



PARATRANSIT, INC. BOARD OF DIRECTORS' MEETING

Meeting Date and Time:

December 15, 2025 at 6:00 p.m.

Meeting Location:

Ron Brown Conference Center
2501 Florin Road
Sacramento, CA 95822

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 (2 minutes)

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney,
Tucker

2. Pledge of Allegiance (2 minutes)

3. Announce Adjournment to Closed Session (60 minutes)

A. Public Employee Performance Evaluation (Government Code,
§ 54957(b)(1))

Employee: President and CEO

B. Conference with Labor Negotiators (Government Code,

§ 54957.6)

Agency Designated Representative: Board Chair
Unrepresented Employee: President and CEO

C. Conference with Legal Counsel – Anticipated Litigation
Significant exposure pursuant to Government Code §
54956.9(d)(2): (1 case)

4. Reconvene to Open Session and Report Action, if any taken
(3 minutes)

5. Staff Reports (20 minutes)

A. CEO Report
Update on Activities and Contracts
Year-end Recap of Activities

B. CFO Report
Monthly Financial Report

6. Consent Calendar (3 minutes)

A. Approve the Minutes of the August 18, 2025 Special Meeting of
the Board of Directors

B. Adopt Resolution 29-25 Adopting Update #5 to the Paratransit,
Inc. Public Transit Agency Safety Plan

C. Adopt Resolution 30-25 Approving the Paratransit, Inc. Board
Meeting Calendar for February 2026

7. Action Items (30 minutes)

A. Discussion and Appointment of Three Board Members for a
three-year term, beginning January 1, 2026

B. Adopt Resolution 31-25 Commending Julia Burrows for her
service to the Paratransit, Inc. Board of Directors

- C. Adopt Resolution 32-25 Commending Leigh White for her service to the Paratransit, Inc. Board of Directors
- D. Adopt Resolution 33-25 Commending Pat Hume for his service to the Paratransit, Inc. Board of Directors
- E. Presentation to out-going Board Chair Pat Hume
- F. Discussion and Possible Action for Adjustment to Compensation for the President and CEO
- G. Confirmation of Action of President and CEO Regarding UCP MOU for CTSA services with UCP and Confirmation of Continued Delegated Authority of President and CEO for all Actions Related to Use, Lease or Occupancy of Paratransit Facilities.

8. Public Comment (3 minutes)

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.

9. Board Comments/Reports/Future Agenda Items (3 minutes)

10. Adjourn (1 minute)

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

TBD
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

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

AGENDA TITLE: Chief Executive Officer's Report

MEETING DATE: December 15, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

PARTNERSHIPS AND OPPORTUNITIES:

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

As always, I remain available for any questions.



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

AGENDA TITLE: CHIEF FINANCIAL OFFICER'S REPORT

MEETING DATE: DECEMBER 15, 2025

PREPARED BY: LISA M CAPPELLARI, CHIEF FINANCIAL OFFICER

RECOMMENDED ACTION:

Receive and file the Chief Financial Officer's Report

BACKGROUND AND DISCUSSION:

Financial data are from July to October 2025 and operating data are from July to November 2025.

- CTSA partner agency trips continue to grow, and are now at 131,354 from July 2025 through November 2025. CTSA agency trips are approximately 72% of ADA trips, and we expect them to keep increasing.
- The CTSA program, where Paratransit, Inc. partners with local social service agencies, continues providing support with vehicle insurance reimbursement, maintenance and fleet management services, fuel reimbursement, buses, facility and parking space, and driver support and training.
- Contracted transportation trips have fallen over the last two years as Paratransit diversifies its transportation services. There were on average 1,900 contracted monthly billable hours from July 2025 through November 2025. In addition, Paratransit provided 3,156 hours of shuttle services, trips on behalf of St. John's Program for Real Change, various group trips, and food delivery for the Sacramento Food Bank, where we have delivered 17,518 meals in FY26 so far.
- The Sacramento Mobility Management program successfully travel trained 36 elderly/disabled passengers and 74 youth so far this fiscal year.
- Year to date Paratransit's maintenance department completed 1,179 work orders: 65 of them for CTSA partners, 382 for Paratransit vehicles, 486 for SacRT Go vehicles, and 246 for outside agencies.

- Year to date revenue from Measure A came in 1% below budget and Transportation Development Act (TDA) revenue came in 2% above budget.
- The SacRT Go contract revenue is right on budget with the exception of fuel purchases. Fuel purchase revenues are 9% under budget, but since they are reimbursable, the corresponding fuel expense is under budget as well.
- Grant revenue is coming in slightly slower than budget because we have not obtained several grant agreements yet but is likely to make a recovery by the end of the fiscal year.
- Contracted services revenue is running slower than budgeted, primarily because of the driver shortage earlier in the year, which also causes personnel expense to be lower than budgeted. Now that we are fully staffed with drivers, we expect contracted services revenue to rebound.
- Paratransit's maintenance fees, fuel sales, and diversified services revenues are running near budget.
- On the expense side, personnel expense, which includes wages, payroll taxes, benefits, and workers compensation, is under budget by \$385,000, due mostly to the driver shortage earlier in the year.
- Fleet operations expense (fuel, vehicle insurance, and vehicle maintenance parts) is under budget by \$150,600, largely because fuel prices have stabilized and vehicle insurance rates came in lower than expected. Nonpersonnel expense (services, office expense, utilities, travel) is \$173,500 lower than budget, due to fiscal tightening in nearly every area. Overall, Paratransit's net income for the first four months of the fiscal year is \$395,000.

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:

December 2025 CFO Report
 October 2025 Income Statement
 October 2025 Balance Sheet

PARATRANSIT, INC.

FINANCIAL REPORT



December 2025

Consolidated Transportation Services Agency

CTSA Trips Provided

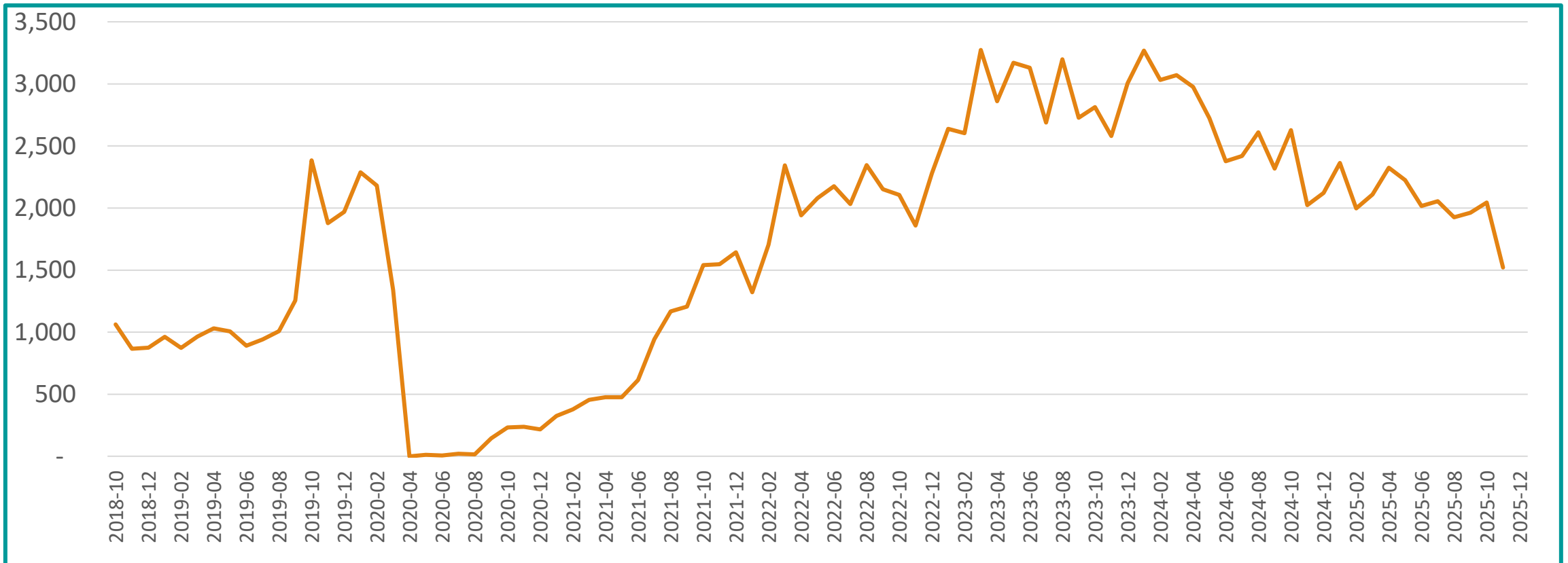
July 2025 – November 2025

Agency	Trips	% of Trips
ACC	10,180	9%
Elk Grove Adult Community Training	25,681	23%
Easter Seals Society	7,362	6%
St. John's Program for Real Change	2,641	2%
Sutter Senior Care	23,948	21%
UCP of Sacramento & Northern CA	44,310	39%
Total CTSA Trips	114,122	100%



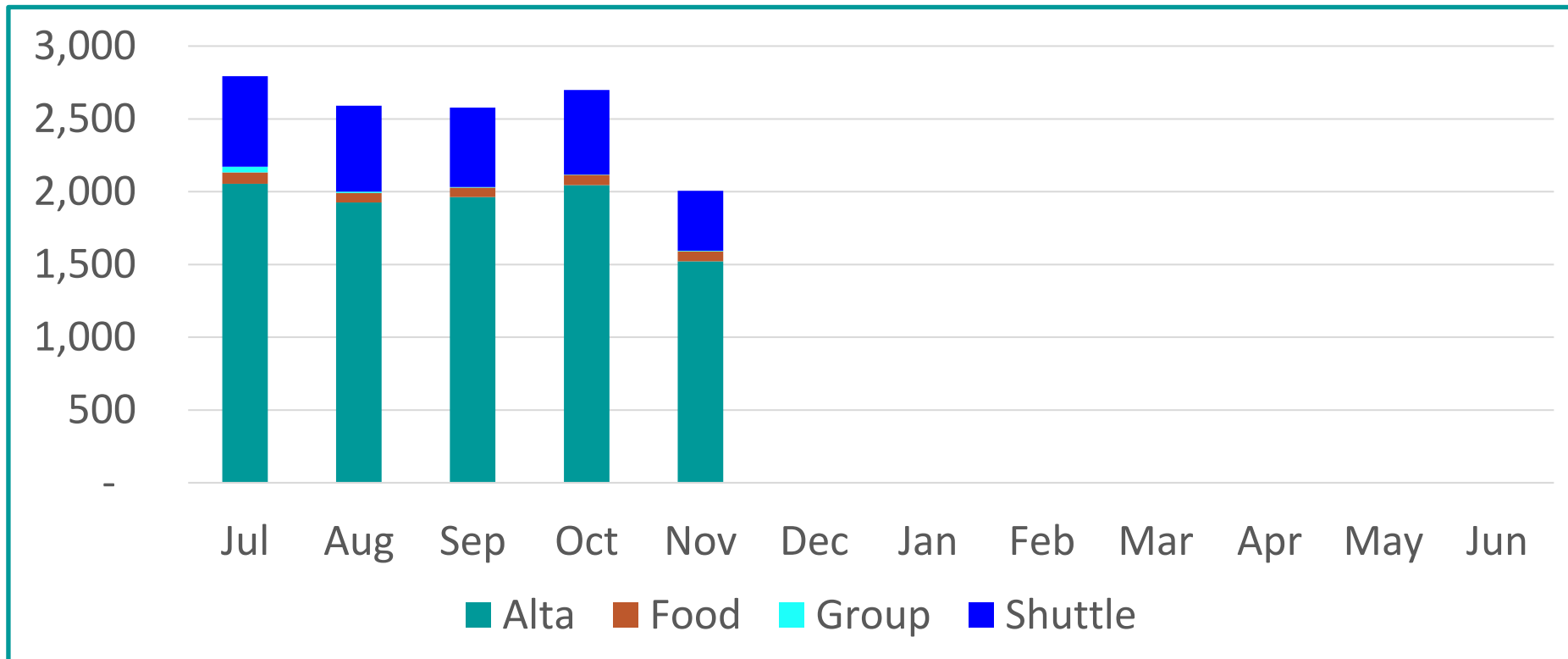
Contracted Transportation: Billable Hours

