207</u></u>

LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES	
Accounts Payable	628,292
Workers' Compensation Payable	-
Accrued Payroll & Benefits	375,460
Sales Tax Payable	(8,858)
Lease/Notes Payable	450,440
Unredeemed Bus Scrip	62,033
Deferred Revenue	91,723
Other Payables	<u>38,023</u>
TOTAL CURRENT LIABILITIES	<u>1,637,112</u>
LONG-TERM LIABILITIES:	
Long Term Liabilities	<u>3,905,385</u>
TOTAL LONG TERM LIABILITIES	<u>3,905,385</u>
TOTAL LIABILITIES	5,542,497
FUND EQUITY	
Contributed Capital	515,345
Restricted for lease collateral	-
Restricted for grant administration	12,999
Retained Earnings (Loss)	<u>10,078,367</u>
TOTAL FUND EQUITY	<u>10,606,710</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>16,149,207</u></u>

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 1/31/2020

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
REVENUE								

OPERATING REVENUE:								
Regional Transit	993,699	972,077	(21,622)	11,700,000	6,891,781	6,804,539	(87,242)	(1.27)
Measure A	494,567	478,013	(16,554)	5,823,122	3,430,058	3,422,076	(7,982)	(0.23)
TDA 4.5	238,351	237,998	(353)	2,806,393	1,653,081	1,659,991	6,911	0.42
Civic Lab Travel Training Grant	11,324	-	(11,324)	133,333	78,539	66,666	(11,873)	(15.12)
Section 5304 - Internships	-	-	-	-	-	-	-	-
Section 5307 - Regional Mobility Management	-	-	-	200,000	-	-	-	-
Section 5310 - Regional Mobility Management	-	-	-	-	-	-	-	-
Section 5316 - Wheels to Work	-	-	-	-	-	-	-	-
Section 5317 - Local Mobility Management	-	-	-	-	-	-	-	-
DR Bus Fares	139,173	121,778	(17,395)	1,638,648	965,231	864,501	(100,730)	(10.44)
Agency Bus Fares	90,785	207,714	116,929	1,068,922	629,639	1,064,550	434,911	69.07
Diversified Services	319,013	295,693	(23,320)	3,756,126	2,212,512	2,191,611	(20,902)	(0.94)
Applied to Capital Projects	(7,713)	(7,713)	-	(1,156,188)	(139,769)	(139,769)	-	-
TOTAL OPERATING REVENUE	2,279,199	2,305,560	26,361	25,970,356	15,721,072	15,934,165	213,093	1.36
CAPITAL REVENUE:								
FTA Section 5310 - Vehicles	-	-	-	-	-	(1,600)	(1,600)	-
Applied Operating Revenue	7,713	7,713	-	1,156,188	139,769	139,769	-	-
Gain/(Loss) on Sale of Assets	-	-	-	-	-	-	-	-
TOTAL CAPITAL REVENUE	7,713	7,713	-	1,156,188	139,769	138,169	(1,600)	(1.14)
TOTAL REVENUE	2,286,912	2,313,273	26,361	27,126,544	15,860,841	16,072,334	211,493	1.33

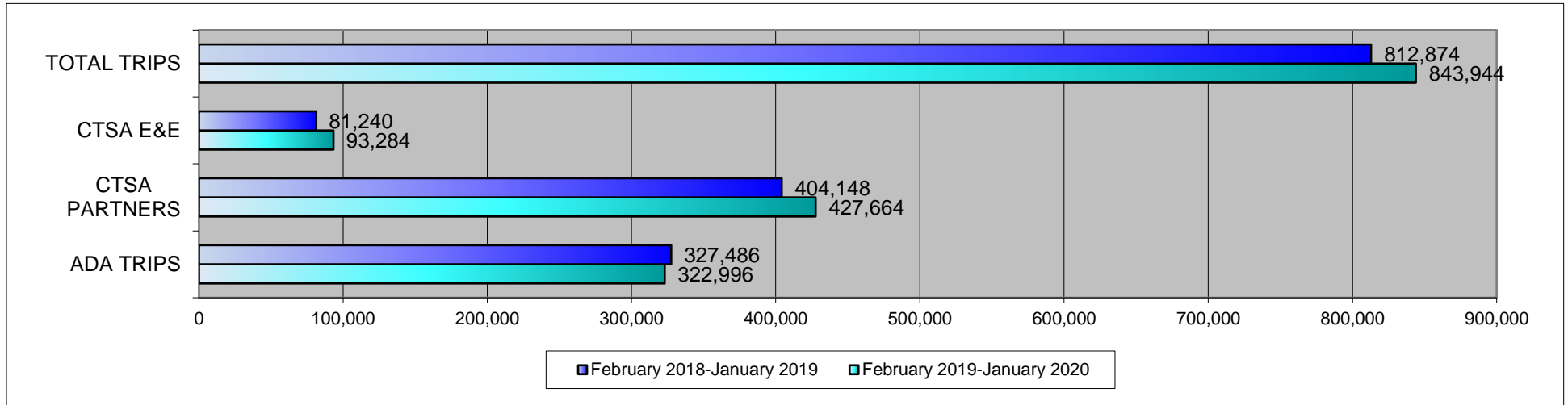
PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 1/31/2020

