

**Board of Directors Meeting Agenda
January 27, 2022 9:00am**

Join Zoom Meeting

<https://us02web.zoom.us/j/84424133441>

Meeting call to order, Introductions

9:00 am

- | | | | |
|-----|--|------|--------------------|
| 1. | Public Comment | | INFORMATION |
| | <u>CONSENT ITEMS</u> | | |
| 2. | Nov and Dec 2021 Board Meeting Minutes | p-2 | ACTION |
| 3. | FACT Services Updates through Nov 2021 | p-9 | ACTION |
| 4. | Financial Summary – November 2021 | p-12 | |
| 5. | Meetings – Review, Scheduling and Updates | | ACTION |
| | <ul style="list-style-type: none"> • Review - Annual Meeting on Dec 16, 2021 • Scheduling – Year 2022 Annual Board Meeting and Board Retreat • Update - Councilmember Campillo (SD City Dist. 7) Media Event on Jan 18, 2022 | | |
| 6. | Update on existing, new FACT owned vehicles | p-14 | INFORMATION |
| 7. | Conversation with: <ul style="list-style-type: none"> ▪ Councilmember Corinna Contreras, City of Vista ▪ Danielle Kochman, Mobility Planning Manager, SANDAG | | |
| 8. | Ongoing Discussions w/ SANDAG re. RideFACT ridership trend, demand | p-15 | INFORMATION |
| 9. | Review of Board Structure, Bylaws, Compensation | | ACTION |
| 10. | Return to In-person-work Plan | p-17 | INFORMATION |
| 11. | Executive Director’s Report: | p-18 | INFORMATION |
| | <ul style="list-style-type: none"> • SANDAG call for projects including Access for All grant • Insurance and Vehicles workshop • Upcoming Conversations – Hon. Paul McNamara, and Hon. Priya Bhat-Patel • New service proposal | | |
| 12. | Board member updates | | 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

November 18, 2021

Zoom Meeting

Board Members Attending	Hon. Jewel Edson, Hon. George Gastil, Hon. Dave Roberts, Hon. Phil Monroe, Hon. Bob Campbell, Hon. John Aguilera
Board Members Absent	LaVonna Connelly, Hon. Kellie Shay Hinze, Susan Hafner
Staff Attending	Arun Prem, Meagan Schmidt, Budd Anderson, Julius Burgos, Cynthia Pedersen
Public/Guests	Coleen Clementson, SANDAG; Danna Cotman, ARC Law; Roberto Gebo, NCTD; Ivan Ebba, Furaat
Public Comments	
CONSENT ITEMS: October 2021 Board Meeting Minutes/ September FACT Services Updates	<p>Hon. George Gastil called the meeting to order at 9:00 am. Motion to approve the October 2021 Board Meeting Minutes and FACT Services Updates was made by Hon. Dave Roberts. Hon. Jewel Edson seconded the motion. The motion passed unanimously.</p> <p>Arun said that RideFACT ridership numbers appear to be moving upwards. After several months of declining rides, the numbers have increased over the past month. He said Meagan is working with vendors to address some of their cost issues.</p>
Review of New Grant Proposals	<p>Arun gave an update regarding several new grants that FACT has submitted or is currently working on. The American Cancer Society (ACS) San Diego chapter will award \$5,000 grants to agencies that provide trips to patients who need their services. FACT presently offers referrals to the ACS and provides transportation to a number of cancer patients.</p> <p>A second grant, FTA/CalTrans Section 5339, is a competitive national grant from which FACT has received funding in the last two cycles. Budd submitted this application to CalTrans who will then submit the application on behalf of FACT under the State allocation.</p> <p>The Innovative Coordinated Access and Mobility (ICAM) grant is also an FTA grant, due in December. Arun said that Meagan, Budd and he have been working on developing the concepts, ideas and a plan to be submitted as a regional coordinated initiative.</p> <p>Budd said FACT has applied for 20 accessible vehicles for the Bus and Bus Facilities Program of \$1,273,177 through funding. This is in addition to the vehicles FACT was awarded during the last two cycles with this program. FACT will be receiving 11 new vehicles within the next few months which will increase the fleet numbers.</p> <p>Hon. Phil Monroe asked how the already awarded vehicles and the proposed additional vehicles will be used. Arun said that with FTA and DOT COVID funds and the new infrastructure bill recently passed, the opportunity to acquire more vehicles through capital</p>

grants is larger this year. Arun said if scaling back or slowing down the purchase becomes necessary, it should not be a problem. He said that this vehicle acquisition is influenced by their being utilized by outside vendors. Budd said that this grant is 100% funded with no match requirement at this time.