July 2018 through Nov 2025



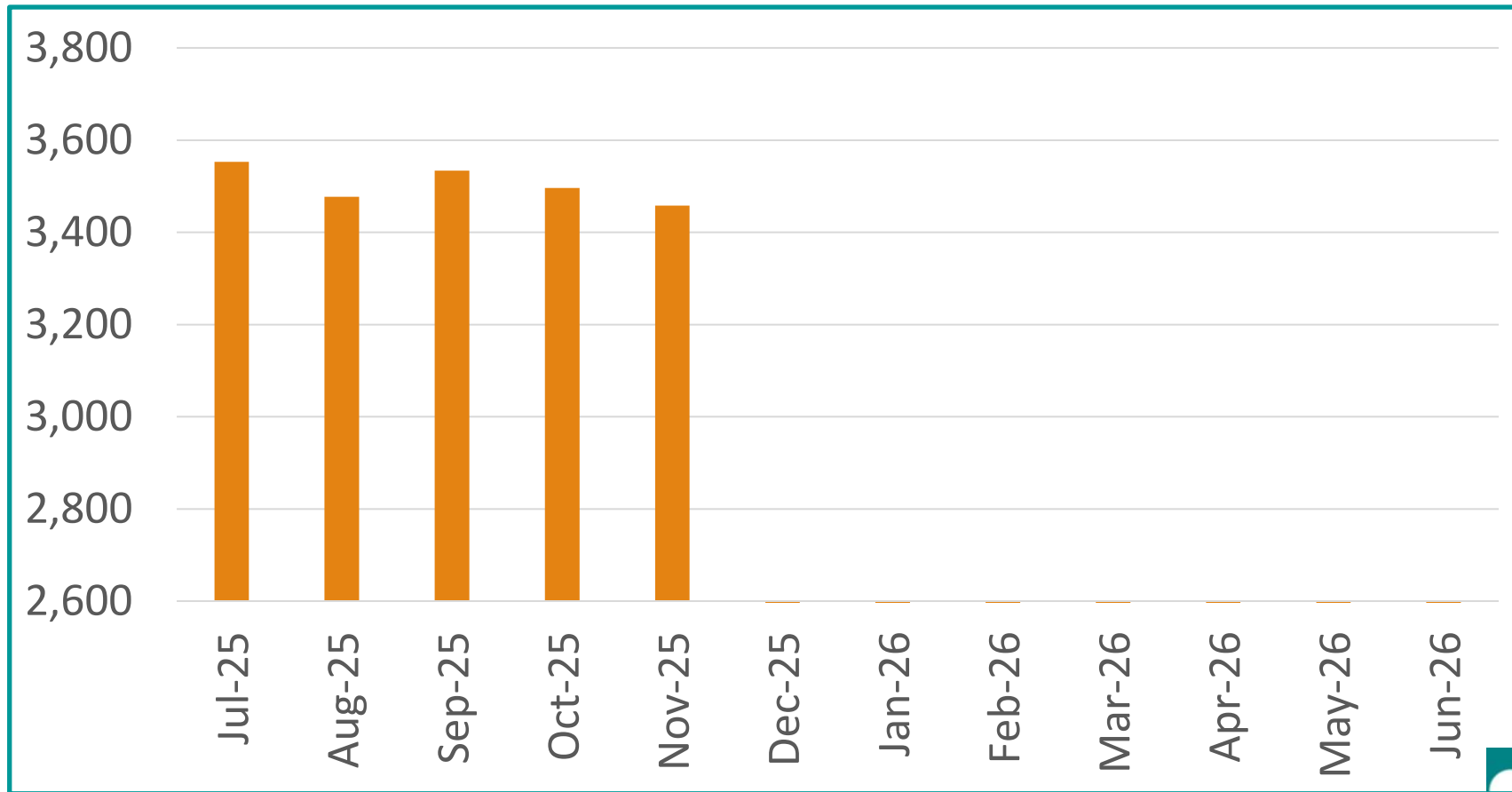
Grand Total Hours

July 2025 through Nov 2025



Sacramento Food Bank Meals Delivered

July 2025 to November 2025: 17,518 meals



Sacramento Mobility Management

July 2025 – Nov 2025

- Travel Training for Seniors & Persons with Disabilities
 - Successful trainees: FY26: 36 trainees
- Travel Training for Youth
 - Successful trainees: FY26: 74 trainees



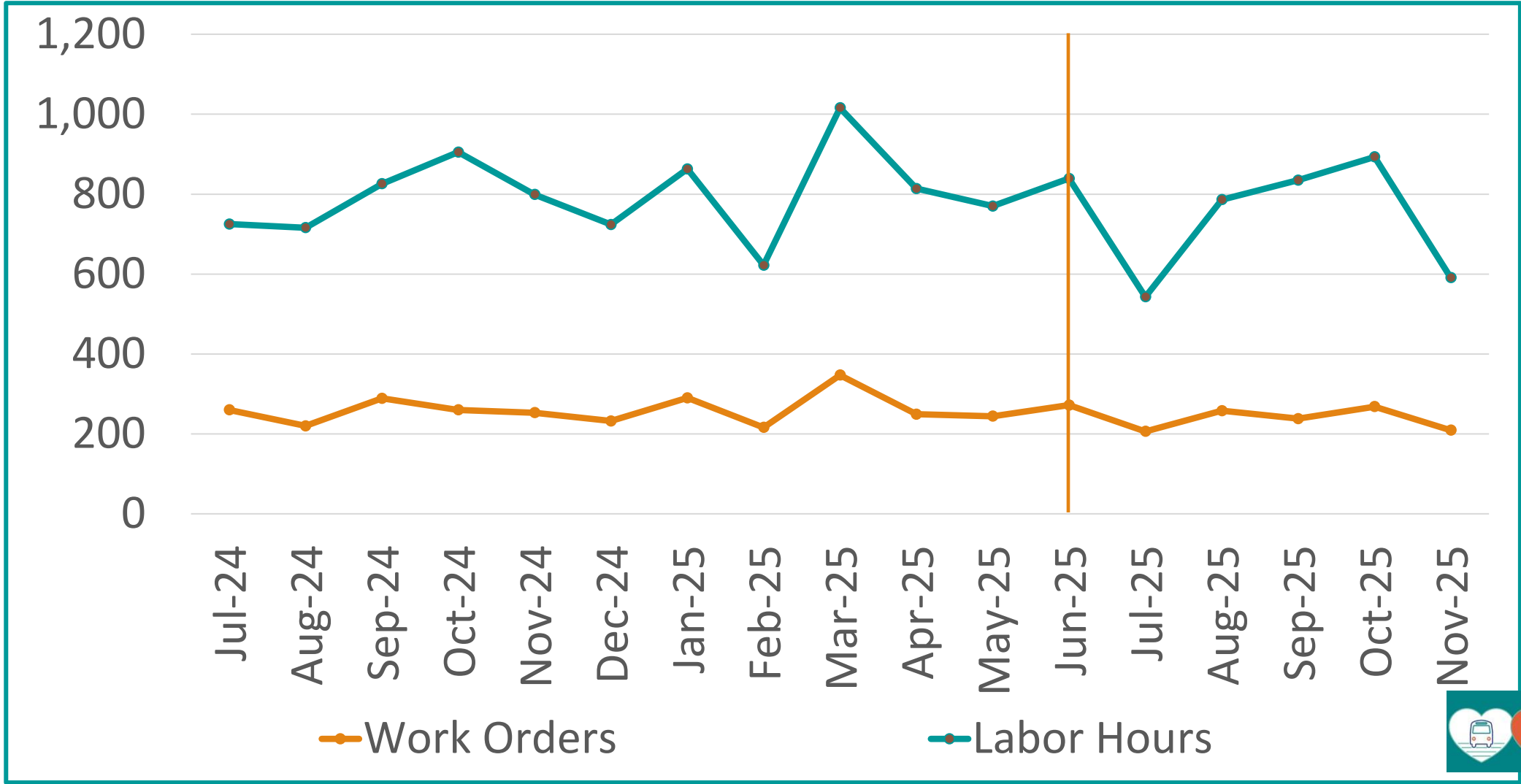
Vehicle Maintenance Operations

July 2025 to November 2025

FY26 Maintenance Operations	Quarter 1 Jul-Sep	Quarter 2 (Partial) Oct-Nov			FY26 Total YTD
Work Orders	702	477			1,179
Labor Hours	2,164	1,484			3,648
Parts Cost	\$101,342	\$72,883			\$174,225
Total Cost	\$492,585	\$345,427			\$838,012



FY26 Maintenance Work Orders and Labor Hours



Work Orders: July 2025 – Nov 2025

Vehicle Type	FY26 Work Orders
Paratransit	382
SacRT Go Paratransit Services	486
Outside Agencies	246
CTSA Partners	65
Total Work Orders	1,179



FY26 Revenue: Budget versus Actuals

October 2025 (thousands of dollars)

FY26 Revenue	YTD Budget	YTD Actual	\$ Difference	% Difference
Measure A	\$858	\$852	-\$6	-1%
TDA	440	449	9	2%
Grants	533	347	-186	-35%
Contract Transp.	953	725	-228	-24%
SacRT Go Contract	605	568	-37	-6%
Maintenance/Fuel	491	472	-19	-4%
Other Revenue	209	204	-6	-3%
Capital Revenue	0	1	1	-
Total Revenue	\$4,090	\$3,618	-\$472	-12%



FY26 Expense: Budget versus Actuals

October 2025 (thousands of dollars)

FY26 Expense	YTD Budget	YTD Actual	\$ Difference	% Difference
Personnel	\$2,369	\$1,983	-\$385	-16%
Fleet Operations	951	800	-151	-16%
Non Personnel	570	397	-174	-30%
Capital Projects	38	43	5	13%
Total Expense	\$3,927	\$3,223	-\$705	-18%
Net Income		395		



Thank You!



