



PARATRANSIT, INC. BOARD OF DIRECTORS' TELECONFERENCE MEETING

In response to AB 361, the Paratransit Board of Directors and other public meetings are being held via teleconference to follow state guidelines on social distancing.

Meeting Date and Time:

April 18, 2022 at 6:00 p.m.

Meeting Location:

Paratransit Board of Directors meetings are broadcast live on Zoom. 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: 864 0012 3315
Passcode: 975994

Web Access:

<https://paratransit-org.zoom.us/j/86400123315?pwd=MVdEeGNBVXJ4Q0xwdFNnZCs4ZU5Rdz09>

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, Kimble, Leventon, Nguyen, Shekhar, Tucker

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
 - a. Update on Activities and Contracts
- B. CFO Report
 - a. Monthly Financial Report

5. Consent Calendar

- A. Adopt Resolution 04-22 Approving Continuance of Remote Board Meetings
- B. Approve the Minutes of the February 17, 2022 Board of Directors' Meeting
- C. Adopt Resolution 05-22 Authorizing the Chief Executive Officer to Negotiate and Execute a Two-Year Extension to the

Agreement with Runyon Saltzman, Inc. (RSE) for Comprehensive Communications and Media Strategies Work

- D. Adopt Resolution 06-22 Authorizing the Chief Executive Officer (CEO) to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2022-23 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

6. Facilitated Board Workshop Discussion on Setting Board Goals for the 2022 Calendar Year

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

**June 20, 2022
6:00 p.m.**

**Paratransit, Inc.
Ron Brown Conference Center
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.

MEETINGS OF INTEREST

RT Board Meetings: April 25, 2022 @ 5:30 p.m. – See www.sacrt.com for location information

RT Mobility Advisory Committee: May 5, 2022 @ 2:30 p.m. See www.sacrt.com for location information

Sacramento County Disability Advisory Commission: May 3, 2022 @ 5:00 p.m. via Zoom. See www.dac.saccounty.net for agenda with login/call in information

Sacramento City Disabilities Advisory Commission: May 4, 2022 @ 6:00 p.m. See <http://www.cityofsacramento.org/Clerk/Legislative-Bodies/Boards-and-Commissions/SacramentoDisabilityAdvisoryCommission> for location information

Sacramento Transportation Authority: May 12, 2022 @ 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: April 18, 2022

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

COVID-19:

As the COVID-19 pandemic transitions into its endemic phase, Paratransit continues to remain cautious in the workplace. As of December 1, 2021 all staff had been vaccinated against COVID-19. As of this week, all staff has now been boosted (or is in process for those hired after December). As we are subject to California Department of Public Health requirements, we continue to monitor the state's directives. As of this report, we are still waiting on direction from the Department of Transportation about the mask mandate on buses. Once direction is issued, we will work closely with Alta Regional to confirm their requirements and will provide notice to our passengers about expectations.

CONGRATULATIONS:

I wanted to acknowledge a few changes around the office. After more than 30 years of service to Paratransit, Mary Harding has decided to retire. Mary has stepped back into a part-time staff consultant role until the end of June, and we will miss her immensely. With Mary's departure, I am pleased to announce three promotions. Gary Vickers, our Director of Operations has been promoted to Chief Operating Officer and Amy Parkin, our Dispatch and Training Manager has been promoted to Director of Operations. Joining Amy and Gary in a supporting role is Garrett Enea, who has been promoted to our new Administrative Analyst for Operations.

PARTNERSHIPS AND OPPORTUNITIES:

I will provide an overview of our on-going partnerships, new programs and upcoming opportunities during my oral report at the Board meeting.

As always, I remain available for any questions.



**Paratransit, Inc.
Board of Directors Staff Report**

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: APRIL 18, 2022

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report.

BACKGROUND AND DISCUSSION:

All financial data are through February 2022 and operating data are through March 2022 unless otherwise noted.

- CTSA partner agency trips continue to grow, and are now at 64,802 from July 2021 to March 2022. Contracted transportation trips are growing steadily and are at 12,722 from July 2021 to March 2022.
- Meals delivered from July 2021 through March 2022 are currently at 367,000. This includes 342,000 meals delivered for the Sacramento Food Bank and Family Services and 25,000 meals delivered from Canon Restaurant for local seniors.
- Between July 2021 and March 2022, the Sacramento Mobility Management program successfully travel trained 49 elderly/disabled passengers and 101 youth. The Boston Eligibility office answered 88,000 incoming calls and certified 9,900 clients to be ADA-eligible passengers on Boston's paratransit service. The Boston Travel Training office performed 21 group trainings and 50 individual 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 2021 and March 2022 Paratransit's maintenance department completed 1,748 work orders.

- Between July 2021 and March 2022, Paratransit, Inc. has received \$29,000 in income from renting out our 8 accessible minivans.
- Year-to-date revenue is 17% lower than budgeted; year-to-date expense is 14% lower than budgeted. Paratransit's net income is \$0.

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:

April 2022 CFO Report
February 2022 Income Statement
February 2022 Balance Sheet

PARATRANSIT, INC

FINANCIAL REPORT



February 2022

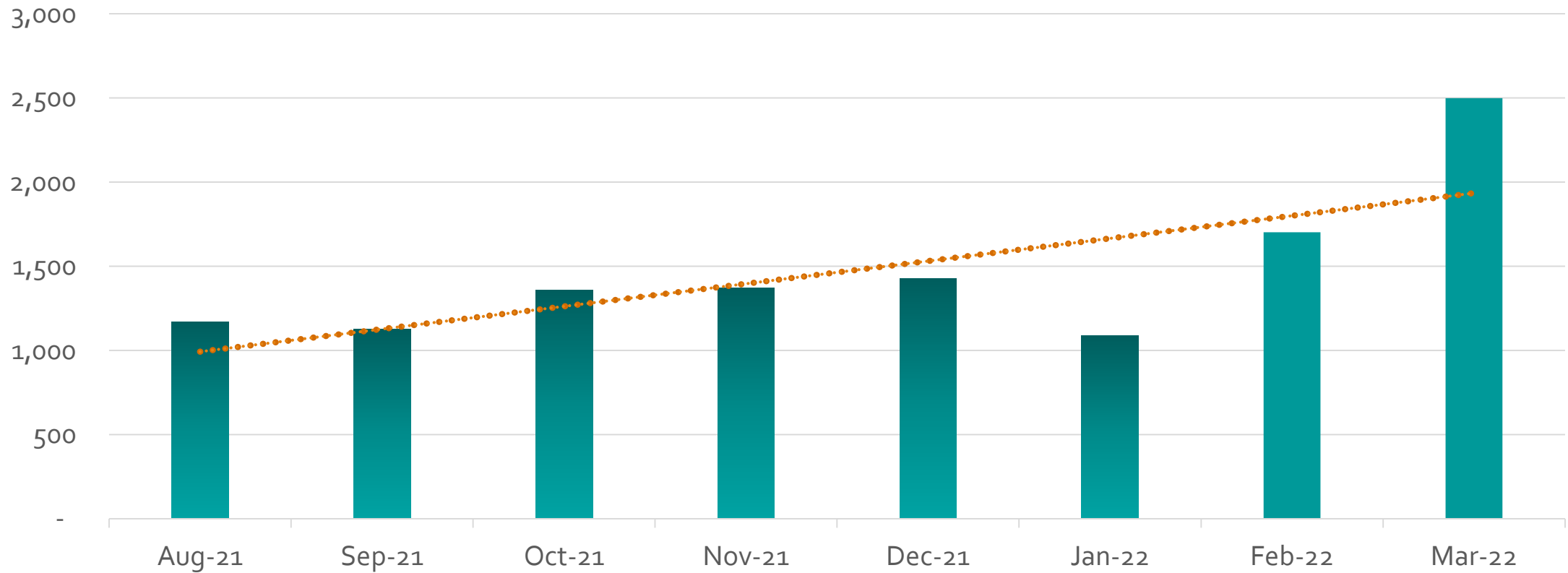
CTSA Trips Provided

July 2021 - March 2022

Agency	Trips	% of Trips
ACC	7,014	11%
EG Adult Community Training	2,678	4%
Easter Seals	2,758	4%
St. John's Program for Real Change	4,045	6%
Sutter Senior	20,011	31%
UCP of Sacramento & Northern CA	28,296	44%
Total CTSA Trips	64,802	