Hon. Dave Roberts asked if taking on additional vehicles is the reason for creating a new staff position. Arun said brokerage vehicle maintenance requires constant record keeping of mileage, insurance, registration, and more, creating additional demands on staff. Furthermore, this position would include field work monitoring vendor services, something that has not been done in the past due to lack of staff.

Dave asked if FACT would be looking for agencies or entities to take the vehicles. Arun said that FACT is planning a workshop that will make the vehicles accessible to FACT's vendor pool and other non-profits associated with FACT. He said there is potential to work with the San Diego Taxi Commission that has access to all of the taxi vendors and potential vendors in South County. Arun said in speaking with various elected officials, they hear from their constituents of their desire to own and operate taxicab services and are looking for help. Promoting these additional vehicles is something FACT has not done at this level in the past.

Hon. Jewel Edson said her community is looking at doing something modeled after the Del Mar Community Connections program and wondered if someone from FACT would be able to address the subject of a FACT vehicle being used for this program. Jewel asked if FACT's vehicles would be usable for this type of service. Arun said he would be happy to discuss the availability of a vehicle with her contacts.

Hon. Bob Campbell said he would like to initiate a committee with Phil, George and FACT staff as soon as possible to discuss being directly involved with providing transportation services. Arun said a committee has been formed to study the cost of trips and brokerage status, and that a meeting would be scheduled shortly to address these issues.

Phil asked about the current vendor agreements with FACT vehicles and the ride requirement status. Arun said that brokerage vendors are required to provide three trips per day each day they operate. Cities, municipal and non-profit partners are treated differently than the for-profit providers and have more flexibility. Phil asked why NCTD has FACT vehicles if they don't utilize them. Arun said this was an agreement put in place four years ago. He said the vehicles have passed their useful life and are up for retirement or the transfer of ownership through a sale or donation. Robert Gebo from NCTD said he and Arun continue to pursue an agreement between the two entities, to provide rides to the residents of San Diego County. Phil thanked Robert for his support and his participation at the meeting.

Motion to approve the grant applications was made by Hon. Bob Campbell. Hon. Dave Roberts seconded the motion. The motion passed unanimously.

<p>Proposed New Staff Position – Safety Coordinator</p>	<p>Arun said this position will be the 11th FACT staff member, report to Meagan and be part of the operations group. This person will make sure the vehicles are in compliance, track all of the information pertaining to them, and handle field assignments, such as check on rides and other assessments related to safety. The estimated cost of hiring this individual is \$60,000 to \$65,000 which will include benefits.</p> <p>The funding for this position will come from the additional funding SANDAG approved for FACT, with funds becoming available soon. The cost of this new position will be covered between SANDAG and other Mobility Management funds.</p> <p>Phil asked if funding from SANDAG was intended to employ staff members. Arun said that the funds from SANDAG were for Mobility Management activities so it is consistent with the funding. The demand for trips dropped during COVID, but prior to the pandemic the number of rides reached over 3,000 trips monthly. Arun said the demand for rides has recently increased and will continue to grow, therefore it is important to be ready for the demand in rides. For this reason, adding an additional staff member makes sense in dealing with maintenance of the vehicles.</p> <p>Budd said that awarded funds cannot be transferred for one purpose to another. Mobility Management funds are used to support administrative functions, such as managing the call center and the brokerage. Those funds cannot be used for operating costs.</p> <p>Bob asked that Board members receive a copy of the Safety Coordinator job description. The motion to approve the proposed new staff position was made by Hon. Bob Campbell. Hon. Dave Roberts seconded the motion. The motion was approved unanimously.</p>
<p>2022 Board Officers Election</p>	<p>Arun thanked Hon. Kellie Hinze and Hon. Jewel Edson for their work on the Election Committee. During the October Board meeting, the slate was presented and approved. The slate is the same as the current officers of the Board: Hon. George Gastil remains as Board Chair; Hon. John Aguilera as Vice Chair; LaVonna Connelly as Secretary, and Hon. Phil Monroe as Treasurer. Arun asked the Board to confirm by voting on the slate to elect 2022 Board officers.</p> <p>Jewel thanked John, George, Phil and LaVonna for stepping up again to serve in this capacity. The motion to approve this slate of Board Officers for 2022 was made by Hon. Jewel Edson. Hon. Bob Campbell seconded the motion. The motion passed unanimously.</p> <p>George said it is an honor to serve and is happy to do so as Chair for one more year.</p> <p>Arun gave thanks to the Board officers on behalf of FACT staff and himself, for making themselves available to serve in an unpaid responsibility, noting that it’s a volunteer job and a lot of work that leads to many great outcomes. Arun said being a nonpaid job makes it even more valuable and perhaps the Board should discuss making it a paid position as is the case with other agencies.</p>