PARATRANSIT, INC.
COMBINED BALANCE SHEET
10/31/2025
UNAUDITED

ASSETS

CURRENT ASSETS:

Cash	1,167,061
Accounts Receivable	855,448
Grants Receivable	1,853,901
Inventory	124,742
Deposits and Prepaid Expenses	578,180
TOTAL CURRENT ASSETS	<u>4,579,333</u>

CAPITAL ASSETS:

Land Assets	600,000
Grant Equipment	9,463,953
Non-Grant Equipment	6,791,901
SBITA Asset	217,954
TOTAL COST	<u>17,073,808</u>
Less Accumulated Depreciation	(13,169,210)
Less SBITA Accumulated Amortization	(87,182)
Net Capital Assets	<u>3,817,416</u>

TOTAL ASSETS	<u><u>8,396,749</u></u>
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LIABILITIES AND FUND BALANCE

CURRENT LIABILITIES

Accounts Payable	699,728
Accrued Payroll & Benefits	140,909
Sales Tax Payable	12,309
Lease/Notes Payable	300,062
SBITA Short Term Debt	43,076
Deferred Revenue	508,156
Other Payables	(9,517)
TOTAL CURRENT LIABILITIES	<u>1,694,724</u>

LONG-TERM LIABILITIES:

Long Term Liabilities	2,367,536
SBITA Liability	97,440
TOTAL LONG TERM LIABILITIES	<u>2,464,975</u>

TOTAL LIABILITIES	4,159,699
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FUND EQUITY

Contributed Capital	754,567
Restricted for grant administration	13,003
Retained Earnings (Loss)	3,469,480
TOTAL FUND EQUITY	<u>4,237,050</u>

TOTAL LIABILITIES AND FUND BALANCE	<u><u>8,396,749</u></u>
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PARATRANSIT, INC. - CONSOLIDATED
STATEMENT OF OPERATING REVENUE AND EXPENSE AS AT 10/31/2025

	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 Elderly & Disabled Transportat	208,866	189,947	(18,919)	2,279,360	790,057	786,468	(3,589)	-0.5%
Measure A Neighborhood Shuttle	18,033	16,400	(1,633)	196,800	68,214	65,600	(2,614)	-3.8%
TDA 4.5	116,199	111,297	(4,903)	1,268,087	439,536	448,919	9,383	2.1%
SacRT Go Facility & Parking	6,927	6,300	(627)	75,600	26,204	25,200	(1,004)	-3.8%
SacRT Go Maintenance	89,382	80,703	(8,680)	975,432	338,098	322,811	(15,287)	-4.5%
SacRT Go Fueling	63,727	54,300	(9,426)	695,453	241,053	220,395	(20,659)	-8.6%
FY24 SACOG TDM Mode Shift	9,163	-	(9,163)	100,000	34,661	-	(34,661)	-100.0%
FY25 SACOG - Mobility Management	32,072	29,167	(2,905)	350,000	121,315	116,667	(4,648)	-3.8%
FY25 SACOG - Shuttle operating revenue	41,235	37,500	(3,735)	450,000	155,976	150,000	(5,976)	-3.8%
FY25 SACOG - Preventive Maintenance	18,327	16,667	(1,660)	200,000	69,323	66,667	(2,656)	-3.8%
SACOG - AoPP	9,163	-	(9,163)	100,000	34,661	-	(34,661)	-100.0%
ICAM Grant	12,316	-	(12,316)	134,400	46,585	-	(46,585)	-100.0%
Farmers' Market Shuttle	681	-	(681)	7,427	2,574	13,370	10,796	419.4%
State and Local Grants	17,914	-	(17,914)	195,500	67,763	-	(67,763)	-100.0%
Contracted Services	251,992	185,645	(66,347)	2,750,000	953,187	725,418	(227,769)	-23.9%
Maintenance Fees	64,641	64,180	(461)	705,429	244,511	271,518	27,006	11.0%
Fuel Sales	65,201	71,365	6,163	711,543	246,631	200,968	(45,662)	-18.5%
East Bay Paratransit	26,610	24,200	(2,410)	290,400	100,657	96,800	(3,857)	-3.8%
Solano Transportation Authority Eligibility	18,532	16,854	(1,679)	202,245	70,101	67,415	(2,686)	-3.8%
Travel Training Revenue	1,021	1,566	545	11,143	3,862	6,151	2,288	59.3%
Diversified Services	13,876	12,600	(1,276)	72,301	34,662	33,141	(1,521)	-4.4%
Applied to Capital Projects	(55,377)	(9,530)	45,847	(604,329)	(209,469)	(42,537)	166,932	-79.7%
TOTAL OPERATING REVENUE	1,030,503	909,159	(121,344)	11,166,791	3,880,163	3,574,970	(305,193)	-7.9%
CAPITAL REVENUE:								
SACOG - Mob. Options Vehicles	-	-	-	160,000	-	-	-	0.0%
SACOG - Cameras	-	-	-	370,000	-	-	-	0.0%
SACOG - Bus Stops	-	-	-	100,000	-	-	-	0.0%
5310 Grant - 15 Buses	-	-	-	2,250,000	-	-	-	0.0%
Applied Operating Revenue	55,377	9,530	(45,847)	604,329	209,469	42,537	(166,932)	-79.7%
Gain/(Loss) on Sale of Assets	-	-	-	-	-	525	525	0.0%
TOTAL CAPITAL REVENUE	55,377	9,530	(45,847)	3,484,329	209,469	43,062	(166,407)	-79.4%
TOTAL REVENUE	1,085,880	918,689	(167,190)	14,651,120	4,089,631	3,618,032	(471,599)	-11.5%
OPERATING EXPENSES								

PERSONNEL:								
Transportation Operations:								
Vehicle Operators	91,310	63,731	(27,579)	996,472	345,391	254,564	(90,827)	-26.3%
Training Center	6,082	-	(6,082)	66,375	23,006	3,562	(19,444)	-84.5%
Operations Administration	30,859	28,033	(2,826)	336,762	116,726	113,338	(3,388)	-2.9%
Dispatch Center	38,711	35,481	(3,231)	422,459	146,430	137,350	(9,080)	-6.2%
Maintenance Operations	88,048	87,081	(968)	960,877	333,053	315,788	(17,265)	-5.2%
Administration	85,873	78,642	(7,231)	937,138	324,825	322,602	(2,223)	-0.7%
Information Technology	19,632	16,466	(3,166)	214,242	74,259	64,251	(10,009)	-13.5%
Mobility Management	53,488	34,883	(18,605)	583,720	202,325	143,344	(58,982)	-29.2%
Fringe Benefits	193,766	132,984	(60,782)	2,114,577	732,941	573,130	(159,811)	-21.8%
Workers' Compensation	15,468	11,531	(3,937)	201,081	69,605	55,300	(14,305)	-20.6%
TOTAL PERSONNEL	623,238	488,830	(134,407)	6,833,701	2,368,561	1,983,228	(385,333)	-16.3%
FLEET OPERATIONS:								
Fuel	164,066	133,184	(30,881)	1,790,456	620,596	534,894	(85,702)	-13.8%
Insurance	54,304	41,705	(12,599)	592,622	205,411	143,616	(61,795)	-30.1%
Cost of Parts & Sublet Service	32,986	34,887	1,901	359,976	124,772	121,649	(3,123)	-2.5%
TOTAL FLEET OPERATIONS	251,355	209,776	(41,579)	2,743,054	950,780	800,160	(150,620)	-15.8%
NONPERSONNEL:								
Professional Services	49,250	7,383	(41,866)	537,466	186,293	102,995	(83,298)	-44.7%
Contracted Staffing	4,948	2,941	(2,007)	54,000	18,717	2,941	(15,776)	-84.3%
Outside Services	21,702	14,718	(6,984)	236,840	82,092	60,195	(21,897)	-26.7%
Rent/Repair	5,771	3,206	(2,565)	62,975	21,828	8,418	(13,410)	-61.4%
Office Expense	21,917	14,399	(7,518)	160,026	75,002	44,474	(30,528)	-40.7%
Interest Expense	5,222	10,588	5,366	62,649	21,410	26,783	5,373	25.1%
Telephone/Utilities	28,742	16,504	(12,238)	313,657	108,718	90,438	(18,280)	-16.8%
Tax/License/Dues/Permits	9,248	8,442	(807)	100,928	34,983	24,361	(10,622)	-30.4%
Travel	1,466	1,423	(44)	16,003	5,547	6,746	1,199	21.6%
Professional Development	4,169	14,064	9,895	45,492	15,768	29,941	14,173	89.9%
Land Donation Expense	-	-	-	-	-	-	-	0.0%
TOTAL NONPERSONNEL	152,435	93,668	(58,767)	1,590,036	570,358	397,291	(173,066)	-30.3%
TOTAL OPERATIONS EXPENSE	1,027,028	792,275	(234,753)	11,166,791	3,889,698	3,180,679	(709,019)	-18.2%
CAPITAL PROJECTS:								
Florin Road Facility	9,530	9,530	-	114,377	37,599	37,599	-	0.0%
Vehicle Acquisition Project	-	-	-	-	-	-	-	0.0%
SACOG - Mob. Options Vehicles	-	-	-	200,000	-	-	-	0.0%
SACOG - Cameras	-	-	-	500,000	-	-	-	0.0%
SACOG - Bus Stops	-	-	-	100,000	-	-	-	0.0%
5310 Grant - 15 Buses	-	-	-	2,250,000	-	-	-	0.0%
Sign on Front of Building	-	-	-	15,000	-	-	-	0.0%
Facility Reserve	-	-	-	256,952	-	-	-	0.0%
Office Furniture & Equipment	-	-	-	25,000	-	-	-	0.0%
Network & Telecommunications	-	-	-	10,000	3,912	3,912	-	0.0%
Maintenance Equipment	-	-	-	13,000	1,026	1,026	-	0.0%
Miscellaneous Capital Projects	-	-	-	-	-	-	-	0.0%
TOTAL CAPITAL PROJECTS	9,530	9,530	-	3,484,329	42,537	42,537	-	0.0%
TOTAL OPERATING AND CAPITAL EXPENSES	1,036,558	801,805	(234,753)	14,651,120	3,932,235	3,223,216	(709,019)	-18.0%
NET INCOME (LOSS)	49,321	116,884	67,563	0	157,396	394,816	237,420	150.8%
Depreciation								
	-	(97,018)	(97,018)	-	-	(387,943)	(387,943)	0.0%



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

AGENDA TITLE: Approve the Minutes of the August 18, 2025 Special Meeting of the Board of Directors

MEETING DATE: December 15, 2025

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

Recommended Action:

Approve the Minutes of the August 18, 2025, Special Meeting of the Board of Directors.

Minutes

August 18, 2025
1:00 p.m.
Ron Brown Conference Center
2501 Florin Road Sacramento, CA 95822

Board Members Present

Jim Alves
Julia Burrows
April Dawson Rawlings
Pat Hume
Patrick Mulvaney
Kim Tucker

Board Members Absent

Leigh White

Public Present

None

Staff Present

Tiffani Scott, President and Chief Executive Officer
Lisa Cappellari, PhD, Chief Financial Officer
Gary Vickers, Chief Operating Officer
Chris Brown, SHRM-SCP, SPHR, Chief Administrative Officer
Jesse Isaacson, Director of Information Technology
Jamila Lee, SHRM-CP, PHR, Director of Human Resources

Alicia Brown, Director of Strategic Initiatives and Mobility
Amy Parkin, Director of Service Performance
Jessica Lewis, Operations and Training Manager
Isaac Gonzalez, Public Relations Consultant

Call to Order/Roll Call

Director Hume called the meeting to order at 1:10 p.m.

Directors: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker, White

Pledge of Allegiance

Director Dawson Rawlings led the Pledge of Allegiance.

Public Comment

None

Closed Session

The Board adjourned to closed session at 1:11 p.m.

Reconvene to Open Session

The Board reconvened to open session at 1:41 p.m. Director Hume reported no action was taken.