	MONTHLY BUDGET	MONTHLY ACTUAL	MONTHLY VARIANCE	YEARLY BUDGET	Y-T-D BUDGET	Y-T-D ACTUAL	Y-T-D \$ VARIANCE	Y-T-D % VARIANCE
OPERATING EXPENSES								
PERSONNEL:								
Transportation Operations	608,412	581,770	(26,642)	7,163,557	4,219,629	4,184,007	(35,623)	(0.84)
Maintenance Operations	106,290	110,873	4,582	1,251,480	737,173	715,367	(21,806)	(2.96)
Administration	119,512	114,195	(5,317)	1,407,159	828,874	834,361	5,487	0.66
Diversified Services:								
Travel Training	35,666	34,665	(1,001)	419,940	247,362	276,159	28,797	11.64
Mobility Management	91,283	76,667	(14,616)	1,074,787	633,093	544,421	(88,673)	(14.01)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	396,245	378,873	(17,373)	4,665,470	2,748,153	2,528,295	(219,859)	(8.00)
Workers' Compensation	54,308	29,030	(25,278)	639,432	376,652	291,137	(85,515)	(22.70)
TOTAL PERSONNEL	1,411,717	1,326,073	(85,644)	16,621,824	9,790,937	9,373,746	(417,191)	(4.26)
FLEET OPERATIONS:								
Fuel	184,482	150,158	(34,324)	2,172,127	1,279,472	1,255,653	(23,819)	(1.86)
Insurance	120,503	117,291	(3,212)	1,418,827	835,748	820,914	(14,834)	(1.77)
Cost of Parts & Sublet Service	63,698	48,914	(14,784)	749,990	441,775	369,744	(72,031)	(16.30)
TOTAL FLEET OPERATIONS	368,683	316,364	(52,319)	4,340,944	2,556,994	2,446,310	(110,684)	(4.33)
NONPERSONNEL:								
Professional Services	63,632	63,417	(215)	749,221	441,322	685,661	244,339	55.37
Outside Services	22,261	31,685	9,424	262,106	154,391	316,417	162,026	104.94
Rent/Repair	14,185	84,756	70,571	167,017	98,380	261,236	162,856	165.54
Office Expense	18,924	30,897	11,973	222,816	131,248	177,301	46,054	35.09
Interest Expense	10,556	10,529	(27)	124,290	73,212	78,111	4,899	6.69
Telephone/Utilities	21,597	21,953	357	254,283	149,783	148,231	(1,552)	(1.04)
Tax/License/Dues/Permits	7,643	2,781	(4,862)	89,993	53,009	106,403	53,393	100.72
Travel	11,680	19,420	7,740	137,521	81,005	71,347	(9,658)	(11.92)
Professional Development	2,844	4,448	1,605	33,482	19,722	22,443	2,721	13.80
Brokered Trans. Services	251,980	278,435	26,455	2,966,862	1,747,604	1,791,051	43,447	2.49
TOTAL NONPERSONNEL	425,302	548,322	123,020	5,007,589	2,949,676	3,658,200	708,524	24.02
TOTAL OPERATIONS EXPENSE	2,205,702	2,190,758	(14,944)	25,970,358	15,297,608	15,478,257	180,649	1.18
CAPITAL PROJECTS:								
Florin Road Facility	7,961	7,713	(248)	93,731	55,212	54,173	(1,039)	(1.88)
Facility Reserve	-	-	-	526,526	-	-	-	-
Comp & Class Study	-	-	-	50,000	-	-	-	-
Auditorium Repairs	-	-	-	10,000	-	-	-	-
Facility Repairs	-	-	-	100,000	-	-	-	-
IT 4G Equipment & Cameras	-	-	-	100,000	-	-	-	-
Vehicle Acquisition Project	18,945	18,945	-	227,674	131,851	131,851	-	-
Office Furniture & Equipment	-	-	-	10,000	7,283	7,283	-	-
Network & Telecommunications	-	-	-	28,256	-	55,072	55,072	-
Maintenance Equipment	-	-	-	10,000	3,577	23,240	19,663	549.73
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	26,905	26,658	(248)	1,156,188	197,923	271,620	73,697	37.24
TOTAL OPERATING AND CAPITAL EXPENSE	2,232,607	2,217,416	(15,191)	27,126,545	15,495,531	15,749,877	254,346	1.64
NET INCOME (LOSS)	54,305	95,857	41,552	(1)	365,310	322,457	(42,853)	(11.73)
YTD Budget Surplus/(Deficit)	(42,853)	0%						

Paratransit, Inc.

January 2020 Performance Report

ROLLING YEAR TRIPS PROVIDED



February 2019-January 2020

Total Trips Provided
843,944

February 2019-January 2020

CTSA Partners 427,664
CTSA E&E 93,284

February 2019-January 2020

ADA Trips Provided
322,996

February 2018-January 2019

Total Trips Provided
812,874

February 2018-January 2019

CTSA Partners 404,148
CTSA E&E 81,240

February 2018-January 2019

ADA Trips Provided
327,486

Change 31,071 23,517 12,044 (4,490)

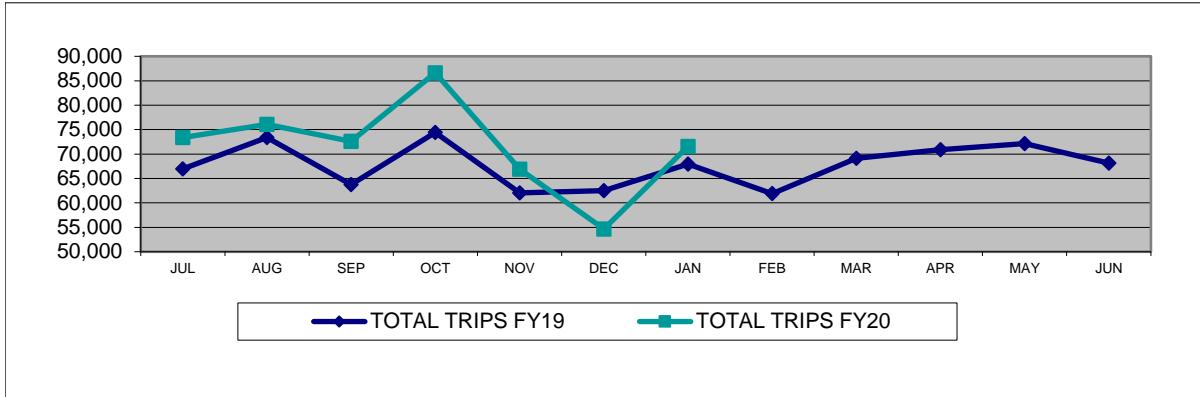
Variance 3.8% 5.8% 14.8% -1.4%

	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018	Aug 2018	Sep 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019
Total Trips	63,477	70,481	69,997	71,193	66,709	66,965	73,397	63,776	74,408	62,030	62,493	67,948
CTSA Partners	31,916	35,557	35,561	35,507	33,056	33,060	37,126	30,490	37,378	29,629	29,965	34,903
CTSA E&E	6,146	6,853	7,011	7,026	6,518	6,743	7,113	6,682	7,477	6,445	6,644	6,582
ADA Trips	25,415	28,071	27,425	28,660	27,135	27,162	29,158	26,604	29,553	25,956	25,884	26,463