<p>Annual Meeting Planning – Dec. 16, 2021</p>	<p>Arun gave an update regarding the annual meeting plans. Hon. Blakespear will be honored as Partner of the Year and the Keynote Speaker will be Hon. Sandke. Arun said that various elected officials were sent letters inviting them to be speakers, and he is waiting for their responses and confirmation. Coleen Clementson of SANDAG has confirmed her attendance; any help Board members can do to invite guests will be most welcome.</p> <p>Arun said the invitations will state that attendees must be vaccinated and will be required to wear masks, as approved by the Board at the October meeting. Bob said he would be happy to be a volunteer as greeter and mask and vaccination checker at the meeting. Arun said the in-person registration asking guests to keep their masks on seems doable and appreciates that the entire Board is in agreement.</p> <p>Phil said he would introduce the new City Manager, Tina Friend, and hopes attendees will tour the community center.</p> <p>Arun said Julius was near completion with the TDA audit and the other audit is scheduled to be done soon. Phil will be present the Financial Audit reports at the Annual Meeting.</p>
<p>Ongoing Discussions with SANDAG Regarding RideFACT Ridership Trend, Demand</p>	<p>Arun greeted Coleen Clementson and said it was great to have her with FACT and its Board members. Coleen said she appreciates all the great work that FACT does for the residents of the San Diego region. She said there were lots of big things going on at SANDAG and they look forward to continuing to partnering with FACT as they go forward and implement their regional plan.</p> <p>Coleen said that Sunday, November 21 is the official Grand Opening of the Mid-Coast Trolley, one of the biggest projects ever done in the San Diego region, which will connect</p> <p>the international border all the way to UC San Diego. This is a two-billion-dollar project, one billion of it comes from the federal government which proves that this region can do big things. Coleen said that San Diego region is in a good place to receive additional funding with the recently signed infrastructure bill.</p> <p>Coleen said that on December 10 the Regional Plan goes to the SANDAG Board of Directors for approval, a 163-billion-dollar investment including investments in specialized transportation and flexible fleets, which will be an area that SANDAG will want to work with FACT on.</p> <p>Arun thanked Coleen, Hasan Ikhata and Brian Lane for making time for FACT with so much going on at SANDAG. He said that FACT is concerned with the driver shortage that is affecting transportation all over the country. The taxicab industry has been hit hard with rides dropping during COVID and continuing to decrease due to lack of drivers. The cost of trips has increased astronomically. FACT ride costs are now two to three times what was paid prior to the pandemic. The effect this creates is that riders will get less or no service. FACT is in the position of trying to stay within compliance and deal with these issues which is a challenge.</p>

	<p>Arun said that as a CTSA, FACT is will work with their brokerage partners and prospective partners, and offer them support to keep their businesses viable. This may include finding ways that have not been implemented before such as assistance with some of their costs and vehicles.</p> <p>Coleen said that the situation is unprecedented and SANDAG will do whatever they can do to help support FACT. Hon. John Aguilera asked Coleen if SANDAG received any federal funding for COVID. She said SANDAG was not a recipient of additional funds, but MTS and NCTD both received substantial funding.</p> <p>Coleen said she is looking forward to attending the Annual Meeting in December in person. Jewel asked Coleen if any of the infrastructure bill funding will allow SANDAG to help FACT with the compliance issues. Coleen said that once they receive the guidance and there are opportunities, SANDAG will be glad to assist FACT. Arun acknowledged the CRRSA funds awarded by SANDAG to FACT recently.</p> <p>George and Arun thanked Coleen for her participation in the meeting.</p>
<p>CLOSED SESSION - Update on Claim by Danna Cotman</p>	<p>CLOSED SESSION – There was no reportable action.</p>
<p>Executive Director’s Report</p>	<p>Arun gave an update regarding the CalACT Fall 2021 Conference which was attended by George, Meagan and Arun in Monterey from October 26-29. He said almost every presentation and entity there voiced concerns about severe driver shortage.</p> <p>FACT gave a presentation with regards to funding and the structure of CTSAs. George said Arun was an excellent presenter. Arun said FACT plans to continue doing presentations regarding CTSAs and that FACT is a leader in that area.</p> <p>Arun said the CalTIPS group presented a contactless fare payment pilot program they have developed and are testing at Monterey-Salinas Transit. Arun said FACT would be very interested in volunteering as a partner in testing this type of concept in paratransit vehicles and has already met with a CalTrans consultant. This contactless fare payment concept utilizes a reader that uses a credit card for fare payment.</p> <p>George followed up with short summary regarding the CalACT Conference and said that next year it will be in Newport Beach and that he and Arun would like to set up a workshop for Boards and Board members.</p>
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at approximately 10:40 AM.</p>