Contracted Transportation Trips July 2021 – March 2022



Social Service Transportation

July 2021 to March 2022

- Sacramento Food Bank: 342,000 meals
- Clay Nutting, Canon Restaurant: 8,421 meal kits
- Meals on Wheels: 443 hours
- YMCA after school transport: 2,218 trips



Sacramento Mobility Management

July 2021 – March 2022

- Travel Training for Seniors/Disabled
 - 49 successful trainees
- Travel Training for Youth
 - 101 successful trainees



Massachusetts Bay Transportation Authority

July 2021 – March 2022

ADA Eligibility Certification

- 87,779 incoming calls
- 9,942 interviews
- 10,003 eligibility determinations

Travel Training

- 132 agencies contacted
- 21 group trainings
- 50 one-on-one trainings
- 27 presentations



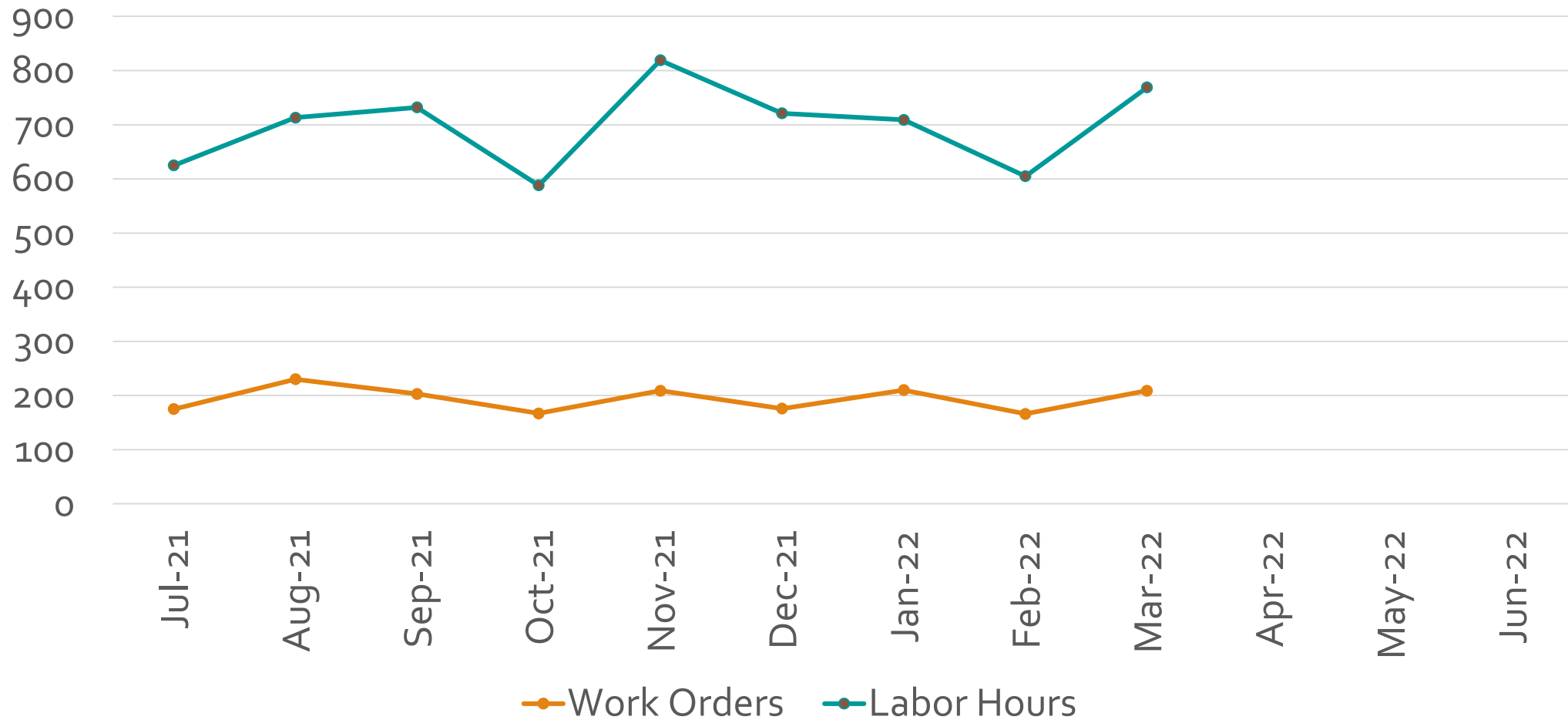
Maintenance

July 2021 to March 2022

FY22 Maintenance Operations	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Total
Work Orders	175	230	203	167	212	176	210	166	209				1,748
Labor Hours	625	713	732	588	831	721	709	605	769				6,293
Parts Cost	\$24,860	\$25,530	\$25,556	\$20,964	\$28,736	\$22,242	\$19,869	\$23,863	\$23,919				\$430,819
Total Cost	\$86,481	\$100,371	\$101,177	\$79,641	\$119,014	\$94,449	\$93,566	\$84,964	\$102,029				\$861,692



FY22 Work Orders and Labor Hours



Work Orders: July 2021 - March 2022

Vehicle Type	Work Orders
Paratransit	564
SacRT Go Paratransit Services	544
Outside Agencies	485
CTSA Partners	123
Rental Fleet	32
Total Work Orders	1,748



Maintenance Department Revenue and Expense: July 2021-Feb 2022

Line Item	Amount
Maintenance Personnel	690,615
Cost of Parts & Sublet Service	156,741
Total Expense	847,356
Maintenance Fees	202,205
Measure A, TDA, Stimulus	420,000
RT Maintenance/Facility	283,457
Total Revenue	905,662
Net Revenue	58,306