	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020
Total Trips	61,886	69,119	70,858	72,156	68,153	73,380	76,070	72,612	86,623	66,886	54,670	71,531
CTSA Partners	31,150	35,017	36,595	37,255	35,442	38,605	41,192	37,617	46,465	32,204	20,093	36,029
CTSA E&E	6,158	6,893	6,854	6,900	6,721	6,690	6,873	7,509	10,553	9,228	9,212	9,693
ADA Trips	24,578	27,209	27,409	28,001	25,990	28,085	28,005	27,486	29,605	25,454	25,365	25,809

Paratransit, Inc. January 2020 Performance Report

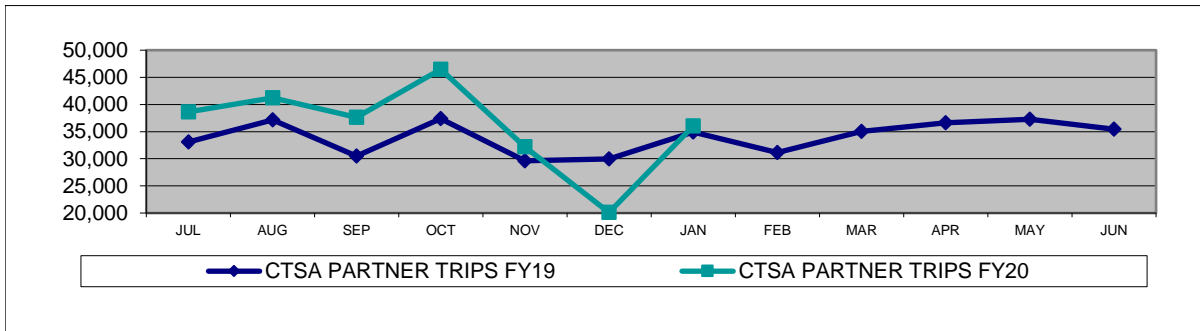
TOTAL TRIPS PROVIDED



<u>Total Trips</u>		JAN	YTD
FY20	Total Trips	71,531	501,772
FY19	Total Trips	67,948	471,017
Variance		3,583 5.3%	30,755 6.5%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	66,965	73,397	63,776	74,408	62,030	62,493	67,948	61,886	69,119	70,858	72,156	68,153
FY20	73,380	76,070	72,612	86,623	66,886	54,670	71,531					

CTSA PARTNER TRIPS PROVIDED

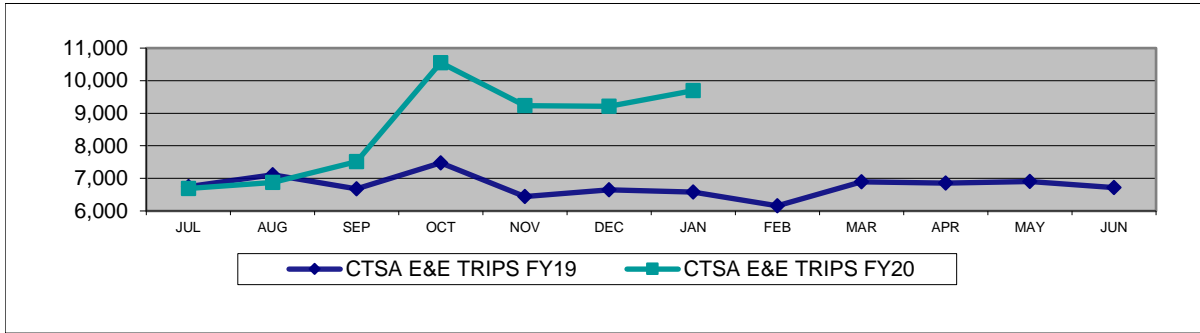


<u>CTSA Partner Trips</u>		JAN	YTD
FY20	CTSA Partner Trips	36,029	252,205
FY19	CTSA Partner Trips	34,903	232,551
Variance		1,126 3.2%	19,654 8.5%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	33,060	37,126	30,490	37,378	29,629	29,965	34,903	31,150	35,017	36,595	37,255	35,442
FY20	38,605	41,192	37,617	46,465	32,204	20,093	36,029					

Paratransit, Inc.
January 2020 Performance Report

CTSA ENHANCED & EXPANDED TRIPS PROVIDED

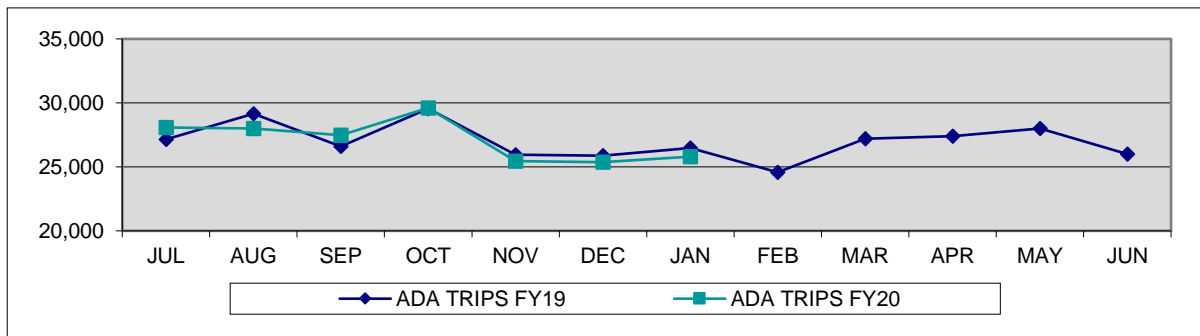


CTSA E&E Trips

		JAN	YTD
FY20	CTSA E&E Trips	9,693	59,758
FY19	CTSA E&E Trips	6,582	47,686
Variance		3,111 47.3%	12,072 25.3%

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	6,743	7,113	6,682	7,477	6,445	6,644	6,582	6,158	6,893	6,854	6,900	6,721
FY20	6,690	6,873	7,509	10,553	9,228	9,212	9,693					