FACT Board of Directors Annual Meeting Minutes

December 16, 2021
1845 Strand Way
City of Coronado, CA

Board Members Attending	Hon. George Gastil, Hon. John Aguilera, LaVonna Connelly, Hon. Phil Monroe, Hon. Bob Campbell, Susan Hafner, Hon. Kellie Hinze
Board Members Absent	Hon. Jewel Edson, Hon. Dave Roberts
Staff Attending	Arun Prem, Meagan Schmidt, Budd Anderson, Julius Burgos, Ali Poorman, Cynthia Pedersen, Jonathan Albarran, Christian Hernandez, Kalin Alston, Anita Martinez
Call to Order Welcoming Remarks	<p>Hon. George Gastil called the meeting to order at 9:30AM and recognized the City of Coronado as host and introduced FACT Board Members. Attending elected officials/representatives were welcomed: Anthony Hackett, office of Council member Raul Campillo; Ben Mendoza, office of Council member Sean Elo-Rivera; Hon. Bill Sandke, Coronado Council member, Mayor Catherine Blakespear, City of Encinitas and SANDAG Board Chair, and SANDAG officials, Coleen Clementson, Brian Lane and Danielle Kochman.</p> <p>Hon. Kellie Hinze welcomed everyone, reviewed meeting items placed at each attendee’s seat, and said that the event was a celebration to look back at the year and a chance to recognize the accomplishments and the partners who made those possible.</p>
Fiscal Year 2021/Financial Audits	<p>Hon. Phil Monroe, Chair of the Finance Committee and FACT’s Board Treasurer presented the outcomes of the internal Annual Financial Audit conducted by Hayley Grier, CPA, and the Transportation Development Act (TDA) Audit conducted by CROWE LLP, on behalf of SANDAG. Phil reported that both audit reports were perfectly clean, the auditors made no findings or recommendations regarding accounting, bookkeeping, business practices or management.</p> <p>Motion to approve the 2021 Financial Audit Findings was made by Hon. George Gastil. Susan Hafner seconded the motion. The motion passed unanimously.</p>
Together- The Way to Go	<p>Meagan Schmidt and Arun Prem presented some highlights of the year 2021 including recognizing FACT’s brokerage vendors, contracted services, and agency clients, and discussed some initiatives for next year.</p> <p>Guest Speakers included:</p> <ul style="list-style-type: none"> • Alana Kalinowski, Director of Partner Integration, 2-1-1 • Marcy Roke, President, Travelers Aid Society of San Diego • Anthony Hackett, District Representative for Council member Raul Campillo - San Diego District 7 • Howard Pearl, CEO of Charitable Adult Ride Services (CARS) • Ben Mendoza, Council Representative for Council member Sean Elo-Rivera - San Diego District 9

- Adrianna Yemhatpe, Program Supervisor, Travelers Aid Society of San Diego
- Christina Rathbun, Project Manager, SDG&E

Hon. Bob Campbell introduced Guest Speaker, Coleen Clementson, Principal Regional Planner, SANDAG.

Hon. Phil Monroe introduced Coronado City Manager, Tina Friend and Keynote Speaker Hon. Bill Sandke, Council member.

Hon. John Aguilera and Susan Hafner presented Furaat Transportation with the Vendor of the Year Award for the second year in a row.

George and LaVonna introduced Mayor Catherine Blakespear as recipient of the 2021 Norine Sigafoose Partner of the Year Award.