Staff Reports

A. CEO Report

a. Summer Update

Chief Executive Officer Tiffani Scott shared information from the food program trip she and Director Mulvaney participated in, as well as Paratransit's recurring participation in Sacramento Splash, Josh's Heart and YLF. Additionally, CEO Scott is participating with other transit operators and SACOG on a MOU and will be co-chair for the Transportation Committee for Cap-to-Cap 2026. Paratransit hosted Congressman Ami Bera for a tour of the housing project and CEO Scott attended a reception hosted by the Congressman.

b. Check in on Board Seats for Terms Starting 2026

CEO Scott shared Directors Alves, Burrows, Hume and White's terms expire on December 31, 2025. She asked the Directors to let her know if they are not interested in seeking re-appointment so she can solicit candidates.

c. Presentation on the Collaborative Food Hub Program

CEO Scott reported Paratransit submitted two proposals, one for vehicles and one for scheduling and dispatch, to create the Collaborative Food Hub where Paratransit would work with 8 partner agencies for food recovery from grocery stores. The grant proposal was fully funded for the first two years and the agencies have agreed to pay maintenance and insurance after that. Director Burrows asked about the metrics (i.e. organic waste reduction, volunteer recruitment, etc.). CEO Scott shared the biggest metric is pounds of food recovered. Director Tucker shared the importance of being able to sort the food and get it to the right non-profits.

Consent Calendar

The Consent Calendar was approved upon motion by Director Burrows, seconded by Director Dawson Rawlings. The motion passed.

A. Approve the Minutes of the June 2, 2025 Special Meeting of the Board of Directors

The Minutes were approved as presented.

Vote for Item A

AYES: Alves, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: Burrows, Dawson Rawlings

ABSENT: White

B. Approve the Amended Affirmative Action Policy and Board Statements

The resolution was approved as presented.

C. Adopt Resolution 25-25 Authorizing the President and CEO to Negotiate and Execute a sole-source agreement with Drago Vantage, LLC for grant management, governmental relations and strategic services for a term of 3 years, not-to-exceed \$250,000

The resolution was approved as presented.

D. Adopt Resolution 26-25 Authorizing the President and CEO to prepare, submit and execute federal funding under FTA Section 5310 (49 U.S.C. Section 5310) with the California Department of Transportation

The resolution was approved as presented.

- E. Adopt Resolution 27-25 Authorizing the President and CEO to procure and purchase 6 vehicles for the Collaborative Food Hub Program, in an amount not to exceed \$360,000

The resolution was approved as presented.

- F. Adopt Resolution 28-25 Awarding a Sole Source Procurement for Vehicle Cameras to Transit Solutions of Zelienople, PA (TSI) and authorizing the President and CEO to purchase vehicle cameras and ancillary accessories, in an amount not to exceed \$540,000

The resolution was approved as presented.

Vote for Items B through F

AYES: Alves, Burrows, Dawson Rawlings, Hume, Mulvaney, Tucker

NOES: None

ABSTENTIONS: None

ABSENT: White

Presentation and Board Discussion

- A. Paratransit, Inc. Social Media and Public Relations Initiatives and Board Engagement

CEO Scott and Isaac Gonzales presented the plan to make the Board Paratransit brand ambassadors without creating more work. Isaac wants to work with the Board to create a toolkit to help them. Also, having Directors repost Paratransit's social media posts will create exposure for the Agency's activities. CEO Scott explained this will support Paratransit's strategic goals and provide exposure for programs. Isaac proposed a Google Doc for the next quarter to see where the programs are at and how the Directors can leverage their networks.

Board Comments/Reports/Future Agenda Items

None

Adjournment

Director Hume announced the meeting adjourned at 3:38 p.m.

Chris M. Brown, SHRM-SCP, SPHR
Chief Administrative Officer/Secretary

12/15/2025

Date



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

AGENDA TITLE: Adopt Resolution 29-25 Adopting Update #5 to the Paratransit, Inc. Public Transit Agency Safety Plan

MEETING DATE: December 15, 2025

PREPARED BY: Tiffani M. Fink, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 29-25 adopting Update #5 to the Paratransit, Inc. Public Transit Agency Safety Plan.

BACKGROUND AND DISCUSSION:

The Federal Transit Administration Regulations (49 C.F.R. Part 637) required public transit agencies like Paratransit, Inc. to adopt a Public Transportation Agency Safety Plan (PTASP) no later than December 31, 2020. The regulations also require the PTASP to be approved by the Board of Directors, as well as a Safety Committee consisting of members of both management and front line employees. Agencies are also required to update the PTASP annually. The Paratransit Board adopted the original PTASP in November 2020. This update to the plan revises annual reporting data and the posting dates of the plan.

The Federal Transit Administration (FTA) published the PTASP Regulation, 49 C.F.R. Part 673, on July 19, 2018. The regulation implements a risk-based Safety Management System (SMS) approach. The PTASP is one element of the FTA's comprehensive Public Transportation Safety Program. The PTASP explains our safety processes. The plan is a data driven approach to manage hazards and includes performance measures and targets. A plan is coordinated with internal stakeholders and the stakeholders

will be provided with training. The PTASP must be based on Safety Management System (SMS) Principles. The four components to SMS are: safety management policy, safety risk management, safety assurance and safety promotion. The safety management policy assigns authorities, accountabilities and responsibilities for all Paratransit, Inc. staff. There must also be integration with Emergency Management and SMS documentation and records. Safety risk management is the safety hazard identification process. This process also includes safety risk assessment and safety risk mitigation. Safety assurance is the safety performance monitoring and measurements process. This includes management of change and continuous improvement. Examples of performance measurements are reportable injuries, reportable safety events and system reliability. Safety promotion is the safety training program and safety communication. Once the plan is in effect, staff will regularly audit the plan to verify the processes and programs are being followed and based on trends, implement strategies for continuous safety improvement. In addition to internal audits, the PTASP will also be audited by the FTA triennially. The Safety Committee unanimously adopted Update #5 at their meeting on October 29, 2025. Staff recommends that the Board adopt Update #5 to the PTASP for Paratransit, Inc.

FISCAL IMPACT:

There is no fiscal impact with approving the Plan, however, the future safety needs will have a financial impact and will be incorporate into the budget process. Adoption of a PTASP is required to comply with federal requirements for funding.

ATTACHMENTS:

1. Resolution 29-25
2. Paratransit, Inc. Public Transportation Agency
Safety Plan – Update #5



RESOLUTION NO. 29-25

**ADOPTING UPDATE #5 TO THE PARATRANSIT, INC.
PUBLIC TRANSIT AGENCY SAFETY PLAN**

WHEREAS, Paratransit, Inc. puts the safety and security of our passengers and employees as our highest priority; and

WHEREAS, in accordance with Federal Transit Administration requirements, staff has developed a Public Transit Agency Safety Plan; and

WHEREAS, the Paratransit, Inc. Safety Committee unanimously adopted the Update at their meeting on October 29, 2025; and

WHEREAS, FTA requires the Board of Directors to formally adopt the Update to the PTASP.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 29-25 adopting Update #5 to the Public Transit Agency Safety Plan.

Patrick Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 15, 2025



Paratransit, Inc. (PI)

Public Transit Agency Safety Plan





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Transit Agency Information

Transit Agency: Paratransit, Inc.

Transit Agency Address

Administrative Office: 2501 Florin Road Sacramento, CA 95822

Accountable Executive: Tiffani M. Scott, President and CEO

Chief Safety Officer: Gary Vickers, Chief Operating Officer

Modes of Service: Demand Response and Social Service
Transportation (Directly Operated), Fixed Route

FTA Funding Received: 5307, 5310, and 5339



Plan Development, Approval, and Updates

Development

Paratransit, Inc. drafted this plan. By signature below, the Accountable Executive confirms the development this plan.

Tiffani M. Scott, Accountable Executive

12/11/2025
Date Signed

Approval

The Paratransit, Inc. Board of Directors approved this plan as so indicated by the signature of the Board of Directors' President on the date noted below, and as specified in Resolution Number 29-25 and the Board of Directors Meeting Minutes from December 15, 2025. The meeting minutes can be reviewed on the Paratransit, Inc. website.

Patrick Hume, Chair
Paratransit, Inc. Board of Directors

12/15/2025
Date Signed

Certification

Paratransit, Inc.'s Public Transit Agency Safety Plan (PTASP) addresses all applicable requirements. Paratransit, Inc.'s Agency Plan was certified by Gary Vickers, Chief Operating Officer, on October 29, 2025.



Annual Review and Revisions of the Public Transportation Agency Safety Plan

Each year, the PTASP will be reviewed by the Chief Safety Officer and updated, if needed. All substantive revisions will be presented to the Accountable Executive and Paratransit, Inc. Board of Directors for annual approval. A table that records the history of revisions made to the Agency's PTASP is contained in Appendix A of this document.

Glossary and Acronyms

A glossary of terms and acronyms can be found in Appendix B.

Safety Performance Targets

Paratransit, Inc.'s safety performance targets are reviewed and updated during the annual review. The specific performance targets are based on the safety performance measures established under the National Public Transportation Safety Plan and any additional performance goals set by PI. These targets are specific numerical targets set by PI, and must be based on the safety performance measures established by FTA in the National Public Transportation Safety Plan referenced in the Safety and Security Quick Reference Guide in Appendix C.

PI fleet vehicles are interchanged between modes. PI uses the Predominant Use Rule when an event affects more than one mode. If two or more transit modes are affected by an event, PI will report the event in only one mode.

Fatalities: Total number of reportable fatalities and rate per total vehicle revenue miles by mode in a calendar year.

Injuries: Total number of reportable injuries¹ (defined in the NTD Safety and Security Reporting Manual) and rate per total vehicle revenue miles by mode in a calendar year.

¹NTD: *An injury (employee or passenger) requiring immediate medical attention away from the scene for one or more persons.*

Safety Events: Total number of reportable events² and rate per total vehicle revenue miles by mode in a calendar year.

²NTD: *Preventable events that occur at transit revenue facilities, on transit infrastructure, or during a transit maintenance activity.*

Total injuries and safety events are calculated by averaging previous year totals and the rates are indicated as a fraction with the total over the estimated ridership per mode.

System Reliability: Mean distance, in miles, between major mechanical failures by mode in a calendar year.

System reliability is calculated using the Predominant Use Rule. The miles between road calls are averaged for previous years and the total is divided by the percentage assigned to each mode.

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events (Total)	Safety Events (Rate)
Demand Response (DR)	0	0	1	1/293,035	0	0/293,035

Safety Management System (SMS)

A Safety Management System (SMS) is a comprehensive approach to managing safety within the transit system. Management and staff work together to control risk, identify and correct hazards, measure and analyze safety performance metrics, and disseminate safety information. The SMS helps transit agencies apply resources to risk and ensure they have an organizational infrastructure to support decision-making at all levels regarding the assignment of resources.



Key components include:

- Effective policies and procedures
- Strong executive leadership focused on safety
- Clearly defined safety roles and responsibilities
- Safety accountabilities and communication
- Active employee involvement

Safety Management Policy

Safety Management Policy Statement

PI is committed to the management of safety. PI will develop, implement, maintain, and constantly improve processes to ensure that all the transit service delivery activities take place under a balanced allocation of organizational resources. As a core business function, PI is aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all employees are accountable for the delivery of this highest level of safety performance, starting with the Chief Executive Officer.