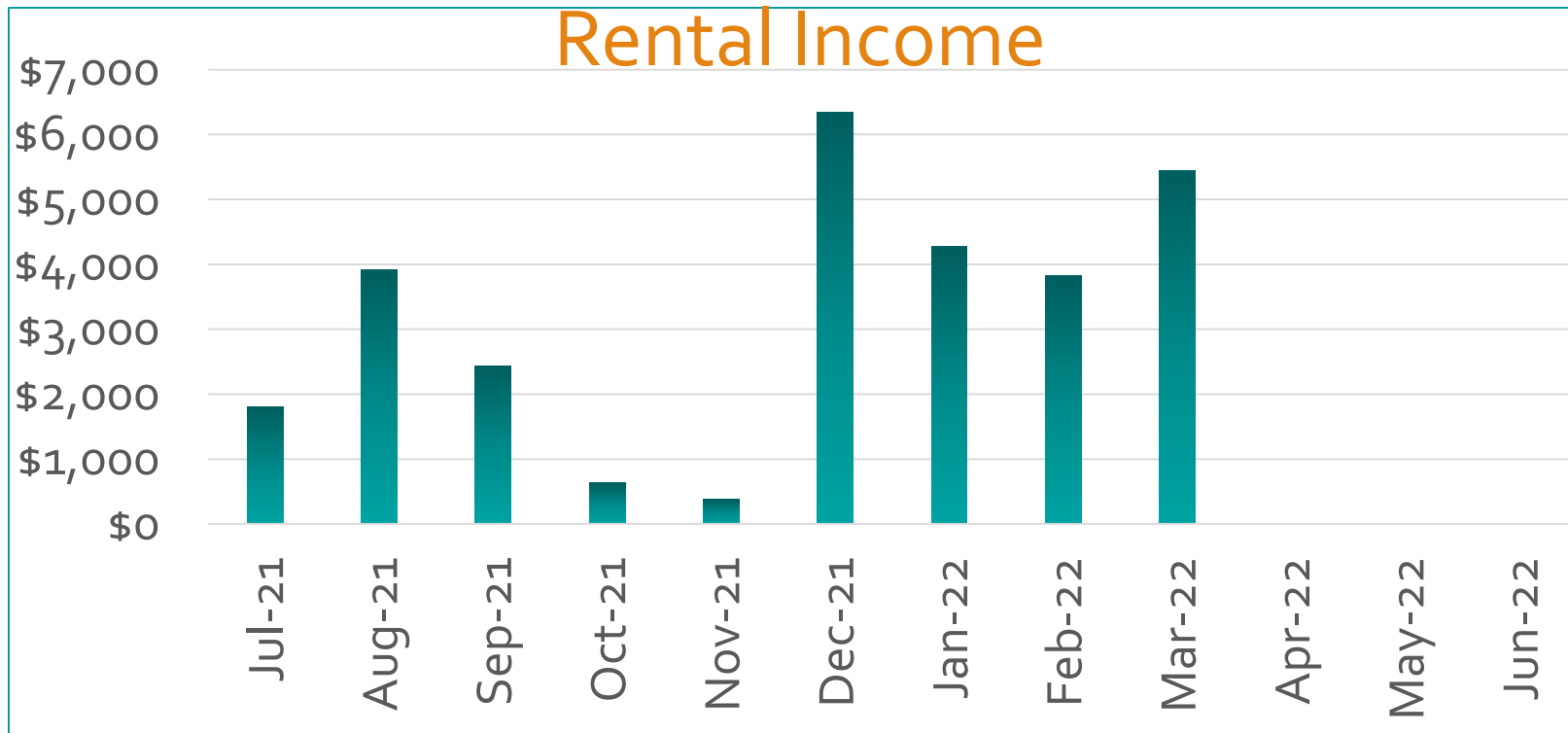
Maintenance Department Revenue and Expense: July 2021-Feb 2022

- Business decision to keep mechanics for growth
- Expand partnerships – Creative Bus Sales
- Taxi Inspection Revenue
- Partner Agency expansion
- Landscape/Facility Improvement
- RT contract capacity



Accessible Vehicle Rentals

- 8 accessible vehicles with ramps
- \$29,045 in rental income in July 2021 – March 2022



FY22 YTD Budget versus Actuals

(in thousands of dollars)

FY22 Revenue	Budget	Actual	\$ Difference	% Difference
Measure A	\$1,937	\$1,586	(\$351)	(18%)
TDA	\$533	\$759	\$226	42%
Grants	\$2,395	\$1,778	(\$616)	(26%)
Other	\$4,854	\$3,936	(\$918)	(19%)
Total Revenue	\$9,719	\$8,059	(\$1,660)	(17%)



FY22 YTD Budget versus Actuals

(in thousands of dollars)

FY22 Expense	Budget	Actual	\$ Difference	% Difference
Personnel	\$6,106	\$5,195	(\$912)	(15%)
Fleet Operations	\$1,288	\$1,529	\$242	19%
Non Personnel	\$1,311	\$1,332	\$20	2%
Capital Projects	\$1,052	\$295	(\$756)	(72%)
Total Expense	\$9,757	\$8,352	(\$1,405)	(14%)
FY21 Carryover		\$294		
Net Income	\$0	\$0		



PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 2/28/2022

	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 (Current)	158,823	247,545	88,722	1,905,874	1,270,582	1,332,288	61,705	4.86
Measure A (Years 1-10)	83,333	-	(83,333)	1,000,000	666,667	254,000	(412,667)	(61.90)
TDA 4.5	66,667	122,106	55,440	800,000	533,333	758,968	225,635	42.31
Contract & Program Transportation Revenue	279,167	218,278	(60,889)	3,350,000	2,233,333	1,583,366	(649,967)	(29.10)
SacRT Go Maintenance & Facility Contracts	72,652	62,722	(9,929)	871,818	581,212	541,464	(39,749)	(6.84)
Transportation Literacy (Civic Lab)	13,050	13,050	-	156,600	104,400	78,300	(26,100)	(25.00)
CARES Act Funding	166,667	-	(166,667)	2,000,000	1,333,333	1,700,001	366,668	27.50
American Rescue Plan	107,123	-	(107,123)	1,285,470	856,980	-	(856,980)	(100.00)
Section 5307 - Regional Mobility Management	12,500	-	(12,500)	150,000	100,000	-	(100,000)	(100.00)
Agency Bus Fares	-	(100)	(100)	-	-	-	-	-
Diversified Services	163,274	245,211	81,938	1,959,284	1,306,189	1,787,727	481,538	36.87
Applied to Capital Projects	(39,795)	(8,978)	30,818	(477,542)	(318,361)	(89,991)	228,370	(71.73)
TOTAL OPERATING REVENUE	1,083,459	899,835	(183,624)	13,001,504	8,667,669	7,946,122	(721,547)	(8.32)
CAPITAL REVENUE:								
FY22 10 NEW CNG VEHICLES	91,667	-	(91,667)	1,100,000	733,333	-	(733,333)	(100)
Prop 1B PTMISEA - Rangers	-	-	-	-	-	17,724	17,724	-
Applied Operating Revenue	39,795	8,978	(30,818)	477,542	318,362	89,991	(228,370)	(71.73)
Gain/(Loss) on Sale of Assets	-	-	-	-	-	5,624	5,624	-
TOTAL CAPITAL REVENUE	340,874	8,978	(331,897)	1,577,542	1,051,695	113,339	(938,356)	(89.22)
TOTAL REVENUE	1,424,333	908,813	(515,520)	14,579,046	9,719,364	8,059,461	(1,659,903)	(17.08)

PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 2/28/2022

	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	195,463	141,945	(53,518)	2,345,550	1,563,700	1,222,057	(341,643)	(21.85)
Maintenance Operations	94,854	73,808	(21,046)	1,138,249	758,833	690,615	(68,218)	(8.99)
Administration	107,998	100,268	(7,730)	1,295,978	863,985	857,034	(6,951)	(0.80)
Diversified Services:								
Travel Training	17,262	13,015	(4,247)	207,150	138,100	99,024	(39,076)	(28.30)
Mobility Management	84,400	68,163	(16,237)	1,012,799	675,199	612,803	(62,396)	(9.24)
Destinations Mobility	-	-	-	-	-	-	-	-
Fringe Benefits	239,127	197,589	(41,537)	2,869,522	1,913,015	1,575,779	(337,236)	(17.63)
Workers' Compensation	24,196	15,526	(8,670)	290,348	193,565	137,347	(56,219)	(29.04)
TOTAL PERSONNEL	763,300	610,314	(152,986)	9,159,596	6,106,398	5,194,659	(911,739)	(14.93)
FLEET OPERATIONS:								
Fuel	64,844	85,241	20,397	778,134	518,756	727,597	208,841	40.26
Insurance	71,067	77,726	6,658	852,809	568,540	644,831	76,291	13.42
Cost of Parts & Sublet Service	25,037	17,727	(7,310)	300,439	200,292	156,741	(43,551)	(21.74)
TOTAL FLEET OPERATIONS	160,948	180,694	19,746	1,931,382	1,287,588	1,529,169	241,581	18.76
NONPERSONNEL:								
Professional Services	76,184	79,361	3,177	914,203	609,468	506,321	(103,147)	(16.92)
Outside Services	26,787	30,830	4,042	321,445	214,297	239,235	24,939	11.64
Rent/Repair	9,518	33,485	23,967	114,213	76,142	97,996	21,854	28.70
Office Expense	12,037	10,602	(1,435)	144,449	96,299	136,515	40,216	41.76
Interest Expense	7,849	-	(7,849)	94,190	62,793	72,770	9,977	15.89
Telephone/Utilities	21,174	25,633	4,459	254,091	169,394	201,672	32,279	19.06
Tax/License/Dues/Permits	8,851	3,806	(5,045)	106,206	70,804	41,468	(29,336)	(41.43)
Travel	683	4,199	3,516	8,196	5,464	19,641	14,177	259.46
Professional Development	833	3,849	3,016	10,000	6,667	16,578	9,911	148.67
Brokered Trans. Services	-	-	-	-	-	-	-	-
TOTAL NONPERSONNEL	163,916	191,764	27,848	1,966,993	1,311,328	1,332,197	20,869	1.59
TOTAL OPERATIONS EXPENSE	1,088,164	982,772	(105,393)	13,057,971	8,705,314	8,056,025	(649,289)	(7.46)
CAPITAL PROJECTS:								
FY22 10 NEW CNG VEHICLES	91,667	-	(91,667)	1,100,000	733,333	-	(733,333)	(100.00)
Florin Road Facility	8,219	7,678	(541)	98,629	65,753	63,431	(2,322)	(3.53)
Facility Reserve	8,333	-	(8,333)	100,000	66,667	-	(66,667)	(100.00)
Vehicle Acquisition Project	20,743	20,600	(143)	248,914	165,942	164,062	(1,881)	(1.13)
Prop 1B FY17 - Server	-	-	-	-	-	41,430	41,430	-
Office Furniture & Equipment	833	-	(833)	10,000	6,667	-	(6,667)	(100.00)
Network & Telecommunications	833	1,300	467	10,000	6,667	26,561	19,894	298.41
Maintenance Equipment	833	-	(833)	10,000	6,667	-	(6,667)	(100.00)
Miscellaneous Capital Projects	-	-	-	-	-	-	-	-
TOTAL CAPITAL PROJECTS	131,462	29,577	(101,884)	1,577,542	1,051,695	295,483	(756,212)	(71.90)
TOTAL OPERATING AND CAPITAL EXPENSE	1,219,626	1,012,349	(207,277)	14,635,513	9,757,009	8,351,508	(1,405,501)	(14.41)
NET INCOME (LOSS)	204,707	(103,537)	(308,243)	(56,467)	(37,644)	(292,046)	(254,402)	

PARATRANSIT, INC.
 COMBINED BALANCE SHEET
 2/28/2022
 UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	2,481,201
Medical Annuity	232,477
Accounts Receivable	916,569
Grants Receivable	1,127,799
Inventory	137,149
Deposits and Prepaid Expenses	698,215
TOTAL CURRENT ASSETS	<u>5,593,410</u>

CAPITAL ASSETS:

Land Assets	924,736
Grant Equipment	12,987,699
Non-Grant Equipment	8,866,163
Work in Progress	-
TOTAL COST	<u>22,778,598</u>
Less Accumulated Depreciation	<u>(15,759,993)</u>
Net Capital Assets	<u>7,018,605</u>

TOTAL ASSETS	<u><u>12,612,015</u></u>
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LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	(212,664)
Workers' Compensation Payable	-
Accrued Payroll & Benefits	229,923
Sales Tax Payable	12,796
Lease/Notes Payable	2,203,360
Unredeemed Bus Scrip	-
Deferred Revenue	55,769
Other Payables	30,836
TOTAL CURRENT LIABILITIES	<u>2,320,020</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	3,301,774
TOTAL LONG TERM LIABILITIES	<u>3,301,774</u>

TOTAL LIABILITIES	5,621,794
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FUND EQUITY

Contributed Capital	1,867,872
Restricted for lease collateral	-
Restricted for grant administration	13,000
Retained Earnings (Loss)	5,109,349
TOTAL FUND EQUITY	<u>6,990,221</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>12,612,015</u></u>
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**Paratransit, Inc.
Board of Directors Staff Report
Agenda Item 5A**

AGENDA TITLE: Adopt Resolution 04-22 Approving Continuance of Remote Board Meetings

MEETING DATE: April 18, 2022

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 04-22 approving continuance of remote board meetings.

BACKGROUND AND DISCUSSION:

The Brown Act is a state law that establishes the procedural framework for members of local government decision-making bodies to meet, debate, and act. The Act is designed to ensure that the public is informed about the views, discussions, and actions of governing officials. Paratransit is subject to the Brown Act.

On March 12, 2020, the Governor issued Executive Order No. N-25-20 that waived certain requirements of the Brown Act including:

- the requirement that the notice of each meeting location be provided for those members of the legislative body (board or committee) participating in the meeting;
- the requirement that each meeting location be accessible to members of the public;
- the requirement that members of the public be able to address the legislative body (board and committee) at each meeting location;
- the requirement that agencies post agendas at all meeting locations; and

- the requirement that at least a quorum of the legislative body (board and committee) participate from locations within the boundaries of the territory over which they exercise jurisdiction.

With the Executive Order in place, Paratransit has been holding its meetings remotely over Zoom since the beginning of the pandemic. In September, the Governor signed Assembly Bill (AB) 361, which amends the Brown Act to allow continued flexibility for public meetings following the expiration of the Governor's Executive Order. The provisions of AB 361 regarding remote meetings can only be used in the event there is a Governor issued state of emergency that is active under the California Emergency Services Act and a legislative body makes a determination by resolution that there is a need to meet remotely. The Governor's state of emergency presently remains in effect. Staff recommends that the committee adopt a resolution that the committee is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing. An additional stipulation of the legislation is that legislative bodies must approve by resolution the decision to meet remotely every 30 days. As such, we will bring this item to the board every meeting while a state of emergency exists.

