**May 23, 2019, 9:00 am**

Poinsettia Room, Encinitas City Hall

505 S. Vulcan Avenue, Encinitas, CA 92024

Board member LaVonna Connelly will join the meeting via teleconference.

**Meeting call to order, Introductions 9:00 a.m.**

1. Public Comment INFORMATION

1. April Board Meeting/RETREAT Minutes p-2 ACTION
2. Retreat Follow up:
   1. Outreach re. Contracted Services, Potential Board members p-7 POSSIBLE ACTION
   2. Public Agency status
3. Meetings with MTS, NCTD p- 8 INFORMATION
4. Grant opportunities: p- 9 POSSIBLE ACTION
5. WTS/AARP/FACT partnership grant update
6. FTA Capital Grants– Bus & Bus Facilities; Section 5310 Program
7. FACT Services Updates p- 11 INFORMATION
8. Monthly Financial Summary p- 14 POSSIBLE ACTION

8. Executive Director’s Report p- 18 INFORMATION

* + Conference updates
  + June Board meeting location/open house

9. Board member updates / proposed agenda items INFORMATION

**CLOSED SESSION**

10. Transportation contract proposals review ACTION

11. Software transition

**END CLOSED SESSION**  INFORMATION

**ADJOURNMENT**

# FACT’s Mission- *Assist San Diego County residents with barriers to mobility to achieve independence through coordination of transportation services*

.