Paratransit, Inc. is committed to:

- Support safety management through the provision of appropriate resources. This will result in a culture that fosters safe practices, encourages effective employee reporting and communication;
- Integrate the management of safety among the primary responsibilities of all managers and employees;
- Clearly define for all staff and managers alike their accountabilities and responsibilities for the delivery of the Agency's safety performance and the performance of the safety management system;

- Establish and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program in order to eliminate or mitigate the safety risks resulting from operations or activities consistent with acceptable level of safety performance;
- Ensure that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of the collective bargaining agreement, regulations, policies, or procedures;
- Comply with, and wherever possible exceed, legislative and regulatory requirements and standards;
- Ensure that sufficient skilled and trained staff are available to implement safety management processes;
- Ensure that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- Establish and measure safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- Continually improve safety performance through management processes that ensure appropriate safety management action is taken and is effective; and
- Ensure externally supplied systems and services to support operations are delivered meeting safety performance standards.

Safety Management Policy Communication

The Safety Management Policy is posted at Paratransit, Inc.'s Administrative Office and in the employee breakroom. The Safety Management Policy will be first shared



with employees after the completion of the PTASP through a series of employee meetings. PI disseminated the Safety Management Policy to the public in the following manner:

- Paratransit, Inc. Board of Directors meeting (Date of Publication: December 13, 2024)
- PI website (Date of Publication: December 13, 2024)
- Staff intranet (Date of Publication: December 13, 2024)
- New hire orientation-ongoing
- PI email blasts (Date of Publication: scheduled for December 17, 2024)

In addition to the Safety Management Policy, PI has numerous standard operating procedures (SOPs) and operational policies to supplement, detail, and support the overall the SMS. Examples of Paratransit, Inc.'s policies include Smoking, Cash Variance, Appearance, Vehicle Backing/Spotters, Lost and Found, and Reasonable Modification. Each policy includes safety components to ensure the wellbeing of PI staff, passengers, and the greater community. Similarly, there are various SOPs (e.g. Boarding and Securement, Post Collision) for maintenance and operations to safeguard everyone. Staff sign acknowledgments for all policies and procedures after they receive training and have an opportunity to ask questions. Staff participation in all safety trainings and the safety committee meetings is recorded through a sign-in sheet. PI will maintain documentation related to the implementation of the SMS; the programs, policies, and procedures used to carry out the PTASP; and the results from its SMS processes and activities for three years after creation. This documentation will be available to the FTA or other Federal or oversight entity upon request.

Authorities, Accountabilities, and Responsibilities

Safety is everyone's responsibility at PI. Anyone may observe a hazard that could result in an event. All employees must remain alert and observant to ensure hazards are mitigated to the greatest extent possible. Below are the authorities,



accountabilities, and responsibilities of the following individuals in the development and management of Paratransit, Inc.'s SMS.

Accountable Executive

The Accountable Executive may delegate specific responsibilities, but not their accountability for the transit agency's safety performance and PTASP in accordance with 49 U.S.C. 5329(d) and 49 U.S.C. 5326.

Paratransit, Inc.'s Accountable Executive reviewed the draft policy after it had been developed by staff. Comments and recommended changes were taken into account when the final document was developed. The Accountable Executive then submitted the policy to the Paratransit, Inc. Board of Directors for approval. Once approved, the Accountable Executive signed the policy. Additional responsibilities include, but are not limited to:

- Decision-making regarding resources (e.g. staff and funds) to support asset management, SMS activities, and capital investments;
- Signing SMS implementation planning documents; and
- Endorsing SMS implementation team membership.

Chief Safety Officer

The Chief Safety Officer oversaw the development of the Safety Management Policy. The Chief Safety Officer worked with Chief Financial Officer, Human Resources/Risk Manager, Maintenance Manager, Chief Operating Officer, and management staff to develop the plan. Paratransit, Inc.'s Chief Safety Officer is the team's liaison with the Accountable Executive. The Chief Safety Officer's duties include, but are not limited to:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;



- Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- Planning safety management training.

Key Staff

Below are Paratransit, Inc.'s managers and supervisors who play leadership roles in providing important data or resources to accomplish the agency's safety goals and ensure the day to day safe operation of Paratransit, Inc.'s modes of transportation.

Chief Executive Officer (Accountable Executive)

- Provides guiding direction to staff on Paratransit, Inc.'s mission, vision, and goals. Leads the organization's safety culture
- Makes decisions regarding resources (e.g. staff and funds) to support asset management, SMS activities, and capital investments
- Signs SMS implementation planning documents and endorses SMS implementation and team participation
- Updates the PTASP
- Distributes information to external partners and passengers
 - Rider alerts posted on social media
 - Rider alerts on the PI website
 - Transit app alerts
 - Allocates funds to transit safety programs (capital and operating)

Chief Operating Officer (Chief Safety Officer)

- Leads all transit efforts
- Participates in root cause investigations
- Reviews route development for safety consideration
- Ensures compliance to include monitoring the industry for best practices, new regulations, and even trainings
- Inspects buildings, equipment, utility systems and facilities to determine needed repairs and maintenance and ensure they are kept in a State of Good Repair, consistent with FTA guidance and PI adopted standards

Chief Financial Officer

- Reports to funding agencies on revenue mileage, insurance costs, and experience modification
- Reports expenditures on safety and security
- Oversees insurance claims
- Ensures financial securities including:
 - Separation of financial duties
 - Limited access and privileges to accounting software and cash account
 - Bank verification of expenses
 - Annual financial audits

Chief Administrative Officer/Human Resources/Risk Officer

- Records the employee retention rates
- Recordkeeping and reporting OSHA injury and illness
- Coordinates and tracks worker's compensation cases
- Participates on the safety committee
- Coordinates safety meeting facilitators for staff
- Reviews standard operating procedures with staff
- Directs the risk management program, including insurance and liability
- Sets up and monitors records and program functions for risk management activities relating to proper appraisal and insuring of District properties, fixed assets and other items
- Recommends and implements policy/procedure updates as they relate to legal, legislative and other developments concerning risk management matters and related impacts on operations

Maintenance Supervisors

- Supervisory and administrative responsibility for the maintenance and safety of all revenue and non-revenue vehicles, equipment, and facilities
- Administers the Transit Management Plan

- Inspects buildings, equipment, utility systems and facilities to determine needed repairs and maintenance and ensure they are kept in a State of Good Repair, consistent with FTA guidance and PI adopted standards
- Maintains the collection and provision of maintenance data, such as frequency, cost of materials, and cost of labor for repairs
- Provides training to maintenance staff, assists in safety meeting deliverables, contributes to the safety committee, and participates in root cause investigations
- Establishes and monitors work policies, procedures and safety standards; trains assigned staff accordingly; executes corrective disciplinary actions, as required
- Prepares and maintains records, logs, and reports related to activities, inventory, MSDS (materials data safety sheet) documentation, work requests, accident and safety issues

Operations Manager

- Monitors and supervises operator performance and policy adherence to assure a safe, high quality, fixed-route and paratransit service is provided to the public
- Assesses, develops, and provides appropriate training as necessary
- Visits the field to interact and develop positive rapport with operators, road supervisors and the public to assure safe, courteous and reliable service
- Conducts investigations and interviews, levies discipline for operators concerning performance issues, up to and including termination
- Responds to employee incident reports and safety concerns in the Operations Department
- Participates in root cause investigations, manages safety related data collection
- Assists with the development of routes, including timing and safety considerations



- Assists in safety meeting deliverables, coordinates facilitators for safety meetings, contributes to the safety committee, and participates in root cause investigations
- Leads customer complaint investigation
- Leads the develop of SOPs; trains and reviews with staff

Transportation Operations Supervisors

- Leads root cause investigations, tracks safety events, identifies trends or patterns, and oversees training and retraining of all operations staff
- Leads in route development, including timing and safety considerations
- Schedules road supervisors, operators, and dispatchers; monitors hours per DOT regulations
- Inspects and verifies work in progress and completed work of assigned employees and contractors for accuracy, proper safe work methods, techniques, and compliance with applicable safety standards and specifications
- Participates in the Safety Committee
- Assists in the customer complaint investigation
- Assists in the development of SOPs
- Assists with distribution of external information
- Responsible for self-inspections and reporting unsafe work practices/conditions to one or more of the above parties, ensures operators properly complete pre/post-trip inspections
- Observes driving skills and work habits of operators in the field; evaluates and trains operators; responds to problems in the field, such as equipment failures and incidents
- Makes work practice observations to all areas under their supervision
- Completes accident investigation forms and participates in determining the root cause of an accident/incident; assists in investigating and resolving customer complaints



- Oversees and provides input to route changes/emergency needs due to inclement weather or other situations that demand attention
- Ensures all PI policies and procedures are followed by staff; models safe practices
- Routinely utilizes video management system (VMS) software to document incidents and submit reports and statements as necessary

Trainers

- Observations of unsafe trends or patterns
- Provisions training needs
- Ensures acceptable pass rates for new operators
- Performs evaluations of new operators

Analyst(s)

- Reports to the National Transit Database (NTD)
- Participates in route development, including timing and safety considerations
- Leads Short Range Transit Plan (SRTP) development

Safety Sensitive Staff (Operators, Mechanics, Dispatchers, and Utility Workers)

- Responsible for self-inspections and reporting safety concerns immediately, either to a supervisor, Human Resources/Risk Manager, one or more of the above parties, or anonymously by way(s) per the agency's policy
- Responsible for participating in mandatory safety meetings; voluntary participation in safety committee
- Responsible for all aspects related to fitness for duty
- Abides by all Department of Transportation (DOT) regulations
- Obeys all traffic laws
- Monitors passengers' behavior to ensure their safety and the safety of other passengers

Employee Safety Reporting Program

Paratransit, Inc.'s system of communication (management, supervisors, and employees), is designed to facilitate a continuous flow of two-way safety information in a form that is readily understandable to, and between, all affected personnel. This two-way communication may include language interpreters, when appropriate. Safety information is entered, aggregated, and queried through an information management system, The Reporting Solution. Below are the current methods of information sharing:

- All PI staff participate in a new staff orientation, including a discussion of site-specific safety and health policies and procedures; the policies and procedures are referenced throughout training to ensure understanding, implementation, and retention
- Transit staff attend safety training meetings which encourage employee participation and dialog, including topic suggestions
- Routine completion of the Daily Vehicle Inspection Reports (DVIRs) of operators to alert maintenance of any mechanical defect
- Staff may anonymously report safety concerns and inform management of work place hazards
- Dispatchers, Road Supervisors and management make safety announcements over the two-way radio
- Staff may review safety promotional materials on the communication board, agency e-mails, and memorandums
- Safety Meetings
 - New policies/procedures are discussed to help determine implementation
 - Workplace hazards are discussed in detail on how to prevent events from re-occurring
 - Root cause investigation outcomes are discussed
 - Internal Controls and Personal Protective Equipment (PPE) are evaluated to assist in reducing injuries/illnesses



- o All employees are invited and attendees are urged to suggest ways to maintain a safe working environment and serve as role models for the entire team

Depending on the method in which the safety concern was communicated will dictate how the manager responds, including how the employee will receive updates, and how the resolution will be communicated. The manager will follow-up directly with the employee with status updates and the resolution. If the report was made anonymously, the receipt of the concern is documented in the safety committee meeting minutes, as well as the outcome.