ADA TRIPS PROVIDED



ADA Trips

		JAN	YTD
FY20	ADA Trips	25,809	189,809
FY19	ADA Trips	26,463	190,780
Variance		(654) -2.5%	(971) -0.5%

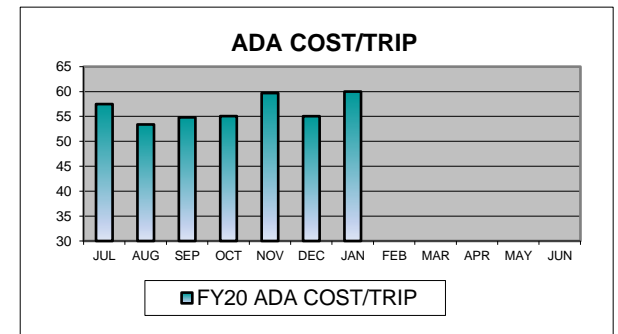
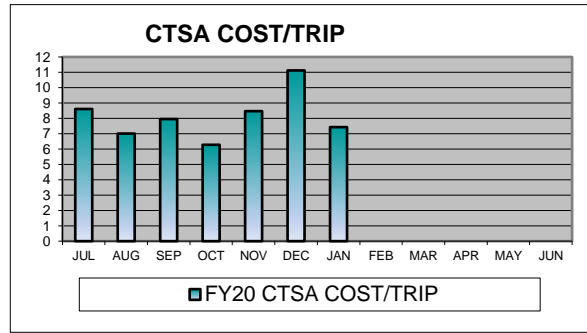
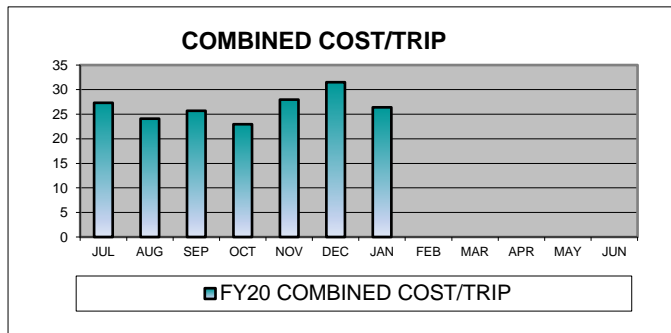
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
FY19	27,162	29,158	26,604	29,553	25,956	25,884	26,463	24,578	27,209	27,409	28,001	25,990
FY20	28,085	28,005	27,486	29,605	25,454	25,365	25,809					

Paratransit, Inc. January 2020 Performance Report

COST PER TRIP

Cost per Trip

FY20	JAN	FY20 YTD
Combined	\$26.40	\$26.25
CTSA	\$7.43	\$7.89
ADA	\$60.00	\$56.43



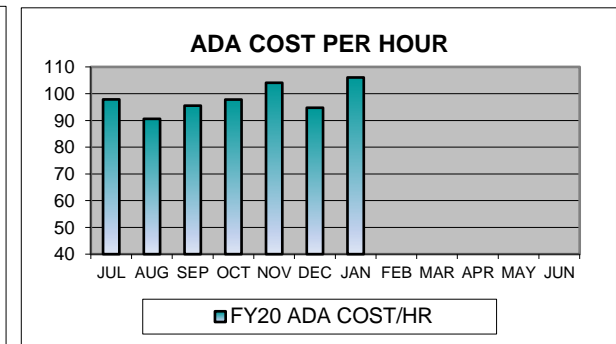
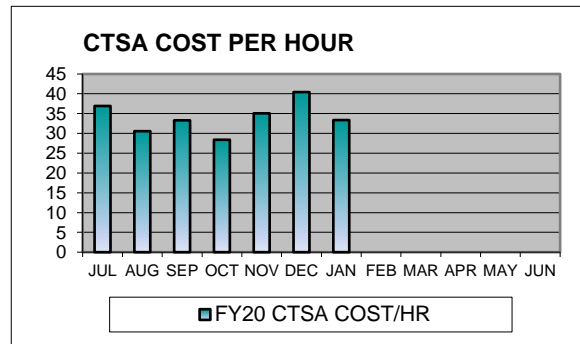
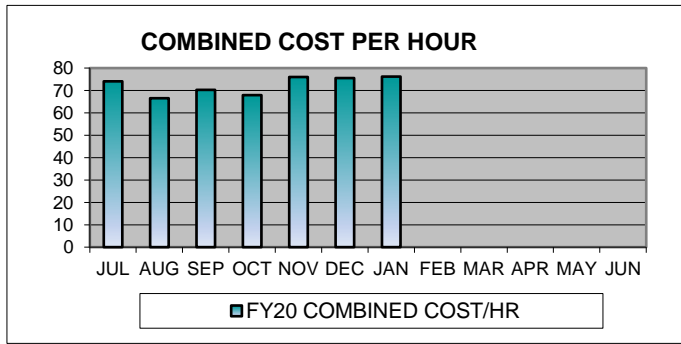
FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$27.32	\$24.09	\$25.69	\$22.95	\$27.96	\$31.50	\$26.40					
CTSA	\$8.61	\$7.01	\$7.95	\$6.28	\$8.47	\$11.12	\$7.43					
ADA	\$57.49	\$53.39	\$54.82	\$55.07	\$59.70	\$55.05	\$60.00					

Paratransit, Inc. January 2020 Performance Report

COST PER VEHICLE SERVICE HOUR

Cost per Vehicle Service Hour

	FY20	
FY20	JAN	YTD
Combined	\$76.19	\$72.13
CTSA Partners	\$33.36	\$33.60
ADA	\$106.06	\$97.91