**FACT Board of Directors Meeting Minutes**

April 18, 2019

Braille Institute, San Diego

4555 Executive Dr., San Diego, CA 92121

|  |  |
| --- | --- |
| Board Members Attending | Hon. George Gastil, Hon. John Aguilera, LaVonna Connelly, Hon. Phil Monroe, Hon. Bob Campbell, Susan Hafner, Hon. Kellie Shay Hinze, Hon. Jewel Edson, Gideon Marcus, and & Hon. Dave Roberts via phone conferencing. |
| TAC Members Attending | Muggs Stoll- SANDAG, Brian Lane- SANDAG |
| Staff Attending | Arun Prem, Meagan Schmidt, Budd Anderson, Julius Burgos, Ali Poorman, Kalin Alston |
| Public/Guests | Jay Hatfield- Braille Institute, Danna Cotman, Esq.- ARC IP Law, Hon. Colin Parent- Circulate San Diego, Maya Rosas- Circulate San Diego, Catherine Manis- City of San Marcos Senior Center |
| Public Comments | No public comment to report. |
| Welcoming Remarks | Hon. George Gastil began the Retreat introducing the meeting’s host, Jay Hatfield- Executive Director of the Braille Institute. Jay welcomed everyone and spoke of Braille Institute’s 100th year anniversary, who and how the Institute helps partially to completely blind people, and acknowledged their 200 + volunteers. |
| **Part A-** INTRODUCTIONS, REGULAR BUSINESS | George thanked Hon. John Aguilera for running the monthly Board Meetings in his absence.  John introduced Hon. Kellie Shay Hinze as FACT’s newest Board member.  George introduced Danna Cotman, Esq. founder and president of ARC IP Law and Counsel for FACT.  ***Motion to approve the February 28th Board Meeting minutes made by Hon. George Gastil. Second by Hon. Jewel Edson. George* *abstained due to his absence at the Feb. meeting.*** ***The motion passed unanimously.***  **Office relocation:** Arun recapped the office relocation to 516 Civic Center Dr.  **Meeting with Mr. Hasan Ikhrata, SANDAG:** Bob Campbell, John Aguilera, George, Arun Prem, and Brian Lane were in attendance.  George summarized the meeting with Mr. Ikhrata talked of his vision of transportation in San Diego County. John added that Mr. Ikhrata expressed his support and willingness to help FACT. Arun said that this meeting was extremely promising and he looks forward to working with the team at SANDAG. Bob Campbell felt that SANDAG is very supportive of FACT.  Hon. Phil Monroe questioned the MTS ballot measure. Muggs Stoll commented that SANDAG is working closely with MTS as well as NCTD. MTS projects will be integrated into the SANDAG vision.  **FACT Co-hosting CalACT Spring 2019 Conference**: The CalACT Spring Conference will be at Coronado- Loew’s Resort. Arun represents So. Calif on the CalACT Board. At this meeting Arun, Brian Lane and Meagan Schmidt will lead a panel discussion on “Coordinated Mobility in So. Calif” and “CTSA.” Arun welcomed the Board to attend the conference.  **SANDAG Cycle 10 Grants Update:** Budd Anderson provided an overview of the Cycle 10 Grants update. All FACT grant requests were fully funded. Arun added that FACT’s contracted services for partners who are not funded will affect FACT’s business also.  Bob thanked and congratulated Budd on a job well done. Bob asked for a future agenda item to discuss agencies that are underfunded to create opportunities and improve relationships.  Jewel suggested that FACT look into corporate funding with i.e. Qualcomm or SDG&E. Meagan recently attended a corporate funding information meeting. Meagan said that she is looking into beginning conversations with corporations for future donations.  **MTS Subcontracting Opportunity:** Arun recommended FACT submit a bid for becoming the broker for the MTS Access Subcontract administered by First Transit- a single vendor contract, the broker will be responsible for providing 7000 trips per month with a potential increase to 10, 000 trips. FACT can respond to the increase in trip volume by working with brokerage vendors. FACT has been in discussion with vendors.  Kellie Hinze asked if FACT can react to the increased volume of trips successfully. Arun commented that it is an opportunity, and the scalability of the brokerage and that he is confident that FACT can handle more trips.  Gideon Marcus and Jewel Edson asked which vendor will be completing the contracted trips.  John asked that there be a Business Plan highlighting hiring and space needs.  Susan Hafner commented for FACT’s mission it is very important to participate in these types of bids because it is the solution for FACT’s sustainability. It also will save money for the region.  ***Motion for approval of Staff recommendation to move forward with the MTS Subcontracting Bid with the recommendation to include an exception to the proposal for a gradual increase of trips over a certain period of time to reach the maximum trips made by Susan Hafner. Second by Hon. George Gastil. The motion passed unanimously.*** |
| **Part B:**  FACT SERVICES & FINANCE UPDATES | **Service Overview:** Meagan presented the CTSA Core Services. Meagan played two Call Center recordings of Coordinators Kalin Alston and Leticia Corona speaking with riders.  For FY 2018-   * Referrals- 1,414 * CAM- 6 meetings, approx. 20 attendees * Training workshops: Verbal Judo, 30 participants * Website hits- 16,706   FACT’s new website was discussed- showing screenshots of the “Find a Ride Tool”, a cleaner format, easier access to data, and rider stories. The goal of the website was to be Senior friendly and easy to navigate. The estimated live date was April 22.  New transportation software, Ecolane went live April 8. An Ecolane trainer was present for ten days for training support. There was no downtime in call center. The transition went smoothly.  Danna Cotman, Esq., FACT’s counsel, commented on the discussion regarding RouteMatch.  Meagan continued with highlights from FY 2018.   * Safety Inspections were completed in September * New Brokerage Vendors: Furaat and Telekom * Trips completed since inception: 163,327   **FY 2018-19 Financial Updates:** Julius Burgos presented the Finance Updates. |
| **Part C:**  REPORT: FACT’S REGIONAL IMPACT | George introduced Hon. Colin Parent and Maya Rosas from Circulate San Diego. Colin introduced the background of Circulate San Diego, a nonprofit that operates region-wide focusing on street safety, public transit, and sustainable growth. Much of the work Circulate does is research and advocacy.  Maya Rosas presented the Circulate draft report of FACT’S regional impact. The report was to do a deeper analysis of what FACT is providing to the region and how to leverage FACT’s unique brokerage model. The report reflects one year of FACT transportation data.  Phil asked for further discussion on a “no denial” policy. Kellie suggested a report to track the reason why the trip was denied due to logistics of the rider or vendor perspective.  Susan commented that administration/overhead costs should be included a more perfect comparison of cost per ride.  Phil added that the Board should find a way to bring ADA denials to zero per month and to include that in a monthly report.  Susan replied that FACT should look into providing referral or assistance for ADA certification for vendors.  Colin concluded that the finalized report will show that FACT is cost effective and competitive in the region. It will be a tool to support grants, RFPs, etc. The document will be on the Circulate website. Colin will have a press release for Circulate’s pool of media outlets.  Maya suggested that if there is TV media coverage- have RideFACT riders join in the interview.  Phil and Bob commented on increasing ridership with marketing. LaVonna commented that the “elevator blurb” or meaningful talking points for ridership outreach is needed.  George suggested forming a list of policy makers/agencies to receive the Circulate report.  Colin will take the Board’s feedback and incorporate it into the draft for final review. There will be a downloadable PDF and mobile version. The document will be shared on social media and released to the media.  John suggested drip emails to potential partners, current partners newly elected and elected officials. Monthly emails with updates, announcements etc.  Gideon suggested a PR person on staff or outsourcing the project to a PR firm. |
| Collaboration with San Marcos | Catherine Manis, Recreation Program Coordinator from City of San Marcos Senior Center. Catherine described the City of San Marcos’ Catch-a-Ride program. Transportation to the Senior Center has been available since 1982.  San Marcos has contracted rides with FACT for a year and a half. The partnership with FACT has been very impactful. The program has grown to approximately 100 San Marcos rides per month. San Marcos is able to track where their seniors are traveling to and how they are using transportation. The program has made San Marcos a better steward of taxpayer dollars. |
| **Part D:**  CTSA DISCUSSION | Danna Cotman presented information on the public agency status for CTSA’s. Danna met via phone conference with Muggs, Brian and Samantha Foulke to review the performance measures and a termination clause in the Draft CTSA agreement. Danna thanked the SANDAG team for a successful collaborative meeting.  She also thanked George, Bob, Phil, and Susan for starting the negotiations with SANDAG.  Danna started the discussion of Public Agency status.  *Rationale*: Limit potential liability protection, legitimacy with the public  *Potential Impacts*: transparency, negative impact on private funds, limitation and flexibility with government requirements, additional Board composition requirements, additional accounting practices, increased expectations- i.e. difficulty denying service, possible mandatory pension, and benefits.  Can FACT qualify from a private to a public agency? Further discussion is needed.  Lavonna asked what started this discussion. Arun commented that one of the main reasons is many larger no bid contract awards require public agency status.  Bob asked what will be the impacts with FACT’s relationship with SANDAG. Muggs replied that SANDAG’s position is neutral until more information is discussed.  George summarized the public agency status discussion become an agenda item and no formal action is needed.  Arun added that this discussion is not time sensitive.  Susan asked for a staff report on legislation changes that are in the process of the TDA revision. |
| **Part E:**  OUTREACH PLAN | Arun recommended that the outreach plan be an agenda item for the next meeting. |
| Adjournment | Meeting adjourned at 12:45pm |