The Collective Bargaining Agreement (CBA) outlines the disciplinary process for all representative staff. Management encourages honest accountability when safety events occur.

Safety Risk Management Process

Safety Risk Management is an essential process within Paratransit, Inc.'s SMS for identifying hazards, assessing, and reducing safety risk.

Safety Hazard Identification

Routine inspections are an important source of information about safety concerns. Results from inspections may also help identify areas where mitigations were designed and adopted to manage safety risk, but have not been carried out as required. Inspections include personnel, vehicles, facilities, and data that identify potential safety concerns:

Personnel:

- Operations personnel fitness-for-duty checks, which may identify:
 - o Impairment
 - o Fatigue
 - o Absence of corrective lenses
 - o Missing credentials (e.g. medical certification, driver's license)



- o Apparent injuries, and
 - o Uniform or equipment issues
- Operator gate/field checks; operator evaluations
- Customer complaints
- Radio or digital communication checks

Vehicles:

- Routine Preventive Maintenance Inspections (PMIs)
- Pre/Post trip vehicle inspections
- Fleet and Facility Requests and Service Incidents
 - o Facilities inspections
 - o Employee observations
- Federal Transit Administration (FTA) notices and announcements
- Transit industry publications

Facilities:

- Targeted inspections to identify and evaluate workplace hazards are performed by management when the following situations occur:
 - o New substances, processes, procedures, or equipment that presents the potential for new safety concerns are introduced into the workplace
 - o New or previously unidentified hazards are recognized
 - o New job duties are introduced or assigned
 - o Facility conditions warrant an inspection
 - o Transit Asset Management (TAM) assess condition assessments

Administrative:

- Rules compliance checks, which may identify:
 - o Non-compliance with safety rules
 - o Challenges in complying with safety rules
 - o Emerging practices
- Incident reports, including near misses
 - o Trend and pattern identification

- Electronic Pull Notice (EPN) program
- Third Party Administrators for Worker's Compensation and for Liability Claims
 - o Cal-OSHA lost and restricted days reported on the Cal-OSHA 300
 - o Occupational illnesses/ injuries occurrence (i.e. workers compensation claims)

Safety Risk Assessment

Methods and processes used to assess the safety risks associated with identified safety concerns and prioritizing the hazards are based on the level of safety risk. Safety risk must be assessed in terms of likelihood or the probability of a consequence occurring and the severity or seriousness of the consequence, if it occurs. On the safety risk matrix, the Y axis is the likelihood/probability and the X axis is the severity/seriousness. Events are analyzed by using the relevant number on the X and Y axis. The square where the relevant X and Y axis score meet is used. The corresponding numbers on the X and Y axis are multiplied and this number is used to identify the score on the risk score legend.

For example, an event that is both definite (5) and catastrophic (5) it will result in a score of 25 and rank the highest on the matrix. Conversely, if the event was rare (1) and insignificant (1), it will result in a score of one and rank lowest on the matrix. Most events will rank somewhere in the middle and as the matrix is utilized, the tool may be refined to better suit the application at PI. Paratransit, Inc.'s Safety Risk Matrix and Risk Score Legend is located in Appendices D and E, respectively. When a safety concern is identified, the affected supervisors and/or managers use the matrix and legend to understand when actions are necessary to reduce or mitigate the safety risk and the urgency of the mitigation.

PI assesses safety risk by evaluating unsafe work conditions, practices or procedures at the facility. Safety risks shall be corrected in a timely manner, based on the severity of the hazards and according to the following procedures:

- When observed, or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employees(s) and or property, PI will remove all exposed employees from the area except those necessary to correct the existing condition. Employees required to remain available to correct the hazardous condition shall be provided with the necessary PPE.
- All such actions taken and dates of the completed corrections will be documented

Investigation of workplace events, hazards, and near misses are completed by the affected employee's supervisor, and include:

- Visiting the scene as soon as possible
- Interviewing affected worker and any witnesses
- Examining the workplace for factors associated with the event/hazard/near miss
- Determine the root cause and any associated causes of event/hazard/near miss
- Near misses are be treated with the same urgency as an actual event
- Take corrective actions to prevent the event from reoccurring
- Document findings and actions taken
- Management is notified immediately of a fatality or serious injury or illness and notifies the nearest office of the Division of Occupational Safety and Health by phone or fax within eight (8) hours (CCR Title 8, Section 342)

Safety Risk Mitigation

The goal of risk mitigation is to reduce the risk to an acceptable level; however, mitigations do not typically eliminate the risk entirely. The methods or processes to identify mitigations or strategies necessary will depend on the event and who in the agency is qualified to select appropriate safety risk mitigations. PI may survey



other transit agencies to ensure any proposed safety mitigation is appropriate and there are no unintended effects (i.e. new hazards).

The team who evaluates the risk and the mitigation will be determined based on the risk. If an event occurs at the facility, it is likely the Fleet and Facility Manager will be involved in the mitigation assessment to offer insights about the building or property. Facility risks may be mitigated by improved snow removal or upgrades to the building and property.

As PI identifies operational risks, the operations manager and other operations staff will assess mitigation strategies. New trainings may be implemented or existing training curriculum may be revised to address operational risks. If risks emerge on an existing route, PI may opt to engage a planner to gather perspective on changes to the path of travel. Each mitigation will depend on the circumstances of the risk and practical, yet creative, options available. PI will monitor the effectiveness of the approach and make adjustments as needed.

Safety Assurance

Safety Performance Monitoring and Measurement

Safety hazards are identified in a number of ways as outlined in the previous sections. Paratransit, Inc.'s activities to monitor compliance with operations and maintenance procedures are described below.

Direct observation is the most valuable method of monitoring the safety of the system. All PI employees are responsible for this observation as they navigate through the facilities and greater service area. Environmental challenges such as icy roads, inadequate snow removal, traffic, malfunctioning traffic signals, road construction, and road closures are all common when operating in a mountainous environment with high visitation. To stay current on all conditions, road supervisors continuously check the service area with heightened attention to the more dangerous regions. Two-way radio communication is the most immediate method



to alert operators of potential hazards, move to a detour or snow route, or suspend service.

Operators and road supervisors have the most first-hand opportunities to recognize hazards in the field. Employees are encouraged to complete employee incident reports any time something out of the ordinary occurs, including near misses. After review of the employee incident report, at least two supervisor(s) or manager(s) will review the video of the incident, depending on the seriousness and probability using the Safety Risk Matrix. If the initial review of the event creates concern around the employee's performance, the deficiency is addressed with retraining and coaching. Depending on the situation, this may include video review of the unsafe behavior with the employee, review of training materials, and hands-on behind the wheel training. All training is documented on a coaching form and, if necessary, disciplinary action is included in the file. All training, coaching, and disciplinary records are retained for at least three years.

Every collision, regardless of how minor, is evaluated using a notice of collision determination form. At least two supervisor(s) or manager(s) review all of the information related to the event and make a determination if it was preventable, non-preventable, or undeterminable. A root cause investigation may be conducted for preventable and undeterminable safety events.

A root cause investigation is an in-depth analysis of all possible causal factors. A root cause investigation is usually conducted by a team, which may include supervisors, operators, risk management, and union representatives. The following factors are evaluated to determine causation or contribution:

- PI and other vehicle(s)
- Environment (weather, time of day, road conditions)
- Passengers
- Policies & Procedures
- Mobility device, if applicable



- Pedestrians
- Operator's training, previous coaching, and active discipline

All members of the team share their perspectives and a final root cause report is drafted. Root cause reports are shared at the safety committee meetings to reduce the likelihood of the event reoccurring and this information is saved at least three years.

Per PI standard operating procedure, and in alignment with DOT regulations, operators complete pre-trip and post-trip inspections on the vehicles driven over the course of the day using a DVIR. The completed DVIRs are turned into the maintenance department and reviewed for safety defects. Work orders are generated through The Reporting Solution for each defect noted on the DVIR. Each vehicle has a designated clipboard with all open work orders attached, the clipboards are accessible to all staff. This allows operators to see the progress on the defect they reported.

Paratransit, Inc.'s maintenance department monitors road calls, fleet and facility requests, DVIRs, service incidents, and routinely visually inspects the vehicles. Preventive maintenance inspections are regulated based on a calculation of miles (i.e. annual miles each subfleet traveled divided by the inspection interval miles for that subfleet) and the results of oil analyses. The PMI schedule is tracked in our Enterprise Asset Management (EAM) software (which links to our PASS Operating system) and the PMI includes a multi-item checklist, followed by a road test to verify serviceability of the vehicle. PMIs assess the conditions of Paratransit, Inc.'s assets on a routine basis. Paratransit, Inc.'s inspections include a multi-item check list that touches on every wearing item/system on the bus and is followed by a road test to verify the serviceability of the bus. Inspection of all electrical equipment including video cameras, Zonar, and radios are also performed at this time.

Operational Safety Inspections are also tracked through EAM and are performed every 90 days in compliance with the California Highway Patrol, California Vehicle



Code. The maintenance department monitors technical bulletins, manufacturing notifications, and recall notifications. Defects identified will be handled in-house within Paratransit, Inc.'s resources and its personnel's scope of training. All other defects are contracted with professionals who specialize in the area of expertise.

All maintenance work, regardless of the source, is entered into EAM. Data can be aggregated in various ways to query different reports depending on the need. Updates are entered for ongoing repairs, providing electronic documentation of the full evolution of the repair.

EAM allows management to search key words and create reports on any fleet and facility requests, service incidents, employee incidents, or customer comments entered into the software. Custom reports may also be made when a unique situation arises. Key performance indicator reports are available to outline the number of work orders created and closed, labor hours, road calls, bus availability, and part requests. This level of monitoring allows management to identify safety risk mitigations that are ineffective or inappropriate. EAM maintains an indefinite retention of data, entries, and reports at this time.

All safety concerns and suggestions, anonymous or not, are reviewed. The concerns/suggestions are documented for all staff to review. If the suggestion has a limited likelihood of occurring and the severity is negligible, the appropriate person will investigate the issue and report back at the next management meeting. Depending on the complexity of the matter, the issue might be mitigated or it might require more group input at the next meeting.

The Cal-OSHA 300 Log is a record of work-related injuries and illnesses. The log classifies work-related injuries and illnesses and notes the extent and severity of each case. When an incident occurs, the log is used to record specific details about what happened and how it occurred. PI has logs for each physical location. An annual summary shows the totals for the year in each category. The annual summary is posted for employees to be aware of the injuries and illnesses occurring



at their workplace. After the Cal-OSHA 300 Log is posted for two months, the Human Resources/Risk Manager retains the log for at least three years.

Safety Promotion

Competencies and Training

PI requires employees including the Accountable Executive, Chief Safety Officer, and contractors, to complete training to be able to fulfill their safety-related roles and responsibilities. Initial training will be completed at hire/assignment, refresher training will be provided when behaviors indicate a need, and/or there are changes to the PTASP, operations, procedures, organizational structure, or when new safety concerns are identified and mitigation measures are developed. Each new Director on the PI Board of Director's receives an orientation packet and the plan will be included.

All transit staff are required to participate in Harassment, Distracted Driving, Injury and Illness Prevention Program, Hazardous Communication, Stress Management, Workplace Violence, Active Shooter, and Ethics. All safety sensitive staff are required to complete the Substance Abuse Awareness Training Program.