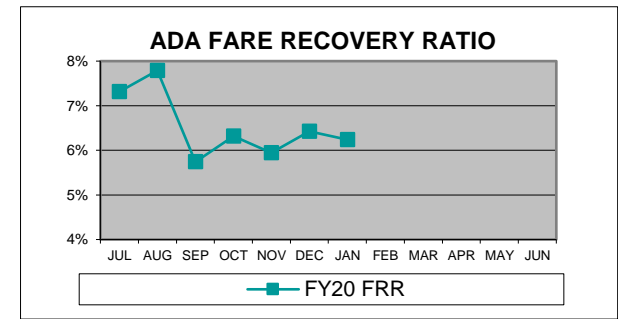
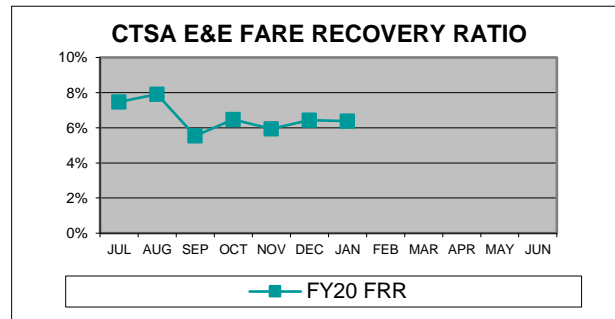
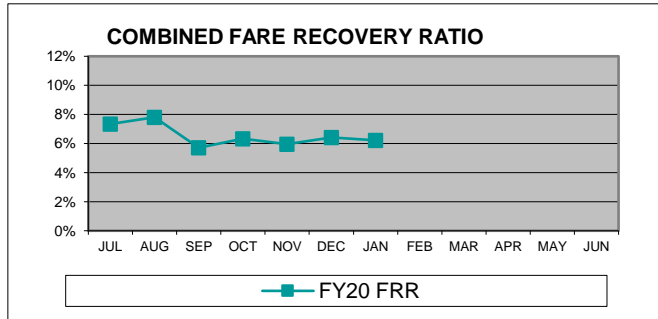
FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	\$74.08	\$66.53	\$70.26	\$67.91	\$76.01	\$75.54	\$76.19					
CTSA Partners	\$36.92	\$30.56	\$33.30	\$28.39	\$35.07	\$40.43	\$33.36					
ADA	\$97.85	\$90.59	\$95.52	\$97.80	\$104.07	\$94.74	\$106.06					

Paratransit, Inc. January 2020 Performance Report

FARE RECOVERY RATIO

Fare Recovery Ratio

		JAN	YTD	TDA minimum
FY20	Total Fare Recovery	6.2%	6.5%	5.0%



FY20	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Combined	7.3%	7.8%	5.7%	6.3%	5.9%	6.4%	6.2%					
CTSA E&E	7.5%	7.9%	5.5%	6.5%	5.9%	6.4%	6.4%					
ADA	7.3%	7.8%	5.7%	6.3%	5.9%	6.4%	6.2%					

Paratransit, Inc.
January 2020 Performance Report

TRANSPORTATION DEVELOPMENT ACT PERFORMANCE CRITERIA

Cost per Vehicle Service Mile		
FY20	JAN	YTD
Combined	\$4.58	\$4.41
CTSA	\$1.86	\$1.88
ADA	\$6.74	\$6.36

Trips Provided per 100 Vehicle Service Miles		
FY20	JAN	YTD
Combined	17	17
CTSA	25	24
ADA	11	11

Trips Provided per Vehicle Service Hour		
FY20	JAN	YTD
Combined	2.9	2.7
CTSA	4.5	4.3
ADA	1.8	1.7

DR On-Time Performance		
FY20	JAN	YTD
DR	90.90%	90.68%

MOBILITY MANAGEMENT

	Assessment	Trained	Group	Mentor	Total
Sacramento		11			11
Transportation Literacy		1			1
Stockton	37	0	0		37
Boston	1,307	6	140		1,453
Spokane	149	10	1	0	160
Total	1,493	28	141	0	1,662



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 9A**

AGENDA TITLE: Adopt Resolution 02-20 Authorizing the Chief Executive Officer to Submit a Proposal to the Massachusetts Bay Transportation Authority (MBTA) for the Travel Instruction Program and further authorizing the Chief Executive Officer to negotiate and execute the contract and any amendments, if awarded.

MEETING DATE: March 27, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 02-20 authorizing the Chief Executive Officer to Submit a Proposal to the Massachusetts Bay Transportation Authority (MBTA) for the Travel Instruction Program and further authorizing the Chief Executive Officer to negotiate and execute the contract and any amendments, if awarded.

BACKGROUND AND DISCUSSION:

Massachusetts Bay Transportation Authority (MBTA) issued a Request for Proposals (RFP) for Travel Instruction Services. The proposed contract is to provide experienced staffing, organizational management, testing equipment and data management systems (DMS) to design, launch and operate a comprehensive and equitable Travel Instruction process. Paratransit currently performs this service and the program has grown significantly since its inception. The proposal would be for a continuation of the service.

Paratransit, Inc. is a nationally recognized leader in Travel Instruction services and currently performs these services in Boston, as well as Spokane and throughout San Joaquin County. The RFP issued by MBTA is similar in scope and size to the services currently provided. Staff has reviewed the RFP in detail. Due to the size of the project,

the ability for the service to co-locate with the eligibility contract and availability of resources, staff recommends the Board authorize submittal of a proposal to provide these services.

FISCAL IMPACT:

Paratransit had previously developed cost estimates and staffing analysis for this project. The detailed analysis allows for Paratransit to take on this work without impact to our cash flow.

ATTACHMENTS:

1. Resolution 02-20



RESOLUTION NO. 02-20

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SUBMIT A PROPOSAL TO MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (MBTA) FOR THE TRAVEL INSTRUCTION PROGRAM AND FURTHER AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE THE CONTRACT AND ANY AMENDMENTS, IF AWARDED

WHEREAS, Paratransit, Inc. currently provides Travel Instruction Services, as well as ADA Complementary Paratransit Eligibility Certification services for the MBTA; and

WHEREAS, The MBTA issued a Request for Proposal for Travel Instruction Services for a two year base term with four option years; and

WHEREAS, Paratransit currently has the staffing resources, facility, technical knowledge and financial capacity to perform the project; and

WHEREAS, the Board of Directors authorizes staff to submit the proposal; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. authorize the Chief Executive Officer to negotiate and execute the contract and any necessary amendments, as necessary.