FISCAL IMPACT:

There is no impact from this action

ATTACHMENTS:

1. Resolution 04-22



RESOLUTION NO. 04-22

APPROVING CONTINUANCE OF REMOTE BOARD MEETINGS

WHEREAS, the Paratransit, Inc. Board of Directors is committed to preserving public access and participation in meetings; and

WHEREAS, all meetings of the Paratransit, Inc. Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963, the “Brown Act”), so that any member of the public may attend, participate, and observe the agency conduct its business; and

WHEREAS, the Brown Act, Government Code section 54953(e), provides for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, such conditions now exist in the State, specifically, the Governor of the State of California proclaimed a state of emergency on March 4, 2020, related to the threat of COVID-19, which threat remains; and

WHEREAS, California Department of Public Health and the Federal Centers for Disease Control and Prevention caution that the Delta and Omicron variants of COVID-19, currently the dominant strains of COVID-19 in the country, are more transmissible than prior variants of the virus, may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations; and

WHEREAS, on September 28, 2021, the County of Sacramento Public Health Officer recommended social distancing measures and that local legislative bodies in the County of Sacramento use certain available teleconferencing options in order to help minimize the spread and transmission of COVID-19; and

WHEREAS, the California Division of Occupational Safety and Health (“Cal/OSHA”) regulations at Title 8 Section 3205 recommends physical distancing in the workplace as

precautions against the spread of COVID-19 and imposes certain restrictions and requirements due to a “close contact” which occurs when individuals are within six feet of another in certain circumstances;

NOW THEREFORE BE IT RESOLVED THAT THE PARATRANSIT, INC. BOARD OF DIRECTORS to allow for physical distancing and remote meeting attendance in accordance with recommended measures from Cal/OSHA and the County of Sacramento Public Health Officer, does hereby find that Paratransit shall conduct its meetings remotely.

Patrick Hume, President
Paratransit, Inc., Board of Directors
Dated: April 18, 2022



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

AGENDA TITLE: Approve the Minutes of the February 17, 2022 Board of Directors' Meeting

MEETING DATE: April 18, 2022

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

RECOMMENDED ACTION:

Approve the Minutes of the February 17, 2022, Board of Directors' Meeting.

MINUTES:

February 17, 2022
6:00 p.m.
Broadcast and Teleconference

Board Members Present:

Anna Fontus
Pat Hume
Scott Leventon (Arrived 6:04 p.m.)
Stephanie Nguyen
Kim Tucker

Board Members Absent:

Alice Kimble
Vidhu Shekhar

Public Present:

Kathy Sachen, SacRT
Sean Powers, TransDev

Staff Present:

Tiffani Fink, Chief Executive Officer
Dr. Lisa Cappellari, Chief Financial Officer
Chris Brown, Chief Administrative 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
Carrie Johnson, Strategic Partnership Manager
Louise Friedlander, Mobility Management Program Liaison

Call To Order/Roll Call: Director Hume called the meeting to order at 6:02 p.m.

Director Fontus, Hume, Kimble, Leventon, Nguyen, Shekhar, Tucker

Pledge of Allegiance:

Director Hume 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 COVID-19 letting the Board know the Sacramento staff is 100% vaccinated and there have been no work-related transmissions. CEO Fink shared the current face mask requirements for staff, stating that employees can go without a mask as long as they are not in common areas shared with SacRT, UCP or the public. It was noted that employees can use masks at their own discretion, and are

highly encouraged to undergo weekly testing to prevent asymptomatic spreads. CEO Fink thanked staff for their diligence.

CEO Fink then took a moment to congratulate Director Fontus for being the recipient of the Sacramento Metro Chamber's Young Professional of The Year Award and Director Nguyen's for being the recipient of the Lunar New Year Community Impact Award from the Sacramento Kings.

CEO Fink presented the Chief Executive Officer's Report, and opened with an inspirational quote that paralleled Paratransit's journey into breaking new ground with the community. CEO Fink expanded on prior sentiments from the December Board meeting that rebranding will reflect the broader services Paratransit provides to the community. A mock-up of buses with the PI Solutions logo was displayed and CEO Fink called attention to the fact that both current and potential partners fully support a rebrand. The purpose behind the rebranding is to reach new demographics of potential riders and resolve any confusion surrounding what services Paratransit, Inc. offers.

CEO Fink praised Mulvaney's for having won the Poppy Award, which is awarded by California and given to the best recovery program in the state. CEO Fink highlighted the importance of partnerships because Mulvaney's thanked Paratransit by name as a key piece in winning the distinguished award.

CEO Fink informed the Board of new developments with the California Mobility Center who are interested in working with Paratransit, Inc. for the innovative and educational value our training programs offer. The California Mobility Center also showed interest in a work force development program shared between the Mobility Center and Paratransit which Director Fontus and CEO Fink have facilitated for the last couple years. Paratransit, Inc. is currently working on a presentation for the Mobility Center to showcase the mobility management services already provided by Paratransit. The presentation and partnership with a statewide initiative like the Mobility Center will benefit Paratransit through the large-scale public and professional exposure.

CEO Fink discussed further expanding Mobility Options in the Sacramento region and that Paratransit's efforts were recognized by SMUD, who awarded the agency the Shine award. Paratransit, Inc. is excited to have earned this recognition and to have a larger community-based impact. The Moving Youth to Jobs program is being improved upon to include travel training for South Sacramento parents that have children who require transportation to school and after school activities. SMUD is sponsoring the travel training program and all related events.

CEO Fink reported she chairs the SACOG Transportation Coordinating Committee (TCC) and the Committee made a presentation for the Discretionary Funding Awards. CEO Fink announced to the Board that Paratransit applied for a grant totaling \$500,000 over two years that was recommended and endorsed by the TCC. The intention of the funding is to evolve Paratransit's travel training programs and inspire longevity going forward. This marks the first occasion in Paratransit history a grant will be used to train any rider for any reason.

CEO Fink closed her report with the announcement of a new labor contract between ATU and Paratransit, Inc. that will last through December 31, 2025. The negotiation was described as a collaborative process and union members have officially ratified the contract which will give stability for budgeting.

Director Leventon opened for questions at which point Director Tucker expressed that CEO Fink's report impressed her and she is excited to be a part of the process. Director Tucker ended by thanking the Board for the opportunity.

B. CFO Report

a. Monthly Financial Report

Chief Financial Officer Lisa Cappellari reported on financial measures through December 2021 and performance measures through January 2022. Contracted Alta California Regional Center trips have steadily increased from 1,000 to 1,500 monthly trips

since the beginning of the fiscal year. Since July 2021, 228,000 shelf-stable food boxes have been delivered for the Sacramento Food Bank and 7,261 meal kits from Canon and Mulvaney's B&L have been delivered. Paratransit has supported Meals on Wheels by driving 443 hours, and the Agency continues to provide after school transport to the YMCA totaling 1,563 trips. Since July 2021 Sacramento Mobility Management has successfully trained 39 disabled/senior clients and 92 youth travel trainees. The Boston office continues to be very productive concerning ADA Eligibility Certification. They have answered 67,755 incoming calls, conducted 7,477 interviews and made 7,534 eligibility determinations. The Boston Travel Training office is orchestrating a massive outreach effort with 100 agencies contacted, 14 group trainings, 31 one-on-one trainings and 15 presentations given this fiscal year.

CFO Cappellari presented a monthly analysis of Paratransit, Inc. maintenance operations from July 2021 to January 2022. Over the fiscal year, 1,378 work orders had been filled which required 4,943 labor hours and \$167,929 worth of parts. In total, work orders cost \$677,209. The labor hours and work orders remain steady month-to-month with labor hours remaining between 600 to 800 hours. Work orders are staying at approximately 200 per month but those numbers are expected to rise. Of the 1,378 work orders that were completed 453 came from Paratransit, Inc., 446 from SacRT Go Paratransit Services, 364 from outside agencies, 92 from CTSA partners, and 23 work orders from the rental fleet. From July 2021 through January 2022 Paratransit's accessible vehicle rentals generated \$19,780 in income.