Mayor Catherine Blakespear's remarks:

"Good morning, everybody, I'm Mayor Blakespear and it's my great honor to receive this recognition today. I want to recognize Coronado for having us here in their city, this beautiful environment and also that great speech from Council member Sandke and to welcome the new City Manager.

I think it's interesting that he provided a little coin that he gives, from the battlefield to say that you are a friend. When I was thinking about what is the battlefield that FACT is on, the reality is that it's the regulatory environment and the other transit agencies and transportation agencies, because FACT has to fight for its place. And I think as the Chair of SANDAG, one of my goals is to elevate FACT, to say that they do really important work in this county and they have a mission that fills the need that is not being filled by other transportation agencies. And so having that be something that we focus on at FACT, and that we know and recognize as a transportation agency, is really important."

"Serving as the Chair of SANDAG, I have that opportunity to influence the staff and to create the opportunity for meetings, have the meeting power to say let's get together and really allow them to express all the great things that they do. And when it comes down to it, the great things that they do are completely in line with SANDAG's goals.

SANDAG is the transportation agency for the entire county and we have goals for the counties that provide the transportation, and FACT helps us fill those goals, because at face, transportation lets humans live their life. We all need to live our life. When I think about transportation, I think about it as a human right. It's not just something that's an ancillary or an add-on to your life, it allows you to live your life. And people who face hardship, whether that's fiscal, physical or medical, people who have hardship also have a right to transportation and that is what FACT is doing.

I am immensely proud that FACT exists, and that you all, the Board members - are fantastic and Arun is fantastic, is really mission driven. There are so many people who are actually in positions

	<p>of leadership, that actually sometimes don't even believe in the mission, but that is 100% not the case here at FACT. All the partnerships that they have, that you have, the community leaders and the partners that we heard from earlier, those are all part of what creates the success.</p> <p>FACT is a model, and I'm really thrilled to be able to give voice to that and to have FACT be recognized at SANDAG with a higher profile. Thank you so much for the Sigafoose Partner of the Year Award and please continue all of your great work in 2022. Thank you!"</p>
Public Comment	Danielle Kochman, Mobility Planning Manager, SANDAG and Tony San Nicolas, Renewing Life both made brief public comments.
ADJOURNMENT	George thanked everyone for attending the 2021 Annual Meeting. The meeting was adjourned at 11:00 AM.

ITEM #3

TO: BOARD OF DIRECTORS

FROM: Meagan Schmidt, Director of Operations

RE: FACT Services updates November 2021.

ISSUE:
This item presents a monthly RideFACT and agency services update.

BACKGROUND:

	October	November
SERVICE	ONE-WAY TRIPS	ONE-WAY TRIPS
PACE	165	172
County COVID-19	0	0
Scripps	90	62
Escondido	857	829
County HHSA TB	5	13
San Marcos	120	111
Oceanside	0	0
Parkinson's Assoc.	0	0
Tri-City	136	117
MV	0	0
Other	0	2
RideFACT	1,498	1,577
TOTAL	2,871	2,883

Gary Mary WestPACE

Programs of All-Inclusive Care for the Elderly (PACE) - These trips are to medical destinations throughout North County as well as a few destinations further south. Trips began in late May 2021 and 1,247 were provided through November 2021.

Scripps Health

FACT's service agreement with Scripps Health began January 15, 2020; 1,100 trips were provided through the end of September. FACT brokerage vendors are transporting discharged patients to pharmacies, their residences and/or to hospitals outside of San Diego County. FACT currently provides trips for 4 locations, Scripps Mercy Hospital Hillcrest and Chula Vista, Scripps La Jolla and Scripps Vista Clinic. FACT signed an Evergreen contract amendment expanding to all of these locations in August 2021.

City of Escondido

FACT provides transportation to/from the City of Escondido's senior lunch nutrition program Monday-Friday. Service began November 1, 2019. Trips were paused in mid-March due to COVID-19. Service resumed on June 15th. FACT provided 8,476 trips between November 2019 and November 2021. This contract term is through June 30, 2022.

County HHSA

This service provides trips for the County to non-contagious Tuberculosis patients from their residences to clinics for treatment. 660 trips have been performed under this contract between late November 2018 through November 2021. This contract term is through June 30, 2023.

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. Between June 2018 – November 2021, 190 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 4,280 trips between February 2018 – November 2021. FACT and the City signed Amendment 4 to extend the contract through June 2022.