Paratransit, Inc.'s training program is constantly updated to reflect the changing regulations and best practices in the industry. Several specialized trainings for Paratransit, Inc.'s environment, policies/procedures, PASS: Passenger Assistance Safety and Sensitivity, and technologies. The road supervisor and dispatcher training includes more emphasis on the office technologies such as Computer Aided Dispatch and Automatic Vehicle Locator software (CAD-AVL), paratransit scheduling software, and The Reporting Solution software. The road supervisors also receive training on farebox troubleshooting, video review, and supervisor-specific reasonable suspicion and harassment trainings. All of the training is also available in an open format for retraining to ensure all staff feel confident in their skills.



All CDL holders have a minimum of 20 hours of classroom training and 30 hours of behind the wheel training. The exact number of training hours varies depending on the operator's license and endorsements. New employees training with PI to obtain their CDL average over 100 hours of training.

Maintenance staff (Mechanics and Service Assistants) must complete the following trainings:

- Preventive Maintenance checklist training
- Personal Protective Equipment (PPE) selection and use
- Shop daily safety inspection and cleaning procedures
- Lockout Tagout equipment procedure
- Proper hydration during summer months
- Tire training
- Eye wash and eye safety procedures
- Proper use of a fire extinguisher
- Spill Management prevention
- Proper air conditioning refrigerant recovery , recycling and service procedures
- Blood borne Pathogen safety training.
- Safety Data Sheet (SDS) location and understanding
- Walking safely in shop
- Proper lifting, bending, carrying
- Moving and road test driving vehicles
- Use of hydraulic lift
- Use of powered hand tools
- Use of compressed air tools
- General use of electric machinery
- Battery jump starting



Paratransit, Inc.'s insurance companies all provide various in-person and online safety training opportunities. PI also prioritizes training for staff through the Transit Safety Institute (TSI) and National Transit Institute (NTI).

Safety meetings are held for all maintenance and also for operations staff. The topics of the safety trainings are often suggested by staff, as a result of a pattern identified within PI, or something that is a current transit trend or update.

Safety Communication

Passengers and Community Communication

External communication occurs through email distribution lists, social media, PI website, and mobile application alerts. Additionally, informational flyers and public notices are posted in the buses.

Internal Communication

The following is Paratransit, Inc.'s system of communication, designed to facilitate a continuous flow of two-way (management, supervisors & employees) safety and health information in a form that is readily understandable to and between all affected personnel:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures
- Follow through by supervision to ensure effectiveness
- Monthly safety training meetings that encourages employee input
- Posted and distributed safety information
- Paper and electronic systems for employees to anonymously inform management about workplace hazards or safety concerns
- Safety Communication Board
- Agency e-mails, and memorandums
- Posters, notices, memos, white board announcements



- Safety messages over the MDT's
- Regular updates to the Board of Directors

Following adoption of this plan, and any subsequent revisions, copies will be provided to Caltrans and SACOG in accordance with Federal Transit Administration guidelines.

Appendices

Appendix A: Record of Revisions

A table that records the history of revisions made to the agency's PTASP is contained in the table that follows. The history of the changes was placed in this appendix to help preserve the page numbering to the extent possible.

Plan Version Number and Updates			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
1	Various	Updated dates and annual numbers	12/17/21
2	Various	Updates dates, numbers and roles	11/20/22
3	Various	Updates dates, numbers and roles	12/31/23
4	Various	Updates dates, numbers and roles	12/11/24

Appendix B: Glossary of Terms and Acronyms

Term	Definition
Accident	Accident means an Event that involves any of the following: a loss of life; a report of a serious injury to a person; a collision of public transportation vehicles; a runaway train; an evacuation for life safety reasons; or any derailment of a rail transit vehicle, at any location, at any time, whatever the cause. (per § 673.5)
Accountable Executive	§ 673.5 Definitions – Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Public Transportation Agency Safety Plan of a public transportation agency; responsibility for carrying out the agency’s Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the agency’s Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. § 5329(d), and the agency’s Transit Asset Management Plan in accordance with 49 U.S.C. § 5326. § 673.23(d)(1) – The transit agency must identify an Accountable Executive. The Accountable Executive is accountable for ensuring that the agency’s SMS is effectively implemented throughout the agency’s public transportation system. The Accountable Executive is accountable for ensuring action is taken, as necessary, to address substandard performance in the agency’s SMS. The Accountable Executive may delegate specific responsibilities, but the ultimate accountability for the transit agency’s safety performance cannot be delegated and always rests with the Accountable Executive. <i>Each transit agency must identify an Accountable Executive within its organization who ultimately is responsible for carrying</i>

Term	Definition
	<i>out and implementing its Safety Plan. A State that drafts a plan on behalf of another recipient or sub-recipient is not the Accountable Executive.</i>
Chief Safety Officer/SMS Executive	§ 673.31 Definitions – Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency’s chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system. Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent. § 673.23(d)(2) – The Accountable Executive must designate a Chief Safety Officer or SMS Executive who has the authority and responsibility for day-to-day implementation and operation of an agency’s SMS. The Chief Safety Officer hold a direct line of reporting to the Accountable Executive. A transit agency may allow the Accountable Executive to also serve as the Chief Safety Officer or SMS Executive. <i>Each transit agency must identify a Chief Safety Officer within its organization who has the authority and responsibility for day-to-day implementation and operation of the agency’s SMS. The Chief Safety Officer must meet the requirements specified in § 673.31 and § 673.23(d)(2). For SMS to be successful and effective, this person should have a strong working relationship with the operations and asset management functions at the transit agency.</i> <i>Small public transportation providers may designate a Chief Safety Officer or SMS Executive who also manages other</i>

Term	Definition
	<i>functions, such as operations, maintenance, and grant administration. For these transit agencies, the Chief Safety Officer may be a full-time employee of the transit system who has responsibility for duties other than safety, a part-time employee of the transit system, or a contracted employee.</i> <i>Bus transit systems that operate more than 100 vehicles in peak revenue service should have a dedicated Chief Safety Officer, given the increased safety risk of those systems. However, this is not a requirement.</i>
Consequence	Consequences are outcomes or what those conditions can cause. Transit agencies should assess the likelihood and severity of the <i>consequences</i> of a hazard, not of the hazard itself (per § 673.5)
Event	Event means any Accident, Incident, or Occurrence. (per § 673.5)
Hazard	Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment. Hazard are conditions. (per § 673.5)
Incident	Incident means an Event that involves any of the following: A personal injury that is not a serious injury; one or more injuries requiring medical transport; or damage to facilities, equipment, rolling stock, or infrastructure that disrupts the operations of a transit agency. (per § 673.5)
Occurrence	Occurrence means an Event without any personal injury in which any damage to facilities, equipment, rolling stock, or infrastructure does not disrupt the operations of a transit agency. (per § 673.5)

Term	Definition
Performance Target	Performance target means a quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the Federal Transit Administration (FTA). (per § 673.5)
Safety Performance Target	Safety performance target means a Performance Target related to safety management activities. (per § 673.5)
Serious Injury	Serious injury means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) Results in a fracture of any bone (except simple fractures of fingers, toes, or noses); (3) Causes severe hemorrhages, nerve, muscle, or tendon damage; (4) Involves any internal organ; or (5) Involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface. (per § 673.5)

Acronyms:

Caltrans: California Department of Transportation

Cal-OSHA: California Department of Occupational Safety and Health

CSO: Chief Safety Officer

DR: Demand Response

FTA: Federal Transit Administration

MB: Motor Bus

NTD: National Transit Database

NDOT: Nevada Department of Transportation



PI: Paratransit, Inc.

PPE: Personal Protective Equipment

PTASP: Public Transit Agency Safety Plan

SMS: Safety Management System

SOP: Standard Operating Procedure

TrAMS: Transit Award Management System

Appendix C: 2018 NTD Safety & Security Quick Reference Guide – Non-Rail Mode Reporting

Reportable Event: A safety or security event occurring: on transit right-of-way or infrastructure, at a transit revenue facility, at a maintenance facility or rail yard, during a transit-related maintenance activity, or involving a transit revenue vehicle. Excluded from this event reporting requirement are events that occur off transit property where affected persons, vehicles, or objects come to rest on transit property after the event, OSHA events in administrative buildings, deaths that are a result of illness or other natural causes, other events (assault, robbery, non-transit vehicle collisions, etc.) occurring at bus stops or shelters that are not on transit-controlled property, collisions that occur while travelling to or from a transit-related maintenance activity, collisions involving a supervisor car, or other transit service vehicle operating on public roads.

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
An event meeting the reportable event definition AND meeting <i>one or more</i> of the following reporting thresholds: • A fatality confirmed within 30 days (including suicide) • An injury requiring transport away from the scene for medical attention for one or more persons (partial exception in the case of Other Safety Events)	Less severe Other Safety Occurrence Not Otherwise Classified (OSONOC) injuries meeting the reportable event definition that is NOT a result of a collision, derailment, evacuation, security event, hazmat spill, or Act of God and non-major fires. OSONOC: • Single injury event requiring transport away from the scene for

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
MAJOR THRESHOLDS	NON-MAJOR THRESHOLDS
- Estimated property damage equal to or exceeding \$25,000 - An evacuation for life safety reasons - Collisions involving transit roadway revenue vehicles that require towing away of a transit roadway vehicle or other non-transit roadway vehicle Reports are due within 30 days of the date of the event.	medical attention (do not report “minor” collisions on S&S-50) Fires: Requires suppression that does not meet a major incident reporting threshold <i>injury, fatality, evacuation, or property damage of \$25,000 or more</i> Reports due by the end of the following month (e.g., January data due by end of February)

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
• A collision (including suicide/attempted suicide) • A fire • A hazardous material spill (requires <i>specialized</i> clean-up) • Acts of God (nature) • System security: ○ Arson ○ Bomb threat/bombing ○ Burglary/vandalism ○ Chemical/biological/radiological/nuclear release ○ Cyber security event ○ Hijacking ○ Sabotage ○ Suspicious package ○ Other security event (shots fired, projectiles, etc.) • Personal Security: ○ Assault ○ Homicide ○ Robbery ○ Larceny/theft ○ Motor vehicle theft ○ Rape	OSONOC: Injury due to: • Slip/trip • Fall ○ Including person making contact with a non-moving transit vehicle • Injury to maintenance workers • Boarding/alighting • Electric shock/burns • Abrupt or evasive transit vehicle maneuvers • Mobility device (e.g. wheelchair) securement issues • Injury sustained on a mobility device lift • Stairs/elevator/escalator injury Fire: • Requires suppression but no major threshold is met ○ Small fire in transit station ○ Small engine fire on transit vehicle

S&S-40 Major Event Report	S&S-50 Non-Major Monthly Summary
EVENT TYPES	EVENT TYPES
- o Other personal security events (non-collision suicide/attempted suicide, etc.) • OSONOC (two injuries and/or another threshold) - o Miscellaneous events that meet a threshold	

Appendix D: Safety Risk Matrix

Safety Risk Matrix					
Likelihood/Probability	Rare (1)				Flood
	Unlikely (2)				
	Possible (3)			Fire	Gas leak
	Likely (4)	Power Outage		Traffic	Serious Injury
	Definite (5)	Cold/Hot Temperatures	FOG	FOG with Heavy Traffic	Serious Injury
		Insignificant (1)	Marginal (2)	Moderate (3)	Critical (4)
Severity/Seriousness					
					Catastrophic (5)

Appendix E: Risk Score Legend

Risk Score Legend

Risk Score	Risk Level Category	Description
1-4 (green)	Low Risk	Manage by routine procedures and operations; should not require much attention.
5-9 (yellow)	Moderate Risk	Manage by specific monitoring or response procedures.
10-14 (orange)	High Risk	Requires escalation to management.
15-25 (red)	Critical Risk	Requires escalation to Accountable Executive.