CFO Cappellari reported on the FY22 YTD budget stating Measure A sales tax revenue is coming lower than the budget but that is due to some additional funds available that need to be invoiced so taking that into account, Measure A comes in at close to budget. The TDA revenue is coming in \$155,000 or 40% over budget. Grants are 21% under budget but CFO Cappellari informed the Board this was due to timing for reimbursement. All other revenues are coming in 21% under budget. In total, revenue is 16% under budget this year. In expenses, the personnel budget is 4.5 million and Paratransit is coming in at 3.8 million or 15% under budget.

This is due to hiring issues, specifically for driver positions. Fleet operations are 20% over budget due to rising fuel costs. Non personnel budget is set at \$980,000 but the actual budget is \$957,000. The Capital Projects expense is \$500,000 or 75% under budget. This can be attributed to timing because there is no set plan to commit to these projects. In total, expenses are 16% below budget meaning that there is a net income of \$294,000 from the FY21 expense carryover.

At the conclusion of the CFO report, Director Leventon opened the meeting for questions. Director Hume asked if CFO Cappellari had a breakdown for contracted work orders to which CFO Cappellari responded that the 446 of SacRT Go work orders and the majority of outside agency work orders were contracted but she did not have an exact number for the outside agencies. CEO Fink stated the majority of outside agency work orders were reimbursement for partner agencies. Director Hume stated that it would be helpful to see definite numbers in order to see relative expense versus recovered billable work orders for the maintenance shop. CEO Fink told the Board to take into account that a big portion of Measure A and TDA funds are utilized to offset the expenses for CTSA partners and outside agencies. The majority of these funds go to the maintenance shop but the new partnership with Creative Bus Sales should improve the maintenance shop's numbers. Director Hume commented that he does not expect the maintenance shop to be a profit center; however, the shop is not an outlay to which CEO Fink responded that in a normal economy the maintenance shop is indeed a profit center, citing the taxi inspections that are done in the shop. CEO Fink continued, saying that the maintenance shop is also one of the most competitive in the region in regards to labor cost which attracts much more business from social service agencies.

b. Presentation of the FY 21 Financial Audit

At the end of the fiscal year, June 30, 2021, Richardson & Co., a local CPA Firm, audited Paratransit, Inc.'s financial books. Paratransit was expected to end the 2021 fiscal year with a net income close to \$0 as a result of the pandemic. When going over projections for the end of the year the decision was made to

advance some revenue from the 2022 fiscal year back to the 2021 fiscal year. However, because of delayed expenses at the end of the 2022 financial year Paratransit, Inc. came out cash positive. Throughout the duration of FY 2021 Paratransit spent about \$2.2 million in grants from the Federal Transit Administration, which automatically triggered an audit to see how the funds were being spent. The audit showed no weaknesses or deficiencies because the federal funds were spent appropriately.

CFO Cappellari reported that there were inconsistencies on how account ledgers were dated but this was because of staffing reduction and remote attendance during FY 2021. In addition, some invoices are being posted incorrectly, like the medical benefits being posted to both general and accounts payable ledgers. These inaccuracies generally do not have an effect on the books short-term but long-term errors lead to investigation. To prevent any future problems CFO Cappellari reviewed the ledger entries month-by-month to locate the problem. Once the problem was ascertained, meetings and trainings were conducted with the accounting team to educate staff on how to accurately complete the ledgers. A corrective action plan authored by CFO Cappellari was sent out to auditors and upon their recommendation, accounting staff will now be reconciling ledgers on a monthly basis.

CEO Fink explained to the Board that Paratransit, Inc. is very conservative when it comes to budgeting revenue vs. expense, always planning for the worst case scenario. CEO Fink also explained why there is a surplus of capital funds in the budget. The decision was made to spend capital last on the premise that some capital funding is discretionary and operations funding may fall short. CEO Fink stated that auditors accepted the corrective action plan, and congratulated CFO Cappellari and accounting staff on making it two years in the pandemic cash positive.

CONSENT CALENDAR

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

- A. Adopt Resolution 01-22 Approving Continuance of Remote Board Meetings

Resolution 01-22 was approved as presented.

- B. Approve the Minutes of the December 20, 2021, Board of Directors' Meeting

The minutes of the Board of Directors' Meeting held December 20, 2021 was approved as presented.

- C. Receive and File the Fiscal Year 2021 Financial Audit

The Fiscal Year 2021 Financial Audit was approved as presented.

- D. Adopt Resolution 02-22 Authorizing the Chief Executive Officer (CEO) to Execute and Agreement with Hunt and Sons for fuel purchases and services in accordance with the current SACOG Fuel Agreement and further authorizing the Chief Executive Officer to negotiate and execute any amendments, if awarded by SACOG

Resolution 02-22 was approved as presented.

AYES: Fontus, Hume, Leventon, Nguyen, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Kimble and Shekhar

FACILITATED BOARD WORKSHOP DISCUSSION ON SETTING BOARD GOALS FOR THE 2022 CALENDAR YEAR

It was decided that the Workshop discussion would be postponed until the April 18, 2022 meeting so that all Board members could be present. However, CEO Fink did want to speak to the broadness of the Board goals. The objective being to discuss specific topics and then set goals at the next meeting with full attendance. CEO Fink prepared a presentation to showcase Board member roles, Board goal development and a history of the Board composition and term of

appointment. In 2021 the By-Laws were updated to allow for a Board composed of between five and nine members.

In August 2021, the Board participated in a retreat with a facilitator. At this time, the Board agreed to not reappoint the three Board members with terms expiring on December 31, 2021, and accept applications for one new Director. CEO Fink recommended here candidates and they were interviewed by a committee chosen by the Board President. The Committee proposed their candidate to the Board, and the Board appointed Director Kim Tucker to a three year term. Currently, there are three Board members in the last year of their term, three Board members with two more years to serve, and Director Tucker with 3 years remaining.

CEO Fink then laid out the Board's strategic plan to propel Paratransit, Inc. into the future, including playing a key role in social service transportation within the Sacramento area and SACOG region. She shared Paratransit has a contract with Alta Regional for four years and the CTSA partnership program is the largest it's ever been with 12 social service agencies. Additionally, Paratransit, Inc. continues to expand into mobility management, contracted maintenance and youth transportation spaces. Outside of Sacramento, mobility management and eligibility continues to evolve and grow stronger with professional consulting being offered for ADA service training and operations.

Paratransit, Inc. continues to be funded by a very diverse group of sources. The Measure A and TDA grants constitute all the statutory funding. There are numerous FTA grants coming in as well as State and Local grants such as Caltrans and Shine. The option of applying for Measure U funds has been considered and transportation contracts, maintenance services and competitive contracts are other sources of revenue.

Paratransit, Inc. remains heavily involved in community based programs within Sacramento and many opportunities have risen from intertwining programs. Food insecurity remains a large challenge for Alta Regional riders so measures are being taken to make Paratransit a vendor to deliver food and transport clients. SACOG, Paratransit, and California Mobility Center are all working toward next-generation transit initiatives, and the CTSA partnership with Shriners Hospital provides an

opportunity to work with youth with disabilities to an extent never done before.

CEO Fink transitioned to discussing the Board's current strategic plan goals for the next five years, including development of the Woodbine property, re-establish a consulting lead for business development and development and implementation of a national transit training program. Additionally, a goal in year five of the strategic plan is to review Board size and governance to see what aspects of the Board need to be modified or kept.

