



PARATRANSIT, INC. BOARD OF DIRECTORS' SPECIAL TELECONFERENCE MEETING

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.

Meeting Date and Time:

August 30, 2021
at 6:00 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: 833 4907 4090

Passcode: 448406

Web Access:

<https://paratransit-org.zoom.us/j/83349074090?pwd=V3RDamtKWtItYlp4VEQzSFFBaXM3Zz09>

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 and accessibility by providing innovative programs and services to the Community.

AGENDA

1. Call to Order & Roll Call:

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

2. Pledge of Allegiance

3. 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.

4. Staff Reports

- A. CEO Report – Receive and File
 - a. Update on Activities and Contracts

- B. CFO Report – Receive and File
 - a. Monthly Financial Report

5. Consent Calendar

- A. Approve the Minutes of the June 21, 2021, Board of Directors' Meeting

- B. Adopt Resolution 12-21 Authorizing the Chief Executive Officer to Negotiate and Execute a CTSA and General Partnership Agreement with the Salvation Army

- C. Adopt Resolution 13-21 Authorizing the Chief Executive Officer to Submit a Proposal to Massachusetts Bay Transportation Authority (MBTA) for the Mobility Center Request for Proposals

and Further Authorizing the Chief Executive Officer to Negotiate and Execute the Contract and Any Amendments, if Awarded

6. Facilitated Board Workshop Discussion on Process and Procedure to Select Candidates for Board Seats and Provide Direction to the Chief Executive Officer to Open the Selection Process with the Final Appointment Process to Occur at the December 2021 Board of Directors' Meeting, with a January 1, 2022 Effective Date

To assist the facilitator in engaging with the Board, please have your cameras on for the duration of this agenda item.

7. Board Comments/Reports/Future Agenda Items

8. Adjourn

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

**October 18, 2021
6:00 P.M.**

Online

*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.

MEETINGS OF INTEREST

RT Board Meetings: October 25, 2021 @ 5:30 p.m. – See www.sacrt.com for location information

RT Mobility Advisory Committee: November 4, 2021 @ 2:30 p.m. See www.sacrt.com for location information

Sacramento County Disability Advisory Commission: September 7, 2021 @ 5:00 p.m. via Zoom. See www.dac.saccounty.net for agenda with login/call in information

Sacramento City Disabilities Advisory Commission: September 1, 2021 @ 6:00 p.m. See <http://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoDisabilityAdvisoryCommission> for location information

Sacramento Transportation Authority: September 15, 2021 @ 1:30 p.m. See www.sacta.org/meetings for location information



Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 4A

AGENDA TITLE: Chief Executive Officer's Report

MEETING DATE: August 30, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

COVID-19:

Paratransit, Inc. continues to monitor and implement regulations and best practices as the COVID-19 pandemic continues. On June 15th, the Governor removed all tiers and restrictions from the State's Blueprint and activities are beginning to return to normal. Staff continues to monitor the on-going regulatory requirements and changes from CalOSHA regarding workplace requirements and in June we implemented the updated California Department of Public Health guidance for unvaccinated public transit workers to be tested weekly for COVID-19. Currently more than 90% of our staff has been fully vaccinated against COVID-19. We remain committed to keeping our staff, our passengers and the community safe and healthy. As a reminder, the US DOT currently requires the use of a mask (through January 18, 2022) on all forms of enclosed public transportation for both the operators and passengers.

Updates in Food Delivery:

Paratransit continues to deliver food to Seniors who are participating in the CFSP Food Box Program with the Sacramento Foodbank and Family Services (SFBFS), as well as Seniors who were former participants of Great Plates Delivered who have transitioned to meal delivery from the Family Meal restaurant partners. The Family Meal delivery program is part of the County's COVID-19 funding program. We also continue to assist Meals on Wheels, in accordance with our fee agreement, by providing them drivers when they are short due to callouts. Finally, I am excited to announce that we have made the first deliveries of our brand new program, designed in house, in

partnership with SFBFS, that provides curated boxes to persons with disabilities. We have been working with Alta and Resources for Independent Living to identify participants (many of whom are clients of Paratransit) who are food insecure. The long term goal is to match a food box to a rider, and deliver a box when dropping them off after transport.

New Services:

As the community continues to address the impacts of the pandemic, new transportation needs continue to arise in the community. Paratransit has been working with community agencies on ways to address those needs. I am pleased to announce that when school resumes in the Sacramento City Unified School District on Thursday, September 2nd, Paratransit will launch our new collaborative program with the YMCA, assisting with the transportation of youth to afterschool programs provided by the YMCA. With access to quality afterschool care remaining a top priority in Sacramento, we have drafted a sustainable program to meet this need and further expand our services to non-profits.

Paratransit in the Community:

As we head into Fall, Paratransit will be part of three exciting partnerships to help ring in the fall and holidays. In September, Paratransit will once again be participating in the California Capital Airshow, providing on-site shuttle services from the parking lot to the main gate to veterans, other older adults and persons with disabilities. Paratransit was honored to be able to provide this service in 2019 and staff is excited to be out there again this year. This event has become a staff favorite. On the Friday before the airshow, I will be participating in a new STEM event incorporated as a new educational component of the airshow.

November brings Thanksgiving and the Run to Feed the Hungry. The run (the largest in the United States), takes place Thanksgiving morning, starting at the entrance of Sacramento State and continuing through East Sacramento and Midtown (5k and 10k). Leading the race this year as the lead car will be a Paratransit bus, custom wrapped to highlight our partnerships with SFBFS delivering to feed the community. In addition, we will have buses staged throughout the race with staff there to greet the runners that morning and passing out information on our holiday drive.