**ITEM #3**

**TO:              BOARD OF DIRECTORS**

**FROM:          ARUN PREM, EXECUTIVE DIRECTOR**

**RE:             2019 BOARD RETREAT FOLLOW-UP ITEMS**

**ISSUE:**

The following Board Retreat agenda item discussions were deferred due to time constraints:

* 1. Discussions on the process for reaching out to potential agency contracted service clients, and FACT Board members.
  2. Public Agency status discussion

**BACKGROUND**

During the February meeting Board members requested staff for information on potential contracted services clients and reaching out to potential Board members. The item was placed on the agenda for the FACT Board Retreat on April 18; due to time constraints, the discussion was deferred until the May Board meeting.

1. FACT staff forwarded handouts listing the following information to Board members.

* points of contacts with Cities and other agencies who may be in the market for contracted transportation services, and
* the recently elected City Council members in San Diego County

Several Board members expressed interest in a discussion on this item. Staff requests feedback and recommendations from Board members in order to follow up.

1. Conclusion of discussion on Public Agency Status – due to some questions from Board members raised towards the end of the Retreat discussions, this issue may merit further discussion. The issue of Public Agency status for FACT is not a pressing one. It may be moot unless there are opportunities or goals that FACT chooses to address thorough this mechanism. The Retreat item was presented as information to create awareness of the potential opportunities that CTSA’s have to elect to become a public agencies if certain criteria were met. However CTSA’s may choose to exercise this option at their discretion. According to FACT’s attorney, additional research and actions may be necessary to pursue this option.

**RECOMMENDATION:** Staff requests the Board for feedback and recommendations, regarding outreach and Public Agency status.

**ITEM #4**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EXECUTIVE DIRECTOR**

**RE: MEETINGS WITH MTS AND NCTD**

**ITEM #5**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EECUTIVE DIRECTOR, and BUDD ANDERSON, GRANTS MANAGEMENT ANALYST**

**RE: GRANT OPPORTUNITIES**

**ISSUE**

An update for the Board on FACT’s AARP grant application and agency coordination; and FTA grant opportunities for funding to purchase new accessible vehicles.