CEO Fink paused for questions and then transitioned to reevaluating and revising the Board Member Handbook. CEO Fink reviewed the mission statement, including the time commitment required in order to be an effective Board member, the need for objectivity and an open mind, as well as an understanding of the paratransit industry, transit issues in the region and issues the disabled and elderly communities face. CEO Fink called attention to the fact that the handbook just focuses on these issues but the company has outgrown the narrow perspective which is why a strategic plan is being introduced. These goals and objectives are still intact but need to be expanded on to meet the larger focus of the organization. The question going into the future is how to advance the goal not just meet the goal. Additionally, CEO Fink recommended amending the rules of governance in order to encourage new innovations for Paratransit moving forward. In conjunction with the amendments, CEO Fink suggested that an annual review of the Board Member Job Application should be done for Board members to determine if they are still willing to commit to the goals set by the Board. These updates will provide a different view of Board meetings and give a voice to all the Board members which will result in comprehensive action.

CEO Fink opened for discussion so that she could provide specific material for the facilitator to cover in the April 18th Board meeting. Director Nguyen thanked CEO Fink for preparing this presentation as it served as a good reminder of Board commitments as well as learning material for Director Tucker. Director Nguyen asked CEO Fink to clarify on what actions she wanted the Board to take tonight in preparation for the April 18th meeting. CEO Fink explained that the facilitator's duty is to walk the Board through how to implement the goals set and tonight's

purpose was to pinpoint which areas of interest could be brought up in the next meeting. Director Nguyen voiced her concerns over lack of involvement from Board members and how absences are handled for Board members as there is no clear cut statutes for excused absences. Board members belong to many different organizations so occasionally schedules conflict and forgo Board meetings to commit to other obligations; but Board duties cannot be neglected. CEO Fink replied that Board engagement can come in many forms such as social media posts promoting Paratransit and establishing mutual business connections through introducing Paratransit to potential projects. Director Fontus voiced her appreciation that CEO Fink realizes that all Board members have different skill sets and relationships that can contribute to Paratransit's development. Over the years Director Fontus has seen disengaged Board members that either did not put their time in or openly talked down on Paratransit. Recently, there has been a change and Paratransit, Inc. is becoming a household name thanks to Board engagement and power of initiative. Director Fontus raised her concerns on using a facilitator to establish policies and said that the Board should establish a system to review policy themselves. In addition, steps should be taken this year to update the Board member handbook, job application, and policies at the same time in order to get all policies and Board members on the same page to move forward. CEO Fink informed the Board that everything besides the Board goals are up-to-date with the exception of the Diversity, Equity and Inclusion Initiative. Director Nguyen clarified that she wanted CEO Fink to explain what she wanted the Board to discuss today and never wanted the facilitator to go over policies. CEO Fink stated that the purpose of the facilitator is to introduce successful business models that other agencies have implemented that address issues that Paratransit is struggling with, like attendance in Board meetings. Through having broad discussions about where to grow there are more opportunities that can arise, especially when there are multiple individuals participating. Director Tucker inquired more into what the facilitator's role will be and gave definitions of what it means to be a purpose-driven and generative Board of Directors. There has been extensive research done about the success an organization achieves when they clearly define their values and representation. Director Tucker suggested that the Board needs to act as fiduciaries and pour over data in order to understand and fully address how to move forward into the future. Board members essentially function as fiscal stewards

and brand ambassadors and should represent Paratransit within the community to the fullest extent possible. Paratransit, Inc. holds the luxury of not having to fundraise so that energy could be used towards advertising Paratransit and its many programs. Director Tucker made the suggestion that the facilitator could be used to discuss and implement generative business methods at the next Board meeting. In addition, there needs to be accountability on the current Board members to articulate Board core values of loyalty, transparency, and obedience. CEO Fink thanked Director Tucker for putting her thoughts into words and told the Board that when interviewing potential candidates for the open Director position the general criteria of loyalty, transparency and obedience played a large factor in seeing how far the candidate would go for the Paratransit brand. Those that offered potential partnerships through mutual connections were heavily considered because these word of mouth connections is what guaranteed Paratransit's survival through the COVID-19 pandemic.

Director Hume was appreciative of the topics discussed because when he became a new Board member there was no "why" asked of him and it was left up to new members to conclude how the four-party system operated and how to split commitments to each agency. Director Hume was put on the Paratransit Board through SacRT, who he was a Board member of because of his connections from sitting on the city council. Director Hume felt his allegiances were torn and members were unclear on how Paratransit, Inc. got to where it was and where to take the organization from there. As Paratransit moves from being a contracted transportation provider into a mobility advocate it is important to transmit the core values to new Board members but also find members that can bring new ideas to the agency. Regarding attendance, Director Hume stated that it comes down to awareness and it is up to the individual to evaluate if they are giving all their effort to Paratransit and if not, to question why they became a Board member in the first place. Director Leventon seconded Director Hume's notions about carrying Paratransit into the future and that Board members are here for the betterment of Paratransit, not their own agendas. Director Leventon did raise some concerns however, citing that Paratransit needs to look at doing more non-ADA contract work because the opportunities are out there but are not being capitalized on. There are plenty of individuals that require transportation to places like the doctor's office, school etc. that are not being serviced because they do

not meet the ADA criteria. These policy changes start with the Board members and what they would like to accomplish during their terms.

CEO Fink's goals are to build long-term, sustainable partnerships with healthcare agencies around Sacramento to serve the largest community possible but has had to put some plans on hold as clients are still hesitant about traveling with the threat of COVID-19 still looming. Director Leventon was surprised about the announcement of the transportation contract with Shriners Hospital because Shriners has access to its own fleet of buses. The contract with Shriners and other hospitals should be expanded on to include the non-ADA patients as discussed earlier. CEO Fink agreed and acknowledged that ADA transportation services were designed to be something for everyone but it's still not accessible to everyone. The expectation of calling ahead, time windows and rideshares can be very difficult for patients and the transportation that Paratransit offers serves them much differently. The care, attention, and quality that Paratransit provides to Shriners' patients far outmatches the quality of Uber/Lyft rides that patients had to take before the contract. Director Leventon commented that in all his trips being a passenger with Paratransit, safety was the number one concern addressed by the drivers. Director Leventon also asked Board members that work with SacRT to address their bus routes because the bus is always late for riders. CEO Fink thanked everyone for their input and information to relay to the facilitator next meeting. CEO Fink will be working closely with the facilitator on a strategic plan to dissect and evaluate the topics discussed and categorize goals to see where they stand separate and where they overlap. The next step will be to structure solutions and impacts to predict what would happen when goals are completed or not completed.

All Directors will receive a handbook and strategic plan so that it can be referenced in advance of the next Board meeting. Director Leventon told CEO Fink to take any action necessary in order to get more riders on buses to which CEO Fink responded that Paratransit is thinking outside the box and advancements are being made. The hiring market is improving which will bring more drivers and the ability to transport more riders. More contracts are making their way to Paratransit through word of mouth from agencies partnered with Paratransit because of our commitment to deliver on our promises.

ACTION ITEMS

A. Nomination and Election of Officers of the Board of Directors for Calendar Year 2022

It is common procedure that the Board President forms a nomination committee but a committee was not formed this election cycle so nominations fall upon the committee of the whole. Director Fontus proposed a slate for discussion and, if an agreement can be reached, a motion can be made. Director Fontus declared that she would love to be more actively involved in her final year on the Board and nominated Director Hume for President, herself for Vice President and Director Leventon for Secretary/Treasurer because of his work on the Executive Committee. CEO Fink relayed Director Shekhar's interest in the President position. CEO Fink asked if all Board members nominated were willing to serve in these positions. All nominees responded yes.