Finally, November and December will see a return of our holiday drive for Seniors and Persons with Disabilities. This year staff is excited to announce an expansion of the drive in partnership with the Sacramento Republic FC. Last year, Sac Republic also launched a holiday drive to assist families in the Robla school district. Our management teams have gotten together and we will be combining our efforts into a joint program called Winter Wish List. Plans are in place to make this a joint annual event, and custom branding is being finalized and a Holiday Bus will be unveiled in late October at a special kick-off event (more details to come).

As always, I remain available for any questions.



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 4B**

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: AUGUST 30, 2021

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 June 2021.

- Meals delivered from March 2020 through June 2021 are currently at 1,639,432. This includes 874,000 meals delivered for the Great Plates Delivered program and 646,000 meals delivered on behalf of the Sacramento Food Bank and Family Services.
- Between July 2020 and June 2021, the Sacramento Mobility Management program successfully travel trained 42 elderly/disabled clients and 119 youth. The Boston Eligibility office certified 10,624 clients via zoom to be ADA-eligible passengers on Boston's paratransit service and the Boston Travel Training office performed 207 zoom trainings.
- The CTSA program, where Paratransit, Inc. partners with local social service agencies, continues providing support with insurance expense, maintenance and fleet management, fuel reimbursement, buses, and driver support. Between July 2020 and June 2021 Paratransit's maintenance department completed 2,316 work orders.
- Between July 2020 and June 2021, Paratransit, Inc. has received \$19,300 in income from renting out our 8 accessible minivans.
- Year-to-date revenue is 9% lower than budgeted; year-to-date expense is 8% lower than budgeted. Including the \$310,000 carryover from FY20, Paratransit's net income is \$0, break even.

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:

June 2021 CFO Report

June 2021 Income Statement

June 2021 Balance Sheet

PARATRANSIT, INC

FINANCIAL REPORT



June 2021

Meal Delivery to Seniors

March 2020 to June 2021

Program	Meals Delivered
Great Plates – Sacramento	874,368
*Sacramento Food Bank	646,000
* Sierra Foundation Family Meals	32,764
Great Plates – Elk Grove	24,300
Family Meals	39,000
Broderick, Sac State, Crest Café	23,000
Total Meals	1,639,432

* On-going programs



Sacramento Mobility Management

- Travel Training for Seniors/Disabled
 - 42 successful trainees in July – June
- Travel Training for Youth
 - 119 successful trainees in July - June



Massachusetts Bay Transportation Authority

- ADA Eligibility Certification
 - July - June: 10,624 zoom interviews
- Travel Training
 - July - June: 207 zoom trainings
 - 8 training webinars; 6 training videos



Social Service Agency Partners

CTSA Partner Agencies	
ACC Meals on Wheels	St. John's Program for Real Change
ACC Rides	*Salvation Army
Eskaton	Sacramento Food Bank
EG Adult Community Training	Sutter Senior Health
Easter Seals	UCP of Sacramento & Northern CA
River City Food Bank	



Contracted Service Agency Partners

Partner Agencies

YMCA

SPCA

Sac Republic



Maintenance

July 2020 to June 2021

FY21 Maintenance Operations	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
Work Orders	279	192	135	196	161	198	159	182	194	196	183	244	2,319
Labor Hours	562	510	367	546	400	660	501	607	708	694	668	736	6,959
Parts Cost	\$14,498	\$9,469	\$12,296	\$9,667	\$8,722	\$14,500	\$12,732	\$16,152	\$29,158	\$21,298	\$19,753	\$19,508	\$187,753
Total Cost	\$71,384	\$68,014	\$50,032	\$68,793	\$47,993	\$81,570	\$62,491	\$78,484	\$102,026	\$91,749	\$86,156	\$97,609	\$906,299



FY21 Work Orders and Labor Hours



Work Orders: July 2020 - June 2021

Vehicle Type	Work Orders
Paratransit	763
Sacramento Regional Transit	774
Outside Agencies	612
CTSA Partners	138
Rental Fleet	32
Total Work Orders	2,319