MV NCTD LIFT Service

Inactive.

Tri-City Contracts – Emergency Room & Outpatient Behavioral Health

FACT began transportation services for Tri-City Medical Center in December 2016. FACT has provided 5,977 trips for Tri-City patients between December 2016 – November 2021.

City of Oceanside Senior Van Service

Contracted service for Oceanside began in September 2013. FACT has invoiced City of Oceanside for 34,322 trips from September 2013 – April 2021. As of May 1, 2021 this service was stopped due to lack of funds.

RideFACT & Contracted Service statistics ytd for fiscal year July 2019 – November 2021

CTSA, RideFACT & Contracted Service Data	Web hits	Referrals	Programs in Database	New Agencies in Database	Total Requests for RideFACT Trips	RideFACT Trips Provided	RideFACT Trips Unable to Provide	Contracted Trips Provided	Total Trips	RideFACT Avg Mileage	RideFACT Avg Trip Cost
July	823	108	176	2	2,515	2,455	60	771	3,226	9.6	\$13.29
August	948	90	177	1	2,424	2,365	59	844	3,209	9.1	\$11.47
September	1,157	129	179	2	2,757	2,621	136	674	3,295	9.3	\$11.88
October	1,263	139	180	1	2,952	2,735	217	781	3,516	9.5	\$12.63
November	1,089	122	180	0	2,652	2,388	264	1,452	3,840	9.8	\$14.38
December	1,052	82	180	0	2,636	2,508	128	1,572	4,080	9.4	\$14.86
20-Jan	1,372	132	176	0	2,994	2,849	145	1,680	4,529	10.1	\$13.99
February	1,237	138	176	0	2,693	2,608	85	1,567	4,175	9	\$15.30
March	1,650	141	177	1	2,015	1,931	84	988	2,919	8.8	\$13.95
April	1,720	347	183	6	1,586	1,555	31	383	1,938	8.8	\$15.29
May	1,253	384	183	0	2,082	2,024	58	473	2,497	10.2	\$18.65
June	1,392	297	185	2	2,502	2,416	86	421	2,837	10.2	\$20.60
Subtotal	14,956	2109	185		29,808	28,455	1353	11,606	40,061		
July	1,510	304	180	-5	3,202	3,096	106	447	3,543	10.3	\$21.12
August	1,571	300	181	1	3,623	3,371	252	459	3,830	9.5	\$20.64
September	1,625	312	181	0	3,924	3,617	307	457	4,074	10	\$21.13
October	1,839	426	185	4	4,419	4,035	384	436	4,471	10.3	\$22.32
November	1,591	488	189	5	4,102	3,716	386	453	4,169	10.5	\$21.39
December	1,488	515	189	0	4,638	4,191	447	433	4,624	11	\$22.45
January	1,480	466	189	0	4,270	3,891	379	361	4,252	11	\$22.40
February	1,569	310	189	0	3,809	3,447	362	403	3,850	10.5	\$19.78
March	2,042	189	189	0	2,978	2,637	341	488	3,125	9.5	\$19.79
Apr	1,884	162	189	0	2,429	1,916	513	513	2,429	9.6	\$19.39
May	1,867	102	189	0	2,259	1,630	629	323	1,953	10.2	\$21.25
June	2,221	155	189	0	2,306	1,746	560	795	2,541	9.9	\$21.31
Subtotal	20,687	3729	189	10	39,653	37,293	4666	5,568	42,861		
July	2,715	163	193	4	2,281	1,569	712	1,429	2,998	11	\$22.19
August	3,677	153	193	0	2,047	1,212	835	1,408	2,620	9.5	\$21.74
September	2,315	155	193	0	1,904	1,393	511	1,403	2,796	9.2	\$21.92
October	2,334	178	193	0	2,019	1,498	521	1,373	2,871	9	\$21.44
November	2,129	124	193	0	2,083	1,577	506	1,306	2,883	10	\$23.22
Subtotal	13,170	773	193	0	10,334	7,249	3085	6,919	14,168		
TOTAL	209,069	10,110	193	4		181,567	13,053	94,241	275,808		

**RECOMMENDATION:
NONE.**

ITEM #4

TO: Board of Directors

FROM: Arun Prem, Executive Director & Julius Burgos, Accountant

RE: Financial Updates – November 2021 Financial Summary

ISSUE:

November 2021 Financial Reports Summary

Balance Sheet vs Prev Year Comparison

- Compared to last year \$233,518.68 is in the bank, 72% more than the previous year.
- FACT is invoiced through November 2021 and has 24% less outstanding than previous year.
- Accounts Payables were 62% less than previous year.
- Total Assets were 1% less than the previous year.