Director Fontus moved the following slate of officers:

President – Director Hume

Vice President – Director Fontus

Secretary/Treasurer – Director Leventon

Director Nguyen seconded the motion and it was approved.

AYES: Fontus, Hume, Leventon, Nguyen, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Kimble and Shekhar

B. Adopt Resolution 03-22 Amending the Paratransit, Inc. By-Laws Related to Officer Elections and Updating the Officer Description for Secretary/Treasurer to reflect the combined duties due to consolidation of the roles

The quorum for the Board was shrunk to three members and as a result, officer titles/duties needed to be combined. Measures have

already been put into effect and this resolution is to amend the By-laws to reflect the change.

Adoption of amending the Paratransit, Inc. By-Laws was approved upon motion from Director Nguyen, seconded by Director Hume.

AYES: Fontus, Hume, Leventon, Nguyen, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: Kimble and Shekhar

BOARD COMMENTS/REPORTS/FUTURE AGENDA ITEMS

The main item for the April agenda will be the Board discussion with the facilitator. At this time, it is unknown if the meeting will be remote for public or staff. It will remain remote for executive staff due to the CalACT Spring Conference. Additionally, plans are still being made regarding how to safely organize a large group of people, especially taking into consideration the immunocompromised community that Paratransit serves. CEO Fink thanked the Board for their feedback and she has great guidance on where to take the agency next.

ADJOURNMENT

Director Leventon announced the meeting adjourned at 7:42 p.m.

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

4/18/22
Date



RESOLUTION NO. 05-22

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND EXECUTE AN AMENDMENT FOR A TWO-YEAR EXTENSION TO THE AGREEMENT WITH RUNYON SALTZMAN, INC (RSE) FOR COMPREHENSIVE COMMUNICATIONS AND MEDIA STRATEGIES WORK

WHEREAS, in the past all marketing, educational and outreach materials were primarily created in house; and

WHEREAS, with the exception of Destinations Mobility, Paratransit, Inc. had limited to no social media outreach; and

WHEREAS, as Paratransit, Inc. engaged RSE three years ago to conduct comprehensive marketing and communications services;

WHEREAS, staff has been extremely satisfied with the work provided by RSE to date and Paratransit wishes to expand their services to focus on branding and marketing for our PI Solutions transportation services, as well as positive and accurate media coverage; and

WHEREAS, the cost for these services will be included in the Fiscal Year 2022-23 and Fiscal Year 2023-24 budgets as part of the professional services line item;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 05-22 authorizing the Chief Executive Officer to negotiate and execute a two-year extension to the agreement with Runyon Saltzman, Inc. (RSE) for comprehensive communications and media strategies work.

Patrick Hume, President
Paratransit, Inc., Board of Directors
Dated: April 18, 2022



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

AGENDA TITLE: Adopt Resolution 05-22 Authorizing the Chief Executive Officer to Negotiate and Execute an Amendment for a Two-Year Extension to the Agreement with Runyon Saltzman, Inc. (RSE) for Comprehensive Communications and Media Strategies Work

MEETING DATE: April 18, 2022

PREPARED BY: Tiffani M. Fink, Chief Executive Officer

RECOMMENDED ACTION:

Adopt Resolution 05-22 authorizing the Chief Executive Officer (CEO) to negotiate and execute an amendment for a two-year extension to the Agreement with Runyon Saltzman, Inc. (RSE) for comprehensive communications and media strategies work.

BACKGROUND AND DISCUSSION:

Paratransit had historically kept branding, marketing and outreach coordination services to a minimum and mainly performed them in house. Previously all social media was limited to Destinations Mobility and was even limited in that case. Over the past three years, staff has worked closely with RSE to strengthen the identity of Paratransit in the community. In late Summer 2019, the Chief Executive Officer undertook a procurement for comprehensive communications and media strategies work. Three cost quotes were received for this work and Runyon Saltzman, Inc. presented the most favorable proposal for Paratransit. To date, staff has been very happy with the work provided by Runyon Saltzman, their responsiveness, and the ease of working with the staff dedicated to this work.

The initial year focused on updating and re-establishing our name in the Community, modernizing our outreach materials and bringing forth a social media presence, and the second year built upon those successes by maintaining the gains in outreach and delivering new marketing materials for our maintenance, mobility and rental van services. The third year saw the development of additional marketing themes/icons for transportation and travel training services. Moving forward, RSE will focus on implementing the branding and marketing for PI Solutions transportation services and continue to increase Paratransit's visibility in the Community, as well as work with media sources to ensure accurate and positive press coverage for Paratransit.

FISCAL IMPACT:

Paratransit has included the cost for these services will be included in the FY 23 and FY 24 budgets. These funds are in the professional services line item.

ATTACHMENTS:

1. Resolution 05-22



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

AGENDA TITLE: Adopt Resolution 06-22 Authorizing The Chief Executive Officer (CEO) to Submit the Transportation Development Act (TDA) Claim for Fiscal Year 2022-23 and Authorizing Submittal of Subsequent Claims if Funding Revisions are Issued

MEETING DATE: April 18, 2022

PREPARED BY: Dr. Lisa Cappellari, Chief Financial Officer

RECOMMENDED ACTION:

Adopt Resolution 06-22, Transportation Development Act (TDA) Local Transportation Fund Claim Fiscal Year 2022-23 authorizing the Chief Executive Officer (CEO) to submit a claim, and any needed revisions, for up to the maximum funds available under Article 4.5.

BACKGROUND AND DISCUSSION:

The Sacramento Area Council of Governments (SACOG) recently notified Paratransit, Inc. of its adopted findings of apportionment for Fiscal Year 2022-23 Local Transportation Funds (LTF), and opened the period for submitting claims. Because Paratransit, Inc. is the designated Consolidated Transportation Service Agency (CTSA) for the urbanized area of Sacramento, it is an eligible claimant for funds available for community transportation pursuant to Articles 4.5 and 6.5 of the Transportation Development Act (TDA). The current apportionment earmarked for the CTSA was estimated in March 2022 in the amount of \$3,965,050.

Paratransit, Inc. is eligible to receive 30% of the apportionment in the amount of \$1,189,515.

FISCAL IMPACT:

These revenues are included as part of the Fiscal Year 2022-23 Budget and will be used to fund activities of the CTSA.

ATTACHMENTS:

1. Resolution 06-22



RESOLUTION 06-22

AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO SUBMIT THE TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FISCAL YEAR 2022-23 AND AUTHORIZE SUBMITTAL OF SUBSEQUENT CLAIMS IF FUNDING REVISIONS ARE ISSUED

WHEREAS the Social Services Transportation Improvement Act of 1979 requires transportation planning agencies to designate entities to function as Consolidated Transportation Services Agencies (CTSA) within their respective jurisdictions; and

WHEREAS the Sacramento Area Council of Governments (SACOG), the local transportation planning agency, has designated Paratransit, Inc., as the Consolidated Transportation Services Agency for the urbanized area of Sacramento County; and

WHEREAS the Social Services Transportation Improvement Act of 1979 designates Consolidated Transportation Services Agencies as eligible claimants of funds legislated by the Transportation Development Act (TDA); and

WHEREAS the Transportation Development Act authorizes Consolidated Transportation Services Agencies to claim Local Transportation Funds and State Transit Assistance under Articles 4.5 and 6.5 for community transit services;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of Paratransit, Inc. does hereby submit a claim for Local Transportation Funds under Article 4.5 for transportation operations.

Patrick Hume, President
Paratransit, Inc. Board of Directors
Dated: April 18, 2022