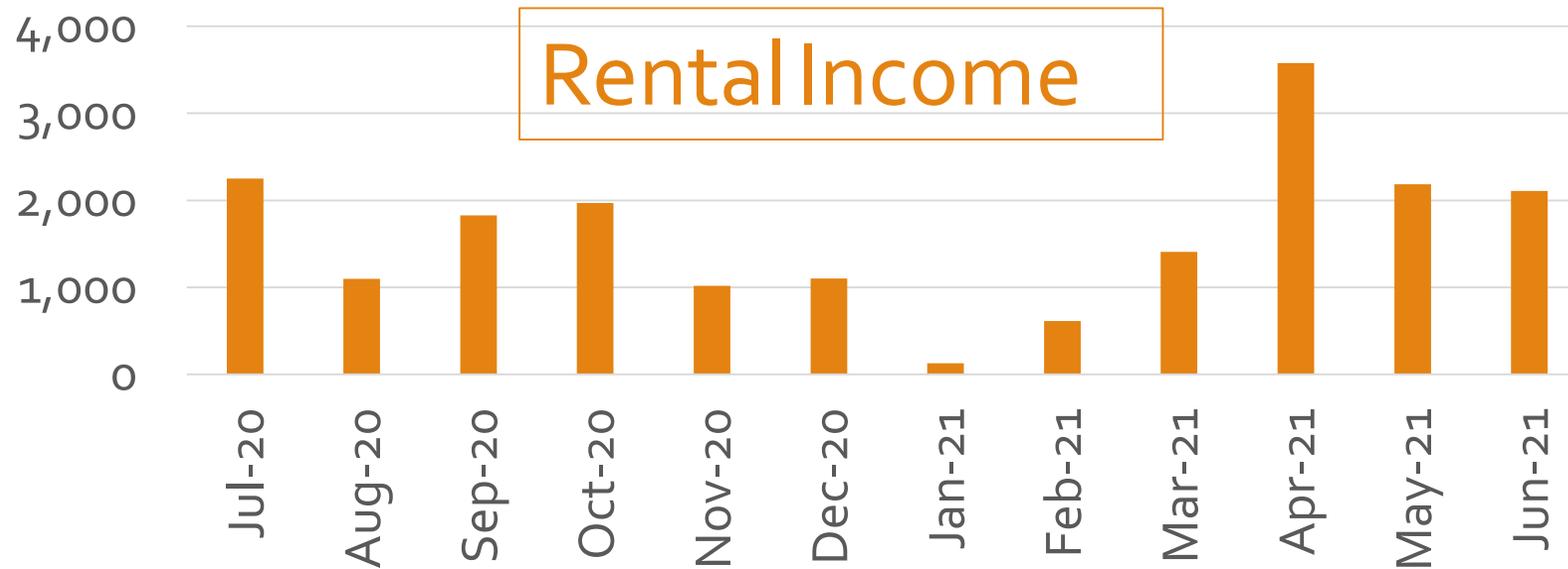
ADA Driver Training

- Via Van
- 2 training sites successfully completed
- Metropolitan Transportation Authority
 - Training 3,000 drivers
 - 5 year contract



Accessible Vehicle Rentals

- 8 accessible vehicles with ramps
- \$90,000 in rental income in FY20
- \$19,300 in rental income in July 2020 – June 2021



FY21 June Budget versus Actuals

(in thousands of dollars)

FY21 Revenue	Budget	Actual	\$ Difference	% Difference
Measure A	\$1,080	\$1,714	\$634	59%
TDA	\$719	\$719	0	0%
Grants	\$3,288	\$4,135	\$847	26%
Other	\$7,641	\$4,974	(\$2,667)	(35%)
Total Revenue	\$12,727	\$11,542	(\$1,185)	(9%)



FY21 June Budget versus Actuals

(in thousands of dollars)

FY21 Expense	Budget	Actual	\$ Difference	% Difference
Personnel	\$8,880	\$7,834	(\$1,046)	(12%)
Fleet Operations	\$2,466	\$1,827	(\$639)	(26%)
Non Personnel	\$1,098	\$1,885	\$787	72%
Capital Projects	\$383	\$305	(\$78)	(20%)
Total Expense	\$12,827	\$11,851	(\$976)	(8%)
FY20 Carryover		\$310		
Net Income	\$0	\$0		



PARATRANSIT, INC.
 COMBINED BALANCE SHEET
 6/30/2021
 UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	4,191,429
Medical Annuity	223,211
Accounts Receivable	(396,271)
Grants Receivable	1,000,000
Inventory	100,951
Deposits and Prepaid Expenses	512,755
TOTAL CURRENT ASSETS	<u>5,632,075</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	12,606,208
Non-Grant Equipment	9,305,201
Work in Progress	-
TOTAL COST	<u>22,836,144</u>
Less Accumulated Depreciation	(14,178,674)
Net Capital Assets	<u>8,657,470</u>

TOTAL ASSETS	<u><u>14,289,545</u></u>
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LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	409,217
Workers' Compensation Payable	-
Accrued Payroll & Benefits	148,152
Sales Tax Payable	(980)
Lease/Notes Payable	48,433
Unredeemed Bus Scrip	48,447
Deferred Revenue	140,730
Other Payables	9,985
TOTAL CURRENT LIABILITIES	<u>803,984</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	3,621,930
TOTAL LONG TERM LIABILITIES	<u>3,621,930</u>

TOTAL LIABILITIES	4,425,914
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FUND EQUITY

Contributed Capital	3,845,694
Restricted for lease collateral	-
Restricted for grant administration	236,211
Retained Earnings (Loss)	5,781,726
TOTAL FUND EQUITY	<u>9,863,631</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>14,289,545</u></u>
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PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 6/30/2021

