**June 27, 2019, 9:00 am**

Gladiola Room, Encinitas City Hall

505 S. Vulcan Avenue, Encinitas, CA 92024

Board members Dave Roberts and LaVonna Connelly will join the meeting via teleconference.

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

1. Public Comment INFORMATION

1. May 23rd Board Meeting Minutes p-2 ACTION
2. SANDAG updates: p-4 INFORMATION

* Review of Triennial TDA Audit of FACT
* Update on San Diego Forward – 5 Big Moves

1. Meeting Planning: p-5 ACTION

* Annual Meeting Planning – December 17, 2019, Braille Inst.
* Even for Report Release – *Leveraging FACT -* date and location tbd

1. Proposed Updates to FACT’s Business Plan 2020-2025 p- 6 INFORMATION
2. FACT Services Updates p- 8 INFORMATION
3. Monthly Financial Summary & FY 2020 Budget review - p-11 ACTION

Finance Committee Report

(Report and Budget will be emailed under separate cover)

8. Executive Director’s Report p- 13 INFORMATION

* + CTSA Agreement implementation
  + First Transit procurement update

9. Board member updates / proposed agenda items INFORMATION

**CLOSED SESSION**

10. ED Review Committee Report

**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*

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**FACT Board of Directors Meeting Minutes**

May 23, 2019

Poinsettia Room, Encinitas City Hall

505 S. Vulcan Ave., Encinitas, CA 92024

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| --- | --- |
| Board Members Attending | Hon. George Gastil, Hon. Phil Monroe, Susan Hafner, Hon. Kellie Shay Hinze, Hon. Jewel Edson, Gideon Marcus, and LaVonna Connelly via phone conferencing. |
| TAC Members Attending | Brian Lane- SANDAG |
| Staff Attending | Arun Prem, Meagan Schmidt, Budd Anderson, Julius Burgos, Ali Poorman |
| Public/Guests | None |
| Public Comments | No public comment to report. |
| April Board Meeting/Retreat Minutes | Chair George Gastil called the meeting to order at 9:00 AM and led the Pledge of Allegiance.  ***Motion to approve the April 18th Board Retreat Meeting minutes made by Hon. Jewel Edson. Second by Hon. Phil Monroe.*** ***The motion passed unanimously.*** |
| Retreat Follow up | Arun discussed Retreat follow up items: contracted services outreach, structured Board recruitment outreach plan, potential Board Members outreach, and the public agency status.  Contracted services: Hon. Jewel Edson recommended to attend City Council Meetings for public comment. Arun said that the process to request a presentation before a City Council can be lengthy. Jewel suggested FACT Board members attend these presentations, bring hand-outs, and send information to staff prior to the presentation.  Arun thanked Hon. Kellie Shay Hinze for offering her time to attend these meetings.  George suggested establishing a relationship with a Council member and communicating with staff members.  Jewel commented when appearing before a council, it is an opportunity to get “a foot in the door.”  Kellie added that while there may not be an audience at a council meeting, many residents do watch the meetings from home and then call City Hall for further information.  Phil Monroe asked what FACT is hoping to accomplish by attending City Council meetings.  Arun answered- to inform how RideFACT can benefit their cities and FACT needs additional links to cities.  Phil replied that FACT’s elected and past elected officials through their relationships with current city officials can expedite the outreach process. Susan Hafner added that city council meetings can be an efficient way of utilizing time to catch the attention of the entire council and audience.  George suggested the development of an outreach plan and the Board should concentrate on 1-2 cities at a time.  Public Agency Status: George stated that the discussion of FACT becoming a public agency is evolving. He suggested for the Board to stay informed of future possibilities of becoming a public agency. |
| Meetings with MTS and NCTD | Arun met with Matthew Tucker, NCTD and discussed Drug & Alcohol Compliance policy. The policy was compliant, current and NCTD approved. They also talked about micro transit outside of ADA paratransit.  Arun met with Paul Jablonski and Sharon Cooney, MTS. He discussed FACT’s CTSA role and offered support for MTS projects and programs. |
| Grant Opportunities | Budd provided an update on grant opportunities and requested authorization for submitting Bus and Bus Facilities grant application.  Budd also provided information on other grant opportunities:   * AARP Livable Communities Community Challenge (Partnering with WTS) * FTA Grant Vehicles Opportunities (Low or No Emissions Program)   ***Motion to approve authorization for Board officers to sign a Board of Directors grant resolution to be included in the grant application made by Gideon Marcus. Second by Hon. Phil Monroe.*** ***The motion passed unanimously.*** |
| FACT Services Updates | Meagan provided an update on FACT Services:   * Increase in rides in March. * Completed 169,498 cumulative trips through March, 2019 * New agency service contract- St. Paul’s Senior Services & HHSA * New software Implementation went live 4/11/19   Arun recognized Meagan for her hard work and dedication during the Ecolane implementation in April. |
| Monthly Financial Update | Julius Burgos and Arun worked on creating a cost allocation formula to find the “fully loaded” cost per trip. Arun asked the Finance Committee (John, Susan & Phil) to review the cost allocation formula and next year’s budget to bring back to the Board for approval.  Julius updated the Financial Summary through February 2019. Arun moved the Reserve Funds Management discussion to the Finance Committee meeting. |
| Executive Director’s Report | Arun and Staff attended the CalACT and APTA conferences. Arun shared interesting information gathered during the conferences.  Arun asked the Board for feedback on moving the June FACT Board Meeting to Oceanside. The meeting will be combined with an Open House to tour the new FACT office. He suggested inviting CAM members also. Phil and Gideon commented that they are not available on that date. |
| Board Member Updates/proposed agenda items | None to report. |
| CLOSED SESSION | No reportable action taken. |
| Adjournment | Meeting adjourned at approximately 11:00 am |