**BACKGROUND**

1. AARP Livable Communities Community Challenge Grant:

AARP’s Community Challenge funds projects that build momentum for local change to improve livability for all residents. In 2019, the grant program will provide funds for community-based “quick-action” projects related to housing, transportation, smart cities and public spaces.

WTS reached out to FACT regarding submitting a joint project application under this program. The team developed a project application requesting $10,000 in grant funds to develop and market a promotional video showcasing the wide range of mobility choices available for seniors; persons with disabilities, veterans, and the income disadvantaged in San Diego County. The video will raise awareness of available mobility options and help connect the target population to community services.

Proposed deliverables:

1. FACT will produce and market an organizationally and AARP branded promotional video that will raise awareness about the services available for those with specialized transportation needs.
2. FACT will use footage from the longer video to create at least 1 short clip designed for easy sharing on social media and other media platforms.

The application was submitted on April 17, 2019. AARP plans to respond to applicants before the end of June.

1. FTA Grant Vehicles Opportunities

As a result of a growing need to use FACT’s traditional funding sources (SANDAG’s Specialized Transportation Grant Program and Caltrans’s FTA Section 5310 program) for Mobility Management and Operating projects, staff has researched other FTA grant programs that could fund vehicle projects. Since FACT is not a direct recipient of FTA funds, FACT must apply through SANDAG or Caltrans as a sub recipient in order to submit an application under an FTA competitive grant program.

In July 2018 staff coordinated with Caltrans to submit an application through the FY 18 FTA Bus and Bus Facilities Program - 5339 (b) requesting $642,412.76 to fund the purchase of 2 Bus Cutaways and 10 Accessible Minivans to replace retired vehicles and expand FACT’s vehicle fleet. Caltrans provided a letter committing Transportation Development Credits as a form of local match, so the vehicles should be 100% funded. FACT had identified in the application that the project was scalable. FACT was awarded $312,027, approximately the scalable project amount, to purchase 1 Bus Cutaway and 5 accessible minivans. The contract execution and vehicle delivery timeline have not been established.

Since FACT did not receive the entire funding requested through the FY 18 FTA Bus and Bus Facilities Program, staff researched applying through the Low or No Emission Vehicle Program. FACT informed SANDAG and Caltrans in advance of its intent to apply for vehicles through this program’s upcoming FY 2019 cycle. After learning more about the grant program, vehicle technology and infrastructure requirements, and the challenges and costs faced by transit agencies during the CalACT conference, staff decide not to apply for low or no emissions vehicles at this time.

On May 15, 2019 FTA issued a Notice of Funding for the Bus and Bus Facilities Program - 5339 (b) for FY 2019. The purpose of the Grants for Buses and Bus Facilities Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. Staff plans to work with SANDAG or Caltrans to submit an application. On May 7, 2019 staff sent out an Expression of Interest form to brokerage providers to collect information regarding the number and types of vehicles they are interested in operating on behalf of FACT. FACT has also been in discussion with community partners regarding the vehicle sharing program to understand their need for additional accessible vehicles. So far MTS, Safety First, Renewing Life, City of Vista and Furaat Transportation have expressed interest in operating FACT vehicles. Vehicles of interest include Class B Gasoline Cutaway Buses (12-Ambulatory + 2-Wheelchair Passengers) and Class D Accessible Minivans (5 Passengers + Driver or 2 Wheelchairs). Based on partner feedback, FACT will develop an inventory of vehicles to be included in the project application. Applications are due June 21, 2019.

Caltrans announced that their FY 18-19 FTA Section 5310 Call for projects will begin July 1, 2019. As mentioned above, FACT typically uses this source to meet its funding needs for Mobility Management activities, but vehicle (capital) projects are eligible under this program if deemed a priority.

**RECOMMENDATION:**

**Staff requests the Board’s feedback on the grant information presented, approval for staff to submit an application for vehicles under the FTA Bus and Bus Facilities Program - 5339 (b) grant program, and authorization for Board officers to sign a Board of Directors grant resolution to be included in the grant application.**

**ITEM #6**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EXECUTIVE DIRECTOR, AND MEAGAN SCHMIDT, OPERARTIONS MANAGER**

**RE: FACT SERVICES UPDATE**

**ISSUE:**

This item presents a monthly RideFACT and agency services update.