	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:								
Measure A	88,735	175,046	86,311	1,079,607	1,079,607	1,629,787	550,180	50.96
TDA 4.5	59,296	59,890	594	718,677	718,677	718,680	3	0.00
Transportation Literacy (Civic Lab)	10,959	44,967	34,008	133,333	133,333	144,966	11,633	8.72
CARES Act Funding	242,869	-	(242,869)	2,954,901	2,954,901	1,999,999	(954,902)	(32.32)
Paycheck Protection Program	-	-	-	-	-	1,990,000	1,990,000	-
Section 5304 - Internships	-	-	-	-	-	-	-	-
Section 5307 - Regional Mobility Management	16,438	-	(16,438)	200,000	200,000	-	(200,000)	(100.00)
Section 5310 - Regional Mobility Management	-	-	-	-	-	-	-	-
Section 5316 - Wheels to Work	-	-	-	-	-	-	-	-
Section 5317 - Local Mobility Management	-	-	-	-	-	-	-	-
DR Bus Fares	-	(135)	(135)	-	-	(405)	(405)	-
Agency Bus Fares	246,575	160,396	(86,180)	3,000,000	3,000,000	1,493,892	(1,506,108)	(50.20)
Diversified Services	381,216	310,996	(70,220)	4,640,880	4,640,880	3,402,318	(1,238,563)	(26.69)
Applied to Capital Projects	-	(7,708)	(7,708)	-	-	(87,704)	(87,704)	-
TOTAL OPERATING REVENUE	1,046,087	743,450	(302,637)	12,727,399	12,727,399	11,291,532	(1,435,867)	(11.28)
CAPITAL REVENUE:								
FTA Section 5309 - EAM	-	-	-	-	-	-	-	-
FTA Section 5309 - Vehicle Acquisition	-	-	-	-	-	-	-	-
FTA Section 5310 - Vehicles	-	-	-	-	-	-	-	-
FTA Section 5339 - Rangers	-	-	-	-	-	-	-	-
FTA Section 5339 - Vehicles	-	-	-	-	-	-	-	-
Prop 1B FY12 - Radios	-	-	-	-	-	-	-	-
Prop 1B FY13 - Maintenance CNG Upgrades	-	-	-	-	-	-	-	-
Prop 1B FY14 - Rangers	-	-	-	-	-	-	-	-
Prop 1B FY15 - Backup Cameras	-	-	-	-	-	-	-	-
Prop 1B FY16 - Security Upgrades	-	71,476	71,476	-	-	71,476	71,476	-
Prop 1B FY17 - CTSA Rangers	100,000	-	(100,000)	100,000	100,000	-	(100,000)	(100.00)
Prop 1B PTMISEA - Rangers	-	-	-	-	-	-	-	-
Refinance Proceeds	-	-	-	-	-	-	-	-
Applied Operating Revenue	-	7,708	7,708	-	-	87,704	87,704	-
Gain/(Loss) on Sale of Assets	-	-	-	-	-	6,804	6,804	-
TOTAL CAPITAL REVENUE	100,000	79,184	(20,816)	100,000	100,000	165,984	65,984	65.98
TOTAL REVENUE	1,146,087	822,634	(323,453)	12,827,399	12,827,399	11,457,516	(1,369,883)	(10.68)
OPERATING EXPENSES								
PERSONNEL:								
Transportation Operations	206,821	150,226	(56,595)	2,516,322	2,516,322	1,699,157	(817,165)	(32.47)
Maintenance Operations	73,601	85,183	11,583	895,475	895,475	1,039,172	143,697	16.05
Administration	91,754	98,550	6,797	1,116,335	1,116,335	1,277,035	160,700	14.40
Diversified Services:								
Travel Training	20,174	9,727	(10,447)	245,455	245,455	162,783	(82,672)	(33.68)
Mobility Management	87,687	68,553	(19,135)	1,066,862	1,066,862	880,503	(186,359)	(17.47)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	231,612	323,943	92,331	2,817,948	2,817,948	2,590,979	(226,969)	(8.05)
Workers' Compensation	18,230	16,589	(1,641)	221,799	221,799	184,701	(37,098)	(16.73)
TOTAL PERSONNEL	729,879	752,773	22,894	8,880,197	8,880,197	7,834,331	(1,045,866)	(11.78)
FLEET OPERATIONS:								
Fuel	126,123	100,169	(25,954)	1,534,499	1,534,499	891,128	(643,371)	(41.93)
Insurance	56,736	36,522	(20,214)	690,291	690,291	771,158	80,867	11.71
Cost of Parts & Sublet Service	19,851	19,815	(36)	241,515	241,515	164,220	(77,295)	(32.00)
TOTAL FLEET OPERATIONS	202,710	156,506	(46,204)	2,466,305	2,466,305	1,826,507	(639,798)	(25.94)
NONPERSONNEL:								
Professional Services	20,456	65,921	45,465	248,885	248,885	864,601	615,716	247.39
Outside Services	21,310	15,984	(5,325)	259,268	259,268	294,140	34,872	13.45
Rent/Repair	9,646	8,763	(883)	117,354	117,354	107,172	(10,182)	(8.68)
Office Expense	9,576	7,667	(1,909)	116,503	116,503	124,221	7,719	6.63
Interest Expense	10,303	9,570	(733)	125,351	125,351	97,618	(27,733)	(22.12)
Telephone/Utilities	8,399	22,060	13,661	102,193	102,193	278,217	176,024	172.25
Tax/License/Dues/Permits	2,858	5,705	2,847	34,773	34,773	99,577	64,804	186.36
Travel	6,806	1,012	(5,794)	82,807	82,807	9,356	(73,451)	(88.70)
Professional Development	873	538	(335)	10,619	10,619	10,069	(549)	(5.17)
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	90,227	137,219	46,993	1,097,752	1,097,752	1,884,971	787,219	71.71
TOTAL OPERATIONS EXPENSE	1,022,815	1,046,298	23,483	12,444,255	12,444,255	11,545,809	(898,446)	(7.22)
CAPITAL PROJECTS:								
Florin Road Facility	7,992	7,708	(284)	97,242	97,242	87,704	(9,538)	(9.81)
Simplivity Server Upgrade	-	-	-	-	-	-	-	-
Security Upgrades	-	-	-	-	-	-	-	-
Maintenance CNG upgrades and Building repairs	-	-	-	-	-	-	-	-
A/C Replacement Project	-	-	-	-	-	-	-	-
On-Line Reservations Software	-	-	-	-	-	-	-	-
Facility Reserve	20,579	-	(20,579)	20,579	20,579	-	(20,579)	(100.00)
Comp & Class Study	-	-	-	-	-	-	-	-
Auditorium Repairs	-	-	-	-	-	-	-	-
Facility Repairs	-	-	-	-	-	-	-	-
IT 4G Equipment & Cameras	-	-	-	-	-	-	-	-
Ranger 4 Conversion and Installation	-	-	-	-	-	-	-	-
Prop 1B FY12 - Radio Upgrades	-	-	-	-	-	-	-	-
Section 5309 - EAM	-	-	-	-	-	-	-	-
Vehicle Acquisition Project	37,834	20,255	(17,579)	235,323	235,323	217,744	(17,579)	(7.47)
Prop 1B FY15 - Backup Camera Project	-	-	-	-	-	-	-	-
Modesto 5316 Grant	-	-	-	-	-	-	-	-
Wheels to Work 5316 Grant	-	-	-	-	-	-	-	-
Destinations Mobility Vehicles	-	-	-	-	-	-	-	-
Office Furniture & Equipment	10,000	-	(10,000)	10,000	10,000	-	(10,000)	(100.00)
Network & Telecommunications	10,000	-	(10,000)	10,000	10,000	-	(10,000)	(100.00)
Maintenance Equipment	10,000	-	(10,000)	10,000	10,000	-	(10,000)	(100.00)
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	96,405	27,963	(68,442)	383,145	383,145	305,448	(77,696)	(20.28)
TOTAL OPERATING AND CAPITAL EXPENSE	1,119,221	1,074,262	(44,959)	12,827,399	12,827,399	11,851,257	(976,142)	(7.61)
NET INCOME (LOSS)	26,867	(251,627)	(278,494)	(0)	(0)	(393,741)	(393,741)	100,959,233.18
YTD Budget Surplus/(Deficit)	(393,741)		-3%					