The balance sheet through November 2021 remains consistent and is stable between both years. Timely invoicing, receivables, and better cash flow management overall continues.

PPP Loan Status

The PPP Loan of \$111,300.00 was approved and deposited into our bank creating a Liability for the same amount. Of the total amount received FACT is responsible for \$58,691.76 as of November 2021 which has an interest rate of 1% until paid.

Accounts Receivable Status

- \$542,269.30 is outstanding by (8) customers. Of the o/s amount, \$274,613.36 is 60 days or less and \$116,495.31 is less than 90. \$151,160.63 is over 90 days, however. every Customer is aware of their O/S balance.

Annual Profit & Loss Budget vs. Actual Report – November 2021

Annual Income from July thru November 2021 was 9.276% under budget due to a couple factors:

1. Awarded CRRSSA fund were allocated to Caltrans
2. Awarded CRRSSA Fuds were allocated to RideFACT
3. Increased Contract services for Escondido, West Pace, and Scripps
4. (2) Vehicles were purchased from Renewing Life Ministry

Overall Expenses were 10.81% under budget due to the following factors:

- Increase demand of Contracted Rides
- Legal Fees for Dalton vs Z&H Investments
- Annual 2021 CalACT Conference at beginning of year
- Increase in bank charges that need to be discussed with bank for reduction

Net Income through November 2021 has a positive balance of \$45,276.29.

Condensed Grant Balances Remaining

- Total funding available for all grants through November 2021 is \$972,181.05.
- CTSA Funds have been allocated through November 2021 totaling \$71,600.00.
- CTSA's temporarily restricted net assets through November 2021 is \$243,169.03.
- Unrestricted Net assets through November 2021 totaled \$242,875.98.
- Total Equity as of November 30, 2021 is \$531,321.30.

ITEM # 6

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director and Budd Anderson, Director of Grants and HR

RE: FACT's Vehicle Fleet and New FTA Grant Funded Vehicles

ISSUE:

FACT was awarded FTA funding to purchase 12 new accessible vans to replace retired vehicles and expand FACT's vehicle fleet.

BACKGROUND

As of January 20, 2022 FACT owns 12 vehicles. These include 3 accessible mini-vans and 2 medium buses funded through Caltrans's 5310 program and 7 accessible mini-vans funded through SANDAG's Specialized Transportation Grant Program (STGP). FACT has agreements with 4 agencies who operate the vehicles on behalf of FACT.

FACT's fleet includes 7 vehicles operated under contract with SANDAG and 5 retired vehicles that are owned by FACT. 3 of the 7 SANDAG funded vehicles have met the useful life standard and SANDAG is working on retirement and transfer paperwork. Vehicles are retired based on FTA's useful life standards. Once a vehicle is deemed eligible for retirement the title is transferred to FACT and the vehicle is no longer operated under contract.

When a vehicle is retired FACT either continues to share the vehicle with brokerage vendors or community partners under an MOU, donates the vehicle to a local non-profit, or sells the vehicle for market value. FACT attempts to dispose of retired vehicles with high mileage to coincide with delivery timeframe of the new replacement vehicles and to avoid expensive repairs. In each scenario the vehicle is used to its full potential to serve San Diego County residents with accessible transportation well beyond FTA useful life standards.

FACT was awarded \$778,910 through FTA's Bus and Bus Facilities Grant Program (Section 5339) to purchase 12 new accessible vans to replace retired vehicles. Due to market conditions, vehicle options are limited under the CalACT/MBTA purchasing cooperative. As a result, FACT plans to purchase Class V: Ford Transit 350 Mobility Trans Vans which can accommodate 7-Ambulatory Passengers or 2-Ambulatory + 2-Wheelchair Passengers. FACT staff is in the final stages of the purchase approval process in coordination with Caltrans, CalACT/MBTA purchasing cooperative, and Creative Bus Sales.

FACT has a Vehicle and Insurance Workshop scheduled for February 8, 2022 (tentative date) to discuss the details of FACT's vehicles and vehicle sharing program in addition to insurance issues such as cost and policy constraints that prevent vehicle sharing amongst agencies. FACT anticipates having an accurate timeline on when the vehicles will be delivered and when they will be available for lease during the workshop.