**ITEM # 3**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EECUTIVE DIRECTOR, and BRIAN LANE, SANDAG**

**RE: SANDAG Updates**

**ISSUE**

Staff requested Mr. Brian Lane, Senior Transit Planner, to present updates for the Board on two ongoing SANDAG discussions:

* San Diego Forward Plan development
* Triennial TDA Audit Report

**RECOMMENDATION:**

**None**

**ITEM # 4**

**TO: BOARD OF DIRECTORS**

**FROM: ARUN PREM, EECUTIVE DIRECTOR, and MAYA ROSAS, CIRCULATE SD**

**RE: Meeting Planning**

**ISSUE**

Staff requests Board members for input regarding planning for two upcoming meetings:

* FACT Annual Meeting, December 17, 2019.
* Release event for Report – Leveraging FACT; this event will be presented by Circulate San Diego based on FACT’s recommendations. Ms. Maya Rosas, Director of Policy, Circulate SD, will present the tentative proposal an recommendations for Board input.

**RECOMMENDATION:**

**None**

**ITEM # 5**

**TO:              BOARD OF DIRECTORS**

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

**RE:             PROPOSED BUSINESS PLAN UPDATES 2020-2025**

**ISSUE:**

FACT’s CTSA contract with SANDAG requires an annual update of the Business Plan.  The current Business Plan update (2019-2024) was approved in June 2018.

This item provides an opportunity for the Board to review the areas where staff plans to make updates to existing Plan elements or introduced new ones.

The updated Business Plan will be presented to the Board for approval in July 2019.

**BACKGROUND**

FACT 2020-2025 Business Plan Update includes the following revisions to projects/status:

|  |  |  |
| --- | --- | --- |
| All sections were restructured, updated, reworded, and renumbered accordingly | | |
| **CHAPTER** | **SECTION** | **DESCRIPTION OF CHANGE/S** |
| **Chapter 1** | Highlights | Updated Year-by-Year Overview Chart through 2018 |
| Governance | Updated Organization Chart with Staff, Board, and CAM changes |
| Board of Directors | Added new Board member and updated officer positions. Removal of TAC (no longer active) section 1.4.2. |
| CAM | Updated CAM Membership |
| Staff | Updated FACT staff and positions |
| **Chapter 2** | Regional Transportation Needs | Updated statistics with data from SANDAG 2018 Coordinated Plan |
| **Chapter 3** | Role as CTSA | Added language on the CTSA Service Agreement update |
| Core CTSA Services | Separated Core CTSA Services from other FACT services as specified in the CTSA agreement. Added an update on the website overhaul. |
| FACT Transportation Services | Updated number of one-way trips to-date. |
| Transportation Brokerage | Updated the number of Brokerage vendors. Added a brief update on software transition to Ecolane. |
| RideFACT | Updated the trip total, average trip length, and average trip cost with FY18 data |
| Contracted Transportation | Added The Parkinson’s Association of San Diego, St. Paul’s Pace, and County of San Diego HHSA contracts. Added a subsection: Past Contracts |
| Rides to Wellness Grant Project | Update on project being cancelled as a result of Tri-City’s withdraw. |
| Sharing FACT Vehicles with Brokerage Providers | Added funding agencies and updated amount of vehicles and agency MOU's. |
| Applications for New Vehicles | Changed title and added information on FACT’s 5339 (b) application and award. |
| Vehicle Safety Program | Update on FACT’s vehicle inspections and funding agency inspections |
| Coordinated Outreach | Updated association memberships, meetings, councils, and other community groups FACT staff participates in |
|  | Service statistics | Updated the service statistics charts and graphs with FY 18 data |
| **Chapter 4** | Medical transportation coordination. | Removed Valley Radiology service. Added potential City of Vista service |
| ADA Paratransit and Other Public Transit Contracting Opp. | Added an update on FACT’s ADA taxi service bid with First Transit (MTS Access) |
| Projects Deferred for Future Consideration | Removed Highway 5 Mitigation Measures, added a section on Centralized Dispatch Center and Maintenance Program |
| **Chapter 5** | Grants | Updated FACT’s TDA 4.5 allocation, grant funding, and funding status in TABLE 5-1 |
| **Chapter 6** | Demand Management | Updated total ridership numbers and provided information on the RideFACT daily trip cap |
| Figure 6.1 Service projections | Updated service projections based on awarded funding |
| **Appendix 1** | CTSA Work Plan | Updated with FACT’s FY 19-20 CTSA Work Plan |
|
| **Appendix 2** | FACT Service Area Map | Updated with FACT’s FY 2018 service/trips map |
| **Appendix 3** | Service Providers – FACT Database | Updated link to Service Provider List on factsd.org |
| **Appendix 4** | FACT Title VI Plan & Non-Discrimination Program | Update links to documents on FACT’s new website |