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5A**

AGENDA TITLE: Approve the Minutes of the June 21, 2021 Board of Directors' Meeting

MEETING DATE: August 30, 2021

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

RECOMMENDED ACTION:

Approve the Minutes of the June 21, 2021, Board of Directors' Meeting.

MINUTES:

June 21, 2021
6:00 p.m.
Broadcast and Teleconference

Board Members Present:

Anna Fontus
Pat Hume
Charlie Johnson
Scott Leventon
Mark Lonergan
Stephanie Nguyen
Vidhu Shekhar (arrived at 6:13 p.m.)

Board Members Absent:

Alice Kimble
Molly Nugent

Public Present:

Kathy Sachen, SacRT
Helen O'Connell

Staff Present:

Tiffani Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer
Mary Harding, Chief Operating Officer
Gary Vickers, Director of Operations
Jesse Isaacson, Director of Information Technology
Julio Diaz, Maintenance Manager
Amy Parkin, Operations and Training Manager
Jamila Lee, Human Resources Manager
Alicia Brown, Mobility Options Manager
Louise Friedlander, Consultant Mobility Management Services

Call To Order/Roll Call: Director Leventon called the meeting to order at 6:04 p.m.

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

Pledge of Allegiance:

Director Leventon opened the meeting by leading the Pledge of Allegiance.

PUBLIC COMMENT

No public comment.

STAFF REPORTS

A. CEO Report

a. Update on Activities and Contracts

Chief Executive Officer Tiffani Fink provided an update on agency activities. The Sacramento staff returned to working full-time in the office as of June 15th, and the Boston staff will be back to working full-time in the office as of July 6th. We have high COVID-19 vaccination rates in the Boston office and Sacramento is close behind. Staff are happy with the new CalOSHA guidance, however, masks are still required in vehicles and when delivering food. Our contract with Great Plates Delivered concluded last week, however, we are continuing to provide food delivery for the Sacramento Food Bank and Meals on Wheels. On July 1st

Paratransit and the Sacramento Food Bank will kick off a new program to provide food to 200 seniors and persons with disabilities.

CEO Fink reported the Natomas High School Vaccine Clinic was very successful. Our staff volunteered each week for 18 weeks which helped us get most of our staff and their families vaccinated. The Clinic administered over 30,000 vaccinations. Staff provided many services including traffic control in the rain and scorching heat, but overall had a great time helping.

Last year, our contract with VIA in New York city was shelved, however, last week they won a contract with New York City and reached out to us to do virtual and in person training as a subcontractor. We will have a five year contract to train over 5000 drivers on how to assist passengers properly. In addition, we have maintenance contracts in the works with SPCA and Transit Space.

CEO Fink welcomed Louise Friedlander back to the Paratransit staff. Louise moved to Texas and worked as a contractor. Based on work she has been doing with Mobility Management and the Boston office, we are able to bring her back on staff. Louise will continue to assist in Boston and California and with new business opportunities. We also hired Carrie Johnson as our Strategic Partnerships Manager to help with coordinating CTSA activities as well as bringing our business plan to life.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reported on financial and operational data through May 2021. Since March 2020 1,532,250 meals have been delivered, including 874,368 meals for the Great Plates Delivered program and 544,667 meals on behalf of the Sacramento Food Bank and Family Services. Since July 2020 the Sacramento Mobility Management program has successfully trained 26 disabled/elderly clients and 92 Youth-to-Jobs clients. The Boston office has certified 9569 clients for ADA paratransit service via Zoom eligibility interviews, and the Boston Travel Training department has performed 202 Zoom trainings.

Per the Board's request, we have provided a breakdown of the Maintenance Department and Destinations Mobility (DM) vehicle rentals. Since July 2020, the Maintenance department has completed 2074 work orders which included 6155 labor hours and \$166,229 in parts for a total of \$799,985. Of the work orders completed, 691 are Paratransit vehicles, 698 are SacRT Go vehicles, 534 are outside agencies, 125 are CTSA partners and 26 are DM rental vehicles. Accessible minivan rental income is \$17,200. CFO Cappellari reported we have eight rental vehicles with a ramp or hand control. Prior to the pandemic our rental income was \$90,000. Yesterday we had an ad air on television and are already getting calls to book rentals. CFO Cappellari reported we to increase rentals over the next year.

CFO Cappellari reported Fiscal Year 2020-21 May Budget versus Actual as follows: On the revenue side, Measure A is \$464,000 higher than usual, grants are 26% higher than usual and other revenue is 39% lower than projected leaving total revenue 10% lower than budget. For expenses, personnel 13% under budget, fleet operations is 28% under budget, non-personnel 42% over budget, capital projects are 3% under budget leaving total expenses 9% under budget. Net income \$92,000.