Anna Fontus, President
Paratransit, Inc., Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 9B**

AGENDA TITLE: Approve Resolution 03-20 Declaring an Emergency and Suspending Competitive Bidding for Supply Acquisitions to Combat COVID-19 and other Operations as required, and Delegating to the Chief Executive Officer authority to approve and execute supply, operations and service contracts in excess of \$50,000 to sustain operations during the COVID-19 pandemic

MEETING DATE: March 27, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 03-20 Declaring an Emergency and Suspending Competitive Bidding for Supply Acquisitions to Combat COVID-19 and other Operations as required, and Delegating to the Chief Executive Officer authority to approve and execute supply, operations and service contracts in excess of \$50,000 to sustain operations during the COVID-19 pandemic.

BACKGROUND AND DISCUSSION:

On March 4, 2020, California Governor Gavin Newsom declared a state of emergency to help the state prepare for and contain the spread of novel coronavirus (COVID-19); and on March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance. The Paratransit, Inc. Procurement Policy requires competitive solicitation of goods and services in most circumstances and generally requires Board approval of all procurement contracts over \$50,000.

Paratransit, Inc. is classified as an essential business under the public health orders and provides a function that has been identified as a “Critical Infrastructure” under the federal designations. The services provided to our passengers and community social service agencies are vital during this pandemic. As non-essential businesses close or reduce in force and essential agencies search for key supplies, it has become increasingly difficult to obtain safety materials. Additionally, key operating supplies are being obtained from non-traditional providers due to closures and low stock supplies. Waiving the procurement policies and thresholds allows for staff to actively purchase goods and services needed to operate when located, to ensure that operations continue. Additionally, as our partners in the community address the emerging needs and transition their services, we are increasingly being asked to assist with coordinated services utilizing the capacity that is available from lower demand. Currently, these services are being covered through funds that are being re-programmed from mobility management to operations while travel training is halted. Many of the programs for relief are designed to have employers keep their employees working and as we are successful in accessing those programs, this would allow us to enter agreements necessary to deliver services to those agencies.

FISCAL IMPACT:

The services provided to our passengers and community social service agencies are vital during this pandemic. Paratransit, Inc. is pursuing all eligible funding sources to assist with the increased costs for cleaning and safety measures to protect our staff and passengers, and to maintain our facilities. In addition, staff is actively pursuing opportunities to utilize staff that are eligible for potential funding reimbursement for new sources to minimize any financial impacts.

ATTACHMENTS:

1. Resolution 03-20



RESOLUTION NO. 03-20

DECLARING AN EMERGENCY AND SUSPENDING COMPETITIVE BIDDING FOR SUPPLY ACQUISITIONS TO COMBAT COVID-19 AND OTHER OPERATIONS AS REQUIRED, AND DELEGATING TO THE CHIEF EXECUTIVE OFFICER AUTHORITY TO APPROVE AND EXECUTE SERVICE, OPERATIONS, AND SUPPLY CONTRACTS IN EXCESS OF \$50,000 TO SUSTAIN OPERATIONS DURING THE COVID-19 PANDEMIC.

WHEREAS, the Paratransit, Inc. Procurement Policy requires competitive solicitation of goods and services in most circumstances and generally requires Board approval of all procurement contracts over \$50,000; and

WHEREAS, on March 4, 2020, California Governor Gavin Newsom declared a state of emergency to help the state prepare for and contain the spread of novel coronavirus (COVID-19); and

WHEREAS, on March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance; and

WHEREAS, as of March 26, 2020, California state health officials are reporting a total of 3,172 positive cases of COVID-19 and sixty-seven deaths, with an increase in confirmed cases occurring daily; and

WHEREAS, as a public transit and social service provider, Paratransit, Inc. is considered an essential business delivering critical infrastructure and needs to continue providing essential public services during the COVID-19 outbreak; and

WHEREAS, to provide services while protecting the public health and safety to the extent possible, it may be necessary for Paratransit, Inc. to acquire emergency supplies, equipment, and associated services designed to limit the spread of the COVID-19 outbreak, including cleaning supplies, janitorial services, and supplies and services to enable employees to work remotely; and

WHEREAS, in order to continue operations and assisting with essential community needs Paratransit, Inc. may need to approve and execute supply, operations and service agreements; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. hereby declares an emergency due to the rapid spread of COVID-19.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors of Paratransit, Inc. authorizes the suspension of competitive bidding, as set out in Paratransit, Inc.'s Procurement Policy to the extent necessary to obtain supplies, equipment, and services to respond to COVID-19, including measures to limit the spread of COVID-19 and to support other operations as required.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors of Paratransit, Inc. delegate the Chief Executive Officer authority to approve and execute service, operations, and supply contracts in excess of \$50,000 to sustain operations during the COVID-19 Pandemic and for so long as there is a state of emergency.

Anna Fontus, President
Paratransit, Inc., Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 9C**

AGENDA TITLE: Approve Resolution 04-20 Authorizing the Chief Executive Officer to Submit Proposals and Funding Applications, as opportunities arise, to pursue relief funding from the Federal Transit Administration, Federal Emergency Management Agency, City of Sacramento, or other funding sources to assist with operating costs and revenue offset due to COVID-19 and the financial impacts therefrom, and to execute any contracts and/or agreements, if awarded.

MEETING DATE: March 27, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer
Lisa M Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 04-20 authorizing the Chief Executive Officer to Submit Proposals and Funding Applications, as opportunities arise, to pursue relief funding from the Federal Transit Administration, Federal Emergency Management Agency, City of Sacramento, or other funding sources to assist with operating costs and revenue offset due to COVID-19 and the financial impacts therefrom, and to execute any contracts and/or agreements, if awarded.

BACKGROUND AND DISCUSSION:

On March 4, 2020, California Governor Gavin Newsom declared a state of emergency to help the state prepare for and contain the spread of novel coronavirus (COVID-19); and on March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section

501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance. Included in these provisions were mechanisms to open up SBA loans to small businesses and non-profits to assist with declining revenues as a result of the COVID-19 pandemic.

Paratransit, Inc. is classified as an essential business under the public health orders and provides a function that has been identified as a "Critical Infrastructure" under the federal designations. The services provided to our passengers and community social service agencies are vital during this pandemic. During this crisis our services are also in demand for use in transporting food and other essential supplies to seniors and persons with disabilities who are now isolating. Additionally, our Call Center is providing vital wellness checks to ensure people can access needed resources. We expect that there may be additional interest, need, and opportunity in transporting passengers as well as assisting our social service agencies as they transition to meet their client's needs.