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

AGENDA TITLE: Adopt Resolution 30-25 Approving the Paratransit, Inc. Board Meeting Calendar for the February 2026

MEETING DATE: December 15, 2025

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

RECOMMENDED ACTION:

Staff recommends that the Board of Directors adopt Resolution 30-25 Approving the Paratransit, Inc. Board Meeting Calendar for February 2026.

BACKGROUND AND DISCUSSION:

Annually, executive staff prepares the meeting calendar for the Board of Directors. All meetings are on the on the third Monday of the month except February and the meetings are scheduled for 6:00 p.m. Due to the holiday in February, the meeting is scheduled for Thursday, February 12, 2025 at 6:00 p.m. With the larger turnover of the Board, staff has received some feedback that there is a desire to revisit potential board dates and times. Staff is prepared to bring an item to the Board in February to discuss options and adopt the calendar for the remainder of the year.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Board Meeting Calendar February 2026
2. Resolution 30-25 Approving the Paratransit, Inc. Board Meeting Calendar for February 2026



PARATRANSIT, INC.

BOARD OF DIRECTORS' 2025 MEETING DATES

Paratransit, Inc.

2501 Florin Road

Sacramento, CA 95822

6:00 p.m.

February 12, 2026 (Thursday)

April, June, August, October and December TBD

Paratransit, Inc. Welcomes Public Attendance

**Please call 429-2009 if you would like to request an agenda.
Agendas are prepared and ready for public distribution three (3) days
before meeting dates.**



RESOLUTION NO. 30-25

**APPROVING THE PARATRANSIT, INC BOARD MEETING CALENDAR
FOR FEBRUARY 2026**

WHEREAS, Paratransit, Inc. holds Board of Directors Meetings that are regularly scheduled and open to the public; and

WHEREAS, the Board of Directors has identified 6:00 p.m. on the third Monday of the Month as the meeting time for the month of February; and

WHEREAS, the February Board meeting date varies from year to year and has been set for 6:00 p.m. on Thursday, February 12, 2026; and

WHEREAS, with a large turnover of Board Members, there is a desire to revisit the Board meeting schedule at the February 2026 meeting for the other meetings of 2026.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 30-25 approving the Paratransit, Inc. Board Meeting Calendar for February 2026.

Pat Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 15, 2025



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

AGENDA TITLE: Discussion and Appointment of Three New Board Members for a three-year term, beginning January 1, 2026

MEETING DATE: December 15, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Discussion and appointment of a three board members for a three-year term, beginning January 1, 2026.

BACKGROUND AND DISCUSSION:

At the August 2021 meeting, the Board participated in a facilitated discussion on Board governance and Board design. As part of that meeting, the Board directed the Chief Executive Officer (CEO) to begin the recruitment process to annually select new Board members. Consistent with the direction provided at the meeting, the CEO developed a short list of candidates (five) and provided them to the Board Vice Chair and Board Secretary/Treasurer. The Board Vice Chair and Board Secretary/Treasurer (Nominating Committee) have met with the potential Board members, and is recommending three for consideration. At the meeting, the Nominating Committee will present their recommendation for consideration of appointment.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENTS:

None



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

AGENDA TITLE: Adopting Resolution 31-25 Commending Julia Burrow's for her service to the Paratransit, Inc. Board of Directors

MEETING DATE: December 15, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 31-25 Commending Julia Burrows for her service to the Paratransit, Inc. Board of Directors.

BACKGROUND AND DISCUSSION:

Julia Burrows has been a member of the Paratransit, Inc. Board of Directors since January 2023. The Resolution presented for adoption, acknowledges Julia Burrows' service to Paratransit, Inc and its Board of Directors.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENTS:

1. Resolution 31-25



RESOLUTION NO. 31-25

COMMENDING JULIA BURROWS FOR HER SERVICE TO THE PARATRANSIT, INC. BOARD OF DIRECTORS

WHEREAS, Julia Burrows has faithfully represented Paratransit, Inc. as a member of the Board of Directors from January 2023 through December 2025; and

WHEREAS, during her time on the Board of Directors, Paratransit has accomplished the following:

- Launched the People to Produce Initiative
- Launched Home to Healthcare
- Implemented MetroHub, the region's one-stop resource for transportation
- Awarded the only Innovative Community Access and Mobility grant in CA
- Awarded one of four Areas of Persistent Poverty Grants in CA
- Expanded our Food Access Initiatives to launch a "CTSA" Food Recovery program
- Been granted authority to become a Direct Recipient of Federal Funds
- Delivered more than 8,500 Winter Wish List gift boxes
- Partnered with the Community to improve the lives of those most in need

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 31-25 commending Julia Burrows for her service to the agency, dedication to the public and our partners, and commitment to providing innovative mobility solutions to the Community.

Pat Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 15, 2025



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

AGENDA TITLE: Adopting Resolution 32-25 Commending Leigh White for her service to the Paratransit, Inc. Board of Directors

MEETING DATE: December 15, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 32-25 Commending Leigh White for her service to the Paratransit, Inc. Board of Directors.

BACKGROUND AND DISCUSSION:

Leigh White has been a member of the Paratransit, Inc. Board of Directors since January 2023. The Resolution presented for adoption, acknowledges Leigh White's service to Paratransit, Inc. and its Board of Directors.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENTS:

1. Resolution 32-25



RESOLUTION NO. 32-25

**COMMENDING LEIGH WHITE FOR HER SERVICE TO THE
PARATRANSIT, INC. BOARD OF DIRECTORS**

WHEREAS, Leigh White has faithfully represented Paratransit, Inc. as a member of the Board of Directors from January 2023 through November 2025; and

WHEREAS, during her time on the Board of Directors, Paratransit has accomplished the following:

- Launched the People to Produce Initiative
- Launched Home to Healthcare
- Implemented MetroHub, the region's one-stop resource for transportation
- Awarded the only Innovative Community Access and Mobility grant in CA
- Awarded one of four Areas of Persistent Poverty Grants in CA
- Expanded our Food Access Initiatives to launch a "CTSA" Food Recovery program
- Been granted authority to become a Direct Recipient of Federal Funds
- Delivered more than 8,500 Winter Wish List gift boxes
- Partnered with the Community to improve the lives of those most in need

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 32-25 commending Leigh White for her service to the agency, dedication to the public and our partners, and commitment to providing innovative mobility solutions to the Community.

Pat Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 15, 2025



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

AGENDA TITLE: Adopting Resolution 33-25 Commending Patrick Hume for his service to the Paratransit, Inc. Board of Directors

MEETING DATE: December 15, 2025

PREPARED BY: Tiffani M. Scott, President and CEO

RECOMMENDED ACTION:

Adopt Resolution 33-25 Commending Patrick Hume for his service to the Paratransit, Inc. Board of Directors.

BACKGROUND AND DISCUSSION:

Patrick Hume has been a member of the Paratransit, Inc. Board of Directors since February 2012. The Resolution presented for adoption, acknowledges Patrick Hume's service to Paratransit, Inc. and its Board of Directors.

FISCAL IMPACT:

There is no fiscal impact with this action.

ATTACHMENTS:

1. Resolution 33-25



RESOLUTION NO. 33-25

COMMENDING PATRICK HUME FOR HIS SERVICE TO THE PARATRANSIT, INC. BOARD OF DIRECTORS

WHEREAS, Patrick Hume has faithfully represented Paratransit, Inc. as a member of the Board of Directors from February 2012 through December 2025; and

WHEREAS, Patrick Hume served as President/Chair of the Board for 4 years during his Board tenure; and

WHEREAS, during his time on the Board of Directors, Paratransit has accomplished the following:

- Launched the People to Produce Initiative
- Launched Home to Healthcare
- Transitioned away from providing ADA services to become a regional mobility leader
- Designed and Launched PI Housing, creating workforce housing to meet the missing middle
- Re-envisioned the agency through new branding, updated mission and goals, and a new governance structure
- Implemented MetroHub, the region's one-stop resource for transportation
- Awarded the only Innovative Community Access and Mobility grant in CA
- Awarded one of four Areas of Persistent Poverty Grants in CA
- Expanded our Food Access Initiatives to launch a "CTSA" Food Recovery program
- Been granted authority to become a Direct Recipient of Federal Funds
- Delivered more than 2.75 million meals and served as a leader in Pandemic food assistance
- Delivered more than 17,500 Winter Wish List gift boxes
- Partnered with the Community to improve the lives of those most in need

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Paratransit, Inc. adopts Resolution 33-25 commending Patrick Hume for his service and leadership to the agency, dedication to the public and our partners, and commitment to providing innovative mobility solutions to the Community.

Kim Tucker, Vice Chair
Paratransit, Inc. Board of Directors
Dated: December 15, 2025



RESOLUTION NO. 34-25

CONFIRMATION OF ACTION OF PRESIDENT AND CHIEF EXECUTIVE OFFICER REGARDING TERMINATION OF MEMORANDUM OF UNDERSTANDING FOR CTSA SERVICES WITH UCP AND CONFIRMATION OF CONTINUED DELEGATED AUTHORITY OF PRESIDENT AND CHIEF EXECUTIVE OFFICER FOR ALL ACTIONS RELATED TO USE, LEASE, OR OCCUPANCY OF PARATRANSIT FACILITIES

WHEREAS, the Board of Directors of Paratransit, Inc. ("Paratransit") has previously delegated authority to the President and Chief Executive Officer to negotiate, execute, and administer agreements necessary for the efficient operation of Paratransit programs and services; and

WHEREAS, Paratransit's employment agreement with the President and Chief Executive Officer provides that the President and Chief Executive Officer's has the authority to plan, organize, direct, manage, and administer all activities, operations, and functions of Paratransit; and

WHEREAS, resolutions 01-23 and 02-23 delegated authority to procure and award contracts and execute and/or amend existing contracts to expand services consistent with the Board adopted Strategic Plan; and

WHEREAS, Paratransit and United Cerebral Palsy (UCP) entered into a Memorandum of Understanding (MOU) for consolidated transportation services agency services (CTSA Services) on January 15, 2002; and

WHEREAS, on August 25, 2025 consistent with the authority described above, the President and Chief Executive Officer provided notice of termination of the MOU to UCP consistent with the terms of the MOU; and

WHEREAS, such action by the President and Chief Executive Officer was taken within the scope of delegated authority, and in the best interests of the Paratransit.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT:

1. The Board of Directors hereby confirms that termination of the MOU by the President and Chief Executive Officer was within the President and Chief Executive Officer's previously delegated authority and that no approval of the Board of Directors was required.
2. Further for the avoidance of any doubt, the Board of Directors hereby confirms and reaffirms the continued delegation of authority to the President and Chief Executive Officer to negotiate, execute, amend, extend, administer, and terminate, as appropriate and in the President and Chief Executive Officer's sole discretion, any and all agreements, memorandums of understanding, licenses, permits, or other instruments related to the use, lease, or occupancy of Paratransit facilities.

Patrick Hume, Chair
Paratransit, Inc. Board of Directors
Dated: December 15, 2025