Director Shekhar asked review the labor slide and wants to look at stabilization trends over the next few months. Specifically, what utilization rate do we want to establish. CEO Fink stated we strategically kept mechanics as we have planned work so they will be significantly busier. Given that, the numbers this fall may look drastically different. Director Shekhar suggested we allocate 10-15% of employee time into training and development. He requested CFO Cappellari look at grants year to date to identify any dollars we might lose in the fiscal year. CEO Fink stated with all grants we use oldest money first and none are scheduled to sunset anytime soon. Grants usually have multiple years, and when we apply for them, we plan to utilize them the following year.

Director Shekhar requested we look at post-pandemic for strategic partnerships, possibly something with gig car share as another place to leverage partnerships. CEO Fink reported yesterday we had a news piece on Channel 13 about our rental fleet, and we have already started receiving calls. Additionally, we met with the bank two weeks ago to discuss options for growing the rental fleet which

we will bring to the Board this Fall. Currently we are working with the Sacramento International Airport to increase the accessible transportation infrastructure. At this time there are no accessible rental vehicles at the airport and we can fill that gap. The plan is to have the vehicles there for when people arrive. Director Shekhar stated he loves this idea.

Director Shekhar asked if the Cares Act made a difference in the year-to-date budget vs. actual in terms of where total expenses or are we not accounting for it because it was written off. CFO Cappellari stated the first PPP loan was in Fiscal Year 2019-2020. The auditors told us we can treat it as a grant and assume it will get written off. Then a few months later said to treat it as a payable just in case it's not forgiven, but it was forgiven. The 2nd PPP loan was spent throughout Fiscal Year 2020-21. The auditors now say it can be treated as a grant, so CFO Cappellari believes it will be treated as a grant.

Director Johnson asked where did we find revenue/cost for meal delivery. CFO Cappellari stated some funding is from the Cares Act, however, we were paid for Great Plates Delivered starting in July 2020. The cost for food delivery is a mix between Sacramento Food Bank, Cares Act and CTSA money as well as grant funding. CEO Fink stated the second PPP loan was so we didn't have to take a second stimulus from the transit allocation, and because of this we were able to continue to fund these programs.

CONSENT CALENDAR

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

A. Minutes of the April 19, 2021 Board of Directors' Meeting

The Minutes of the Board of Directors' Meeting held April 19, 2021 approved as presented.

B. Adopt Resolution 08-21 Authorizing the Chief Executive Officer (CEO) to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2021-22, And Further Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

Resolution 08-21 was approved as presented.

- C. Adopt Resolution 09-21 Authorizing the Chief Executive Officer (CEO) to Submit an Application to the Massachusetts Department of Transportation (MassDOT) for Federal Transit Administration Section 5310 funding for a Volunteer Driver Program and Mobility Mentor (Bus Buddy) program in Boston, MA and further authorizing the CEO to Execute All Agreements, if awarded

Resolution 09-21 was approved as presented.

- D. Adopt Resolution 10-21 Approving the FY 22-26 Business Development and Strategic Plan

Resolution 10-21 was approved as presented.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble and Nugent

ACTION ITEMS

- A. Adopt Resolution 11-21 Adopting the Paratransit, Inc. Fiscal Year 21-22 Operating and Capital Budget

CEO Fink started the presentation by reviewing the Professional Development category the Board requested staff look at after reviewing the draft budget in May. She explained we have many credits for canceled flights and conferences last year due to the pandemic so we have those credits to use. Also, our team won the state rodeo last year so CalACT will grant us \$6000 to take the team to the national rodeo in Virginia this year. That money will cover all expenses for the team.

CFO Cappellari gave a budget presentation starting with operating revenue from various sources totaling \$13 million and capital revenue totaling \$1.5 million for total operating and capital expenses of \$14.6 million. Some Measure A funds will be used to purchase 10 vehicles. The total personnel budget is \$9.1 million and was reviewed by department. The total fleet operation budget is \$1.9 million. The total non-personnel budget for Fiscal Year 2021-22 is \$1.9 million with the

majority of the cost in Professional Services. The total operating and capital expenses are \$14.6 million.

CFO Cappellari reviewed the budget as follows:

By Department

- Administration – 13 FTEs - \$1.6 million
- Community Partnerships/Mobility Management – 27 FTEs - \$2.7 million
- Finance – 6 FTEs - \$858,000
- Operations – 75 FTEs - \$7.8 million

By Function

- Services Outside Sacramento – 24 FTEs – \$1.9 million
- Sacramento Service – 48 FTEs – \$7.7 million
- CTSA Services – 49 FTEs – \$3.3 million

Fiscal Year 2020-21 vs. Fiscal Year 2021-22

- Operating revenue increased 2%
- Total revenue increased 14% (due to lack of capital expense last year)
- Personnel expenses decreased 1%
- Fleet expenses decreased 8%
- Non-personnel expenses increased 79%
- Total operating expenses increased 5%
- Capital project expenses increased 300% (purchase vehicles/little expense last year)
- Total operating and capital expenses increased 14%

CFO Cappellari asked if there are any questions. CEO Fink added we will finish positive for Fiscal Year 2020-21, so we will not have to access reserves and may add to them slightly.