FISCAL IMPACT:

The services provided to our passengers and community social service agencies are vital during this pandemic. Pursuing economic relief from grant and other emergency funding apportionments, whether from Federal, State or Local sources will allow Paratransit to maintain financial health through this crisis and following it. All revenue received would be to cover expenses occurred in maintaining services and assisting with COVID-19 relief. Pursuing grants and other sources would reduce the need to utilize reserves and/or other debt programs.

ATTACHMENTS:

1. Resolution 04-20



RESOLUTION NO. 04-20

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SUBMIT PROPOSALS AND FUNDING APPLICATIONS, AS OPPORTUNITIES ARISE, TO PURSUE RELIEF FUNDING AVAILABLE FROM THE FEDERAL TRANSIT ADMINISTRATION, FEDERAL EMERGENCY MANAGEMENT AGENCY, CITY OF SACRAMENTO, OR OTHER FUNDING SOURCES TO ASSIST WITH OPERATING COSTS AND REVENUE OFFSET DUE TO COVID-19 AND THE FINANCIAL IMPACTS THEREFROM, AND TO EXECUTE ANY CONTRACTS AND/OR AGREEMENTS, IF AWARDED

WHEREAS, on March 4, 2020, California Governor Gavin Newsom declared a state of emergency to help the state prepare for and contain the spread of novel coronavirus (COVID-19); and

WHEREAS, on March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance; and

WHEREAS, as of March 26, 2020, California state health officials are reporting a total of 3,172 positive cases of COVID-19 and sixty-seven deaths, with an increase in confirmed cases occurring daily; and

WHEREAS, it is anticipated Congress will soon pass the CARES Act, a \$2 trillion dollar stimulus and aid package and the President of the United States is expected to sign it; and

WHEREAS, as a public transit and social service provider, Paratransit, Inc. is considered an essential business delivering critical infrastructure and needs to continue providing essential public services during the outbreak; and

WHEREAS, traditional revenue sources have been diminished due to the state of emergency and shelter in place orders and replacement sources are being explored, however, many of these programs are designed to assist with operations costs during COVID-19 and specific program assistance.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. hereby authorizes the Chief Executive Officer to submit proposals and funding applications, as opportunities arise, to pursue relief funding available from the Federal Transit Administration, Federal Emergency Management Agency, City of Sacramento, or other funding source to assist with operating costs and revenue offset due to COVID-19 and the financial impacts therefrom.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors of Paratransit, Inc. hereby authorizes the Chief Executive Officer to execute any related or resulting applications, contract and/or agreements, if awarded.

Anna Fontus, President
Paratransit, Inc., Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 9D**

AGENDA TITLE: Approve Resolution 05-20 Authorizing the Chief Executive Officer to submit an application to the Small Business Administration for a Small Business Loan, for salaries and benefits for employees, not to exceed \$2 million and authorizing the Chief Executive Officer and Chief Financial Officer to execute the loan, if awarded

MEETING DATE: March 27, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer
Lisa M Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 05-20 authorizing the Chief Executive Office to submit an application to the Small Business Administration for a Small Business Loan, for salaries and benefits for employees, not to exceed \$2 million and authorizing the Chief Executive Officer and Chief Financial Officer to execute the loan, if awarded.

BACKGROUND AND DISCUSSION:

On March 4, 2020, California Governor Gavin Newsom declared a state of emergency to help the state prepare for and contain the spread of novel coronavirus (COVID-19); and on March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance. Included in these provisions were mechanisms to open up SBA loans to small businesses and non-profits to assist with declining revenues as a result of the COVID-19 pandemic.

Staff is currently reviewing the proposed language for the \$2 trillion stimulus package expected to soon be adopted, and early indications show that loan forgiveness is being considered for agencies who use these funds to cover salaries and benefits, in lieu of layoffs and that for employers who retain employees during the crisis, loans may be forgiven.

Staff has reviewed current revenues which remain, evaluated reserves and updated operations expenses and will present more information to the Board at the meeting. The application of the loan does not require the loan to be spent however, staff is recommending to the Board application and execution to facilitate as many resources during this time of economic uncertainty. As the duration of the pandemic is unknown, the total impact is still being evaluated. The potential acquisition of the loan could serve as an external revenue source which could be forgiven, thus preserving reserves to the extent possible. Additionally, if not forgiven the Board could decide to pay the loan off using reserves or make payments to see if there are any additional waves of the virus or other financial implications which reserves may be needed for.

FISCAL IMPACT:

Paratransit, Inc. is classified as an essential business under the public health orders and provides a function that has been identified as a “Critical Infrastructure” under the federal designations. The services provided to our passengers and community social service agencies are vital during this pandemic. The loan if approved has a 2.75% in rate and a 30 year term and the debt service would be manageable under current budget forecasts. Early communications from DC include provisions which could allow for loan forgiveness when used for salaries and benefits to avoid a reduction in force. Staff has identified this as the need for this loan and will pursue all forgiveness options available.

ATTACHMENTS:

1. Resolution 05-20



RESOLUTION NO. 05-20

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SUBMIT AN APPLICATION TO THE SMALL BUSINESS ADMINISTRATION FOR A SMALL BUSINESS LOAN, FOR SALARIES AND BENEFITS FOR EMPLOYEES, NOT TO EXCEED \$2 MILLION AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER AND CHIEF FINANCIAL OFFICER TO EXECUTE THE LOAN, IF AWARDED

WHEREAS, on March 4, 2020, California Governor Gavin Newsom declared a state of emergency to help the state prepare for and contain the spread of novel coronavirus (COVID-19); and

WHEREAS, on March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance; and

WHEREAS, as of March 26, 2020, California state health officials are reporting a total of 3,172 positive cases of COVID-19 and sixty-seven deaths, with an increase in confirmed cases occurring daily; and

WHEREAS, as a public transit and social service provider, Paratransit, Inc. is considered an essential business delivering critical infrastructure and needs to continue providing essential public services during the outbreak; and

WHEREAS, traditional revenue sources have been diminished due to the state of emergency and shelter in place orders and replacement sources are being explored, however, many of these potential revenue sources and programs work on a reimbursement basis.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. hereby authorizes the Chief Executive Officer to submit an application to the Small Business Administration for a Small Business Loan, for salaries and benefits for employees, not to exceed \$2 million.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Board of Directors of Paratransit, Inc. hereby authorizes the Chief Executive Officer and Chief Financial Officer to execute all loan agreements and documents, if awarded.