**RECOMMENDATION:**

**Staff requests Board members for feedback on the proposed DRAFT Business Plan Updates.**

**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:**

|  |  |
| --- | --- |
|  | **Apr** |
| **SERVICE** | **ONE-WAY TRIPS** |
| **County HHSA** | **17** |
| **St. Paul’s** | **113** |
| **St. Paul’s Group** | **90** |
| **San Marcos** | **115** |
| **Oceanside** | **333** |
| **Parkinson’s Assoc.** | **13** |
| **Elderhelp** | **26** |
| **Tri-City** | **93** |
| **MV** | **0** |
| **RideFACT** | **2,404** |
| **TOTAL** | **3,204** |

**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. 74 trips have been performed under this contract between late November through April.

**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 – April 2019, 839 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, 280 passenger trips were completed through April.

**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 – April 2019, 63 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 988 trips between February – April, 2019. There are approximately 120 registered riders. San Marcos City staff hosted a resource fair to market the program on March 27th, FACT staff attended 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 2,787 trips for Tri-City patients between December 2016 – April 2019.

**City of Oceanside Senior Van Service**

Contracted service for Oceanside began in September 2013. FACT has invoiced City of Oceanside for 28,191 trips from September 2013 – April 2019.

Approximately 2,500 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 1,787 trips were provided between March 2015 and April 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 – April 2019**



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

**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; FINANCE COMMITTEE REPORT on FY 2019-20 BUDGET**

**ISSUE:**

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

1. monthly Financial Summary
2. Finance Committee (Hon. Phil Monroe, Susan Hafner, Hon. John Aguilera) REPORT on the proposed FY 2019-20 Budget *(the Budget will be forwarded under separate cover).*

**BACKGROUND**

1. **Financial Summary – March 2019**

Balance Sheet vs Prev Year Comparison

* -  Compared to last year $404,592.22 is in the bank, 2% less than the previous year.
* -  FACT Invoiced through March 2019 and has 16% less outstanding than previous year.
* -  Accounts Payables were 44% more due to move.
* -  Total Assets were 7% less than the previous year.

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

Accounts Receivable Status

* -  $295,455.94 is outstanding by (10) customers.
* -  Of the o/s amount, $293,048.59 is 60 days or less, 1,765.56 is less than 90, and 641.99 is over 90

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

* -  Income thru March 2019 was 10.84% 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 17.28% under budget due to a reduced demand from Contracted Services and other expenses being deferred.
* -  New Brokerage Systems Software and Circulate San Diego was paid in March.
* -  New office IT setup was paid in March.
* -  APTA, SDCVDC, CALACT, Calspace, CTP, and WTS meetings during first half of FY.
* -  Layer Seven phone system was paid in March.
* -  CAM and additional meetings but still in budget for year.
* -  Payroll Expenses paid on Calendar Year, CA Unemployment fee higher at beginning.

Net Income through March 2019 has a negative balance of $(64,445.52). 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. A small PayPal contribution to FACT was received and applied for $97.47.

Condensed Grant Balances Remaining

* -  Total funding available for all grants through March 2019 is $893,205.76.
* -  CTSA Funds have been allocated through March 2019 totaling $108,000.00.
* -  CTSA’s temporarily restricted net assets through March 2019 is $236,577.00.
* -  Unrestricted Net assets through March 2019 totaled $373,227.22.
* -  Total Equity as of March 31, 2019 is $545,358.70

1. **DRAFT FY 2019-20 BUDGET**

The DRAFT Budget was forwarded to the Finance Committee late during the week of June 17. It is currently under review by the Committee which comprises Board members Phil Monroe, Board Treasurer, Susan Hafner and John Aguilera. A REPORT will be available during the Board meeting on June 27. The Board item will be forwarded under separate cover after the DRAFT is approved by the Committee.

**RECOMMENDATION:**

**Staff requests Board members for review and approval of DRAFT FY 2019-20 Budget as per the recommendation of the Board Finance Committee.**

**ITEM # 8**

**TO: BOARD OF DIRECTORS**

**FROM: Arun Prem, Executive Director**

**RE: Executive Director’s Report**

Meetings and Events 6/1- 6/30/19

6/4 AIS annual event - Vital aging session presentation

6/13 CalACT Committee Meeting

6/19 Vital Aging Breakout Session Panel presentation

6/19 Quarterly Meeting with Muggs Stoll- SANDAG

6/20 Meeting with Robert *ADA Paratransit Program Administrator, NCTD*

6/27 FACT Board Meeting

6/27 CalACT Legislative Committee Meeting

**UPCOMING EVENTS:**

7/9 CAM Meeting