Director Shekhar stated explaining the budget by department and program was done well and appreciated it. Director Leventon stated we did a great job on the finding a way to survive in transit with no ADA contract, but main concern is we need to go back to transporting people from point a to point b like when Paratransit started in the late 1970s. He inquired why are we helping SacRT since they said they can do it themselves better and for less money. Director Leventon stated he attended a SacRT virtual open house and asked how they were going to perform 1400 trips per day, and they said they were going to broker service. He believes they will contract with the lowest bidder and that is where their rides will go, so he is concerned about why are we doing

SacRT a favor when they said they will be able to do it themselves. CEO Fink explained we have had a maintenance contract with them from last year that the board approved and this will be the second year of a two-year contract. Alta service is coming back soon, so we will be providing transportation at or above non-ADA levels. In addition, our Strategic Partnership Manager is working with other agencies who have interest in transit to expanded services. During the pandemic food was a good interim and while food will still have a place, the majority of our services will return to in-person transportation. Director Leventon stated regardless of the pandemic, we need to go back to doing door to door service. After the maintenance contract is over they are on their own as far as he is concerned. Director Fontus expressed understanding of Director Leventon's position regarding the maintenance contract and appreciates his fresh perspective. However, Paratransit consistently steps up when there is a business need. If we hadn't done this, the customers would be impacted.

Director Nguyen called for a motion to approve the budget. Director Shekhar stated he wants to revisit outside service dollar income and outside services. CEO Fink stated because of COVID, we used our legal services more to answer questions than anticipated. Also, we have a labor negotiations starting this year. Because negotiations are every 3 years, it's not in the budget every year so that is the reason for the increase in the Professional Services category. Director Shekhar asked if there were any discussion points from any other board members, and if not he has an alternate motion. Director Hume asked for the alternate motion first. Director Shekhar moved to approve 25% Professional Services, approve the rest of the budget as-is and revisit outside service later. Director Nguyen seconded the motion. CEO Fink asked if the amount could be increased as most of the costs are frontloaded and labor negotiations start this summer. It is possible to exhaust the approved amount that are not timed well with Board Meetings. Director Fontus asked if this can go to the Executive Committee. CEO Fink explained we are planning quarterly updates and can show you the breakdown at the next meeting because there are Trapeze fees and other items we do control. CFO Cappellari stated she budgeted significantly lower for Professional Services in Fiscal Year 2021 anticipating we would not need it after the transition, but that wasn't the case. COVID issues contributed to consulting attorneys more frequently, so the Fiscal Year 2021 line item is artificially too low rather than the Fiscal Year 2022 being too high. Director Shekhar expressed appreciation for the feedback and Director Shekhar

proposed a revised alternate motion to approve the non-personnel line item at 40% of the proposed amount and the rest of the budget as presented. Director Hume seconded the motion.

Resolution 11-21 was approved, as amended, upon motion by Director Shekhar, seconded by Director Hume.

AYES: Fontus, Hume, Johnson, Leventon, Lonergan, Nguyen, and Shekhar

NOES: None

ABSENTIONS: None

ABSENT: Kimble and Nugent

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

Director Hume stated as we see things opening up he looks forward to getting together in person. Director Shekhar added he is looking forward to a Board retreat that has been discussed and a discussion of Board goals. Asked if Board members are comfortable meeting in-person in smaller groups or preat to go over Board goals. Possibly can do a mix of-in-person and virtual groups.

CEO Fink requested, due to timing, to move the August Board Meeting to either August 23rd or the 30th. She will send out a poll. At that Board Retreat we are looking at bringing in a facilitator to set Board goals to start the opening of applications. We are looking at local agencies for guidance on meeting in-person and also meet the requirements of The Brown Act with technological solutions.

Director Shekhar asked CEO Fink and CFO Cappellari to think about metrics to track progress moving forward using this year as the baseline. CEO Fink stated we are already looking at the metrics to include in the budget and agreed this is a good year to be the baseline and not last year due to the pandemic.

Director Shekhar shared he has been appointed to the TCRP panel of the National Academies of Sciences, Engineering and Medicine, and they will be studying the impact on the disabled and paratransit services during the COVID-19 pandemic. He looks forward to sharing the research when it comes out next year.

ADJOURNMENT

Director Shekhar announced the meeting adjourned at 7:01 p.m.

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

Date



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5B**

AGENDA TITLE: Adopt Resolution 12-21 Authorizing the Chief Executive Officer to Negotiate and Execute a CTSA and General Partnership Agreement with The Salvation Army

MEETING DATE: August 30, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 12-21 authorizing the Chief Executive Officer to negotiate and execute a CTSA and General Partnership Agreement with The Salvation Army.

BACKGROUND AND DISCUSSION:

Paratransit, Inc. is the oldest and longest continually operating Consolidated Transportation Services Agency (CTSA) in the State of California, with the legislation enacted in the Mills-Alquist-Deddeh Act (TDA) modeled after Paratransit. One of the largest keys to our success as a CTSA has been our substantial community partnerships with other social services agencies, and Paratransit sustaining this work was a key element of the transition plan. Until recently, Paratransit has had eleven (11) partner agencies, however due to challenges from the pandemic, Developmental Disabilities Services Organization (DDSO) has had to scale back services, and that impacted our partnership as they eliminated the programs we assisted with. While we are saddened to see DDSO go, it has opened an opportunity for us to add a new partner.

The Salvation Army is known internationally for the programs they provide to assist those in need. From young children accessing childcare, to persons recovering from addiction, to seniors experiencing food insecurity and homelessness, the Salvation Army's portfolio of programs serves them all. Throughout the pandemic, staff has had the chance to work closely with the Salvation Army management team and we began a discussion on how our programs and services can compliment each other to maximize benefit to the public.

The structure of the agreement is similar in nature to those entered into with Meals on Wheels by ACC and Sacramento Food Bank and Family Services in that it is a two-part agreement. The Agreement calls out those items which fall under the CTSA scope of services, and those which are provided as a direct fee for service. The Agreements cover vehicle maintenance (preventative and corrective), vehicle maintenance tracking, mobility instruction services, auditorium use. In addition, we have already agreed to provide the support vehicles to the Salvation Army to use to transport bell ringers to locations as part of their Red Kettle Campaign. This Agreement would make that an annual partnership.