**BACKGROUND:**

|  |  |  |
| --- | --- | --- |
|  | **Feb** | **Mar** |
| **SERVICE** | **ONE-WAY TRIPS** |  |
| **County HHSA** | **10** | **27** |
| **St. Paul’s** | **116** | **155** |
| **St. Paul’s Group** | **61** | **129** |
| **San Marcos** | **97** | **113** |
| **Oceanside** | **304** | **374** |
| **Parkinson’s Assoc.** | **3** | **18** |
| **Elderhelp** | **9** | **15** |
| **Tri-City** | **89** | **106** |
| **MV** | **0** | **0** |
| **RideFACT** | **2,195** | **2,358** |
| **TOTAL** | **2,884** | **3,295** |

**New Contracted Service- County HHSA**

This service provides trips for the County to non-contagious Tuberculosis patients from their residences to clinics for treatment. FACT was awarded the contract in November 2018. Trips may be scheduled in advance (the previous month) or requested up to 2 hours before the time of trip service. This contract has a term of 1 year with an option to extend up to (4) 1 year terms. 57 trips have been performed under this contract between late November through March.

**St. Paul’s PACE & Group Trips**

Under this service prospective senior program participants are provided roundtrip service to a PACE center. St. Paul’s PACE executed a contracted with FACT for transportation to 3 PACE centers throughout San Diego County (Downtown San Diego, Chula Vista & El Cajon) at a per mile rate. The current brokerage vendor for this service is Golden State Transportation. From September – March 2019, 726 trips have been provided. FACT and St. Paul’s staff worked on an additional arrangement to provide group trips from a PACE site 2 days a week for senior participants with a brokerage vendor who has larger vehicles. Trips for this service began in February 2019, 190 passenger trips were completed through March.

**The Parkinson’s Association of San Diego**

The Parkinson’s Association of San Diego (PASD) contracts with FACT to provide transportation for neurological medical appointments, support groups and Parkinson’s Association related events for their clients. This contract had a 6 month timeframe through April 11, 2019. An extension through April 12, 2020 was executed in early April. Between July – March 2019, 56 trips have been provided.

**City of San Marcos**

*Catch a Ride!* provides transportation for eligible seniors 60+ within San Marcos city limits as well as for medical purposes outside of the city within a 20 mile radius.

FACT has provided 873 trips between February – March, 2019. There are approximately 120 registered riders. San Marcos City staff hosted a resource fair to market the program on March 27th, FACT staff participated and spoke with prospective riders.

**MV NCTD LIFT Service**

No trips were performed.

**Tri-City Contract**

FACT began transportation services for Tri-City Medical Center in December 2016. Discharged patients are provided with rides from all hospital departments to their residence.

FACT has provided 2,694 trips for Tri-City patients between December 2016 – March 2019.

**City of Oceanside Senior Van Service**

Contracted service for Oceanside began in September 2013. FACT has invoiced City of Oceanside for 27,858 trips from September 2013 – March 2019.

Approximately 2,490 clients are registered to use this service.

**Elderhelp Program** Contracted service for Elderhelp began on March 12th, 2015. When Elderhelp cannot utilize their volunteers to service trips, FACT provides service. A total of 1,761 trips were provided between March 2015 and March 2019.

**Ecolane Software Implementation & Impacts**

Ecolane went live on April 11, 2019. An Ecolane Lead Technical Trainer was onsite during this week. There was no downtime in between utilizing the previous software and implementation of the new software. FACT staff is reviewing the first weeks of trips and billing with the new software and working with Ecolane to resolve any issues.

**RideFACT & Contracted Service statistics ytd for fiscal year July 2012 – March 2019**



\*Web hits were impacted by website and Google issues the months of September-present.

**RECOMMENDATION:**

**Staff seeks input from Board members regarding information presented in this item.**

**ITEM # 7**

**TO:              BOARD OF DIRECTORS**

**FROM:          ARUN PREM, EXECUTIVE DIRECTOR, JULIUS BURGOS, ACCOUNTANT**

**RE:             MONTHLY FINANCIAL SUMMARY and FOLLOW UP ACTIONS**

**ISSUE:**

**This item includes updates on the following:**

1. monthly Financial Summary
2. Reserve funds management
3. Cost allocation process for purchased transportation
4. FY 2019 Expense Projections, FY 2020 Budget review timeline

**BACKGROUND**

1. **Financial Summary – February 2019**

Balance Sheet vs Previous Year Comparison

* -  Compared to last year $419,069.98 is in the bank, 22% less than the previous year. This is due to RideFACT 5310 Grant match not being awarded this year. FACT is using reserve funds to fund the match.
* -  FACT Invoiced through February 2019 and has 2% more outstanding than previous year.
* -  Accounts Payables were 15% more due to move.
* -  Total Assets were 12% less than the previous year.