Anna Fontus, President
Paratransit, Inc., Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 9E**

AGENDA TITLE: Approve Resolution 06-20 Suspending the Paratransit, Inc. Reserve Policy

MEETING DATE: March 27, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer
Lisa M. Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 06-20 suspending the Paratransit, Inc. Reserve Policy during the COVID-19 Pandemic.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. has a history of disciplined financial practices and procedures. In January 2019, the Board adopted a formal reserve policy to protect the Agency against unforeseen emergency issues. The COVID-19 Pandemic is one of those issues. The current operating reserve policy sets the target at 45 days and as of March 1st, we had reserves in excess of this requirement.

FISCAL IMPACT:

Unknown at this time. Staff is pursuing potential revenues and grant programs to minimize reduction in revenue while constantly monitoring operating costs. Staff will continue to prioritize minimizing use of reserves as long as possible and will report back at the next Board Meeting on impacts, and more frequently if warranted.

ATTACHMENTS:

1. Resolution 06-20



RESOLUTION NO. 06-20

SUSPENDING THE PARATRANSIT, INC. RESERVE POLICY

WHEREAS, in January 2019, the Board of Directors adopted a formal Reserve Policy (Resolution 01-19) which set a reserve limit of 45 days; and

WHEREAS, at the beginning of March 2020 Paratransit, Inc maintained a reserve amount in excess of the policy requirements; and

WHEREAS, on March 4, 2020, California Governor Gavin Newsom declared a state of emergency to help the state prepare for and contain the spread of novel coronavirus (COVID-19); and

WHEREAS, on March 13, 2020, the President declared the ongoing Coronavirus Disease 2019 (COVID-19) pandemic of sufficient severity and magnitude to warrant an emergency declaration for all states, tribes, territories, and the District of Columbia pursuant to section 501 (b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). State, Territorial, Tribal, local government entities and certain private non-profit (PNP) organizations are eligible to apply for Public Assistance; and

WHEREAS, as of March 26, 2020, California state health officials are reporting a total of 3,172 positive cases of COVID-19 and sixty-seven deaths, with an increase in confirmed cases occurring daily; and

WHEREAS, as a public transit and social service provider, Paratransit, Inc. is considered an essential business delivering critical infrastructure and needs to continue providing essential public services during the state of emergency; and

WHEREAS, traditional revenue sources have been diminished due to the state of emergency and shelter in place orders and replacement sources are being explored, however, many of these potential revenue sources and programs work on a reimbursement basis; and

WHEREAS, in order to preserve the continuity of operations and continue operations in support of delivery of critical infrastructure and needs to the public during the state of emergency, reserve funds are required.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. hereby suspends the Paratransit, Inc. Reserve Policy and authorizes the use of such funds to continue operations consistent with providing essential public services during the state of emergency.

Anna Fontus, President
Paratransit, Inc., Board of Directors

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 9F**

AGENDA TITLE: Approve Resolution 07-20 Authorizing the Chief Executive Officer to negotiate and execute contracts with Sacramento Regional Transit District to provide transportation, maintenance, fueling and/or travel training services, and use of Paratransit's facility and parking lot.

MEETING DATE: March 27, 2020

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 07-20 authorizing the Chief Executive Officer to negotiate and execute contracts with Sacramento Regional Transit District to provide transportation, maintenance, fueling and/or travel training services, and the use of Paratransit's facility and parking lot.

BACKGROUND AND DISCUSSION:

As part of the transition framework for ADA and non-ADA services to Sacramento Regional Transit District ("SacRT"), Paratransit and SacRT discussed collaborative items which may be desired to continue beyond the expiration of the current contract. These items included potential lease of office space (former Destinations Mobility offices) within the Paratransit facility, parking for up to 50 cutaway vehicles, access to fueling and maintenance, overflow transportation, as well as the potential to contract for dedicated travel instruction services.

Staff has prepared and presented proposals to SacRT for all of these, except for the overflow brokered service. We expect to present that proposal shortly. Due to the approaching date of transition and the need to continue to negotiate and execute these items quickly to ensure a seamless transition, staff is requesting that the Board authorize

the CEO to negotiate and execute these items. Once finalized, all details will be communicated back to the Board at the next Board meeting.

FISCAL IMPACT:

Paratransit has presented proposals to SacRT for several items in coordination with the transition of ADA and non-ADA services. All cost proposals were developed to ensure that Paratransit's costs to provide the services are covered.

ATTACHMENTS:

1. Resolution 07-20



RESOLUTION NO. 07-20

AUTHORIZING THE CHIEF EXECUTIVE OFFICER NEGOTIATE AND EXECUTE CONTRACTS WITH SACRAMENTO REGIONAL TRANSIT DISTRICT TO PROVIDE TRANSPORTATION, MAINTENANCE, FUELING AND/OR TRAVEL TRAINING SERVICES, AND USE OF PARATRANSIT'S FACILITY AND PARKING LOT

WHEREAS, Paratransit, Inc. and Sacramento Regional Transit District ("SacRT") are in the process of coordinating the transitioning of ADA and non-ADA services to SacRT; and

WHEREAS, in an effort to collaboratively work together to provide services, Paratransit and SacRT have discussed items to potentially contract after the expiration of the current agreement; and

WHEREAS, in order to ensure a timely and seamless transition of services, active negotiations are currently underway on these items ; and

WHEREAS, all proposals submitted will cover costs incurred by Paratransit.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. hereby authorizes the Chief Executive Officer to negotiate and execute contracts with SacRT to provide transportation, maintenance, fueling and/or travel training services, and use of Paratransit's facility and parking lot.

Anna Fontus, President
Paratransit, Inc., Board of Directors

Date