As part of this Agreement, the Salvation Army will report data back to Paratransit on the number of trips provided, vehicle mileage, demographics of clients served, and areas served. We are excited to expand our partnerships to include the Salvation Army.

FISCAL IMPACT:

All CTSA activities can be accommodated within the existing budget. Cost for services such as providing services and maintenance would be offset by revenues received under the Agreement.

ATTACHMENTS:

1. Resolution 12-21



**RESOLUTION NO. 12-21
AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND
EXECUTE A CTSA AND GENERAL PARTNERSHIP AGREEMENT WITH
THE SALVATION ARMY**

WHEREAS, Paratransit, Inc. has collaborated with The Salvation Army during the COVID-19 pandemic;

WHEREAS, the Salvation Army's programs provide transportation, mobility and food access to a variety of clients including youth and the elderly;

WHEREAS, the Salvation Army is a non-profit organization and meets the criteria for a CTSA partner;

WHEREAS, has identified a need to partner to meet existing demand and build support infrastructure to accommodate future needs;

WHEREAS, discussions between the two agencies have begun to develop a long-term partnership to meet this need; and

WHEREAS, this agreement will be a mutual benefit agreement allowing Paratransit to track and provide support for transportation services and would authorize and allow the development and pursuit of funding to establish, implement and deliver potential new programs with the Salvation Army.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. adopts Resolution 12-21 authorizing Paratransit's Chief Executive Officer to negotiate and execute on behalf of Paratransit, Inc. a CTSA and General Partnership Agreement with The Salvation Army.

Approved this 30th day of August, 2021.

Vidhu Shekhar, President
Paratransit, Inc., Board of Directors



**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5C**

AGENDA TITLE: Adopt Resolution 13-21 Authorizing the Chief Executive Officer to Submit a Proposal to the Massachusetts Bay Transportation Authority (MBTA) for the Mobility Center Request for Proposals and Further Authorizing the Chief Executive Officer to Negotiate and Execute the Contract and Any Amendments, if Awarded

MEETING DATE: August 30, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 13-21 authorizing the Chief Executive Officer to submit a proposal to the Massachusetts Bay Transportation Authority (MBTA) for the Mobility Center Request for Proposals 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 operation of a Mobility Center. The proposed contract combines the existing Eligibility Center contract and Travel Instruction contract into one mega Agreement, and includes expansion of mobility management services similar to those provided in Sacramento. The RFP calls for a contractor to provide experienced staffing, organizational management, testing equipment and data management systems (DMS) to design, launch and operate a comprehensive and equitable ADA Eligibility

and Travel Instruction process. Paratransit currently performs these services and the program has grown significantly since its inception. The proposal would be for a continuation of the services.

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, resources already deployed in Boston, and current staffing levels in Boston, staff recommends the Board authorize submittal of a proposal to provide these services.

FISCAL IMPACT:

Paratransit has 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 13-21



RESOLUTION NO. 13-21

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO SUBMIT A PROPOSAL TO MASSACHUSETTS BAY TRANSPORTATION AUTHORITY (MBTA) FOR THE MOBILITY CENTER REQUEST FOR PROPOSALS AND FURTHER AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE THE CONTRACT AND ANY AMENDMENTS, IF AWARDED

WHEREAS, Paratransit, Inc. currently provides ADA Eligibility, Route and Scout and Travel Instruction Services, for the MBTA through two separate contracts; and

WHEREAS, The MBTA issued a Request for Proposal for a Mobility Center to combine these two separate contracts into one; 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. authorizes the Chief Executive Officer to negotiate and execute the contract and any amendments, as necessary.

Approved this 30th day of August, 2021.

Vidhu Shekhar, President
Paratransit, Inc., Board of Directors



Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 6

AGENDA TITLE: Facilitated Board Workshop Discussion on Process and Procedure to Select Candidates for Board Seats and Provide Direction to the Chief Executive Officer to Open the Selection Process with the Final Appointment Process to Occur at the December 2021 Board of Directors' Meeting, with a January 1, 2022 Effective Date

MEETING DATE: August 30, 2021

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Facilitated Board workshop discussion on process and procedure to select candidates for the Board Seats and provide direction to the Chief Executive Officer to open the selection process with the final appointment process to occur at the December 2021 Board of Directors' Meeting, with a January 1, 2022 effective date.

BACKGROUND AND DISCUSSION:

In accordance with the last update to the bylaws regarding the selection of future Board members, this discussion will focus on next steps to selecting the members of the future Board of Directors. Per the adopted Board appointment schedule, three Board seats will term out this year and will open for consideration of appointment. A facilitated presentation on possible options and approaches will be presented during the meeting for consideration and feedback. In accordance with the implementation timeline, the scheduled dates are:

August Board Meeting: Discussion on Candidate Selection Criteria and Process.

September 2021: Staff will implement the Board Member recruitment process.

October 2021: Identified candidates will be invited to attend the October Board of Directors' Meeting to observe the meeting itself, and following the meeting will be asked to confirm interest.

November Executive Committee Meeting: Chief Executive Officer will present potential candidates for Board appointment for consideration consistent with the direction received from the August meeting. Interviews may be scheduled dependent on direction received.

December Board Meeting: Board of Directors will consider candidates for appointment and appointment votes will occur.

December 31, 2021: Existing term expires for three positions.

January 1, 2022: New Board members 3- year terms take effect.

FISCAL IMPACT:

There is no fiscal impact associated with the process involved.

ATTACHMENTS:

None