The balance sheet through February 2019 remains consistent and is stable between both years. Timely invoicing, receivables, and better cash flow management overall continues.

Accounts Receivable Status

* -  $262,952.45 is outstanding by (11) customers.
* -  Of the o/s amount, $248,414.93 is 60 days or less, 5,580.18 is less than 90, and 8,957.34 is over

90 days.  
Profit & Loss Budget vs. Actual Report – July thru February 2019

* -  Income thru February 2019 was 13.57% under budget due to a couple of factors:
  1. Contracted Service Rides had lower demand than expected. The Ride to Wellness Grant was cancelled.
  2. The overall expenses were 19.92% under budget due to a reduced demand from Contracted Services and other expenses being deferred.
* -  New Brokerage Systems Software and Circulate San Diego invoices were paid in February
* -  APTA, SDCVDC, CALACT, Calspace, CTP, and WTS meetings during first half of FY.
* -  Layer Seven phone system was purchased.
* -  Annual meeting was held in December.
* -  W2 reporting and W2 Processing fees in January but still in budget for FY

Net Income through February 2019 has a negative balance of $(58,918.98). This is mainly due to RideFACT’s 5310 grant not being awarded. FACT is responsible for 1⁄2 of the SMG grant as a cash match and it will have to be compensated through contract services and reserves.

FACT was able to apply a $25,000.00 grant towards RideFACT’s 5310 grant match in September. The funds came from the Community Enhancement County Grant and reduced money being taken from the Reserves.

Condensed Grant Balances Remaining

* -  Total funding available for all grants through February 2019 is $1,005,304.08.
* -  CTSA Funds have been allocated through February 2019 totaling $96,400.00.
* -  CTSA’s temporarily restricted net assets through February 2019 is $236,577.00.
* -  Unrestricted Net assets through February 2019 totaled $373,227.22.

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| **Savings / MMA vs CD Rates** | | | |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Bank / Institution** |  | **Type** |  | **APY** |  | **Terms** |  | **Min Bal** |  | **Maint Fees** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **CIT Bank** |  | **Savings** | | **2.45%** |  | **No** |  | **$25K** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **MySavingsDirect** |  | **Savings** | | **2.40%** |  | **No** |  | **$0** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **CIBC Bank USA** |  | **Savings** | | **2.39%** |  | **No** |  | **$1** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Citi Bank** |  | **Savings** | | **2.36%** |  | **No** |  | **$0** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Citizens Access** |  | **Savings** | | **2.35%** |  | **No** |  | **$5K** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Capital One** |  | **CD** |  | **2.70 - 3.10%** |  | **1 - 5 Years** |  | **$0** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Goldman Sachs Bank** | | **CD** |  | **.60 - 3.05%** |  | **6 Months - 6 Years** |  | **$500** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Synchrony Bank** |  | **CD** |  | **1.00 - 3.10%** |  | **6 Months - 5 Years** |  | **0 - $2,000** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Barclays** |  | **CD** |  | **2.70 - 3.05%** |  | **18 Months - 5 Years** |  | **$0** |  | **$0** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Ally Bank** |  | **CD** |  | **2.75 - 3.00%** |  | **1 - 5 Years** |  | **$25K** |  | **$0** |  |  |

* -  Total Equity as of February 28, 2019 is $550,885.24

1. **Reserve funds management**

FACT has a reserve balance of $550,885.24 as of February 2019. This amount includes restricted and unrestricted funds. It was recommend by the Board that FACT look at options for higher interest bearing investment or savings options. Staff compared interest rates between several CD options and other Banks with different savings interest rates:

Based on the above rate, the best option may be the online bank, MySavingsDirect. No minimum amount is required and the funds will have no held terms.

Reserve funds will be depleted by approx. $200,000 by the end of the Fiscal Year due to the need for match requirement for RideFACT grants. In order to avoid cash flow problems it may not be feasible to invest more than $100,000.00 at this time.

1. **Cost allocation process for purchased transportation**

During the 2019 Retreat the Board recommended development of a cost allocation process for purchased transportation. The cost allocation would enable FACT to determine the cost of administering the contracted services and purchased transportation services. It would also establish a basis of pricing FACT transportation for contracting purposes.

Process:

FACT staff discussed the Board feedback internally and with Greg Miller Associates – FACT’s consultants for accounting services review. The recommended process was to survey the time each employee of FACT spend on issues related to RideFACT and contracted transportation services. All employees logged the times they spend on transportation and recorded other activities under “Administration”. The payroll expenses were allocated according to the ratio of “transportation” and “administrative” expenses. The other expenses (non-payroll expenses) were allocated to transportation based on the same ratio developed via the survey.

Based on data from most recently completed Fiscal Year 2018, the fully allocated cost per trip was determined as follows:

Administration - X%

Transportation - Y%

Fully Loaded Cost = Total cost of purchased transportation + Transportation related administration / Total number of trips

1. **FY 2019 Expense Projections, FY 2020 Budget review timeline**

The enclosed spreadsheet shows FACT’s budget for the current Fiscal Year 2019, the year to date expenses income and expenses against each line (through the month of January 2019). The actual income and expense numbers were used for July – Jan. February – June income and expense were extrapolated. The total of the projected expenses for the FY 2019 provides a basis for the FY 2020 budget development as per the methodology used in recent years.

The DRAFT budget based on the projections will be presented to the Finance Committee in early June 2019.

**RECOMMENDATION:**

**None**

**ITEM #8**

**TO: BOARD OF DIRECTORS**

**FROM: Arun Prem, Executive Director**

**RE: Executive Director’s Report**

Meetings and Events 3/1-3/31/19

3/1 Meeting with St Paul’s PACE

3/5 Meeting with Danna Cotman

3/6 Senior Health & Technology Fair

3/6 Webinar- Effective Mobility as a Service Strategies

3/7 SANDAG Board Retreat

3/11 Quote Review- office planning

3/12 Ecolane- weekly call

3/14 CalACT Legislative Committee Meeting

3/15 Meeting with Joe Clark

3/16-17 APTA Board of Director Meeting

3/18 Meeting with Circulate San Diego

3/19 Quarterly Meeting with Muggs Stoll- SANDAG

3/20 CalACT Conference Strategy Committee Meeting

3/20 Geo Coding Training

3/25 Spring Conference Speaker Conference Call Meeting

3/26 Braille Institute Site Visit

3/28 Office Moving Day

Meetings and Events 4/1-4/30/19

4/2 Meeting with Circulate San Diego

4/2 CalACT Phone Meeting

4/4 FACT/SANDAG CTSA Agreement Meeting

4/8 Software Provider Training

4/9 Finance Committee Meeting

4/10 Retreat Prep Meeting

4/11 First Transit Pre-Bid Meeting

4/11 Learning from the German Approach to Transit

4/12 CalACT meeting- CTSA presentation

4/16 SANDAG Vehicle Inspections- Budd & Jonathan

4/16 Leichtag Foundation- The basics of corporate giving- Meagan

4/17 Retreat Review Meeting

4/18 Annual Board of Directors Retreat

4/23-26 CalACT Spring Conference

4/24 Age Well Transportation Meeting

4/29 Meeting with Jack Christensen- discuss 5339 (c)

Meetings and Events 5/1-5/31/19

5/1 Staff Meeting

5/2 TNC Pre-hearing & Workshop- Arun & Meagan

5/6 Meeting with Paul Jablonski- MTS

5/7 TNC Pre-bid Meeting

5/7 APTA- Reauthorization Revised Mobility Language

5/7 CalACT- Conference Strategy Committee Meeting

5/8 Board Agenda Review- George, John, Arun & Meagan

5/9 Tour and further discussion related to collaboration between FACT & PACE- Meagan

5/9 ARC Meeting- Budd

5/13 SSTAC Public Hearing- Meagan

5/13 Meeting with Matthew Tucker-NCTD

5/14 Phone call meeting with Fatuna- Golden State Transportation

5/15 Meeting with Telekom

5/19-22 APTA Conference- Arun & Meagan

5/23 FACT Board Meeting

5/27 Memorial Day- Office Closed

**UPCOMING EVENTS:**