RECOMMENDATION: NONE

ITEM # 8

TO: BOARD OF DIRECTORS

FROM: ARUN PREM, EXECUTIVE DIRECTOR

RE: SANDAG Response to RideFACT Ridership Trend, Demand discussions

ISSUE:

(No recent update on ongoing discussions with SANDAG)

A follow up meeting with Mr. Hasan Ikhata and Mr. Brian Lane was held on Nov 22, 2021. The meeting was attended by Mr. Ray Major, Ms. Coleen Clementson, Mr. Hasan Ikhata and Arun Prem. The discussion covered FACT's current service challenges and possible new efforts to collaborate with SANDAG to increase awareness of FACT services.

Background

Meeting with SANDAG, NCTD, MTS on Aug 4:

The following memo was sent from Arun to Mr. Hasan Ikhata, Ms. Sharon Cooney and Mr. Matt Tucker ahead of the meeting:

MEMO - Aug 4, 2021 Meeting - MTS, NCTD, SANDAG – Review baseline CTSA services & potential for collaboration

San Diego County's CTSA is not structured as a supporting entity to the transit agencies, unlike in most other Counties that have CTSA's. Typically, CTSA's across CA are tasked with addressing a designated segment(s) of mobility with agreements in place with an intent to complement transit and paratransit services.

When the CTSA scope of services was drawn in the original SANDAG/FACT agreement completed in 2006, it did not recognize transportation services as an eligible activity for TDA funds. FACT began providing transportation in late 2010. SANDAG formally recognized the potential for the CTSA to operate transportation with TDA 4.5 funds during 2019 in the course of updating the CTSA services scope. Due to these changes, and concurrent changes in the County's leadership and vision for public transportation, there is value in a renewed discussion on the potential role the CTSA can play in future in supporting transit services and objectives.

Since FACT implemented its transportation brokerage in 2011, it has maintained that collaboration with transit agencies as an ADA paratransit subcontractor would help sustain it, and add value to regional transportation services by reducing expenses and promoting the local taxicab service capacity. This concept was validated when FACT independently (sub)contracted with NCTD's vendors to provide ADA paratransit. A critical benefit of this arrangement was the net revenue FACT generated from the pass-through payments from NCTD without competing directly with NCTD or any other grant funded mobility provider. The subcontractor arrangement with First Transit did not survive the transition to a new vendor - MV Transit, and is currently inactive.

In a post pandemic transit scenario there are indications that cost of paratransit services, and the taxicab industry's capacity limits will create bottlenecks to paratransit delivery. The growing interest in mobility as a service and micro-transit also present challenges that are better met with a coordinated approach. FACT is in a position to leverage SANDAG Mobility Management grant funds to assist with configuring and testing new services more quickly and at a lower cost.

In view of the above, I would like to recommend we consider some or all of the following as a means to promoting ongoing communication and collaboration where possible to address the current and potential specialized mobility needs effectively:

- *Reinstate NCTD and MTS staff to FACT's Council on Access and Mobility (CAM) and Technical Advisory Committees (TAC)*
- *Monthly or Quarterly meetings between staff to review specific service needs and proposals*
- *MOU's to designate FACT as a back-up or overflow transportation and call-center service provider in case of contingencies*
- *Review opportunities for transit agencies to engage with FACT as contractor directly*
- *Opportunities to collaborate on 5310, other grants, by proposing joint vehicle procurements and other projects that would avoid conflict related to funding*

Meeting update:

"I met with Hasan, Matt, Sharon and Brian today to review the Memo I shared with you (copied above) and discuss how the CTSA could be structured as a formal supporting entity for the 2 transit agencies.

We spoke for a little over 30 minutes, as planned (a more detailed description of the meeting was sent to Board members on the afternoon of Aug 4, 2021).

RECOMMENDATION:

NONE

ITEM # 10

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director and Budd Anderson, Director of Grants & HR

RE: FACT COVID-19 Recovery – Return to In-person-work Plan

ISSUE:

FACT's Recovery Plan was postponed due to COVID-19 variants and fluctuations in positive cases in San Diego County. The pandemic situation continues to evolve, so staff proposes keeping the plan as a living document that is updated accordingly.

BACKGROUND

In response to the COVID-19 pandemic, four of FACT's nine staff members began working remotely from home on July 15, 2020. In August 2020, all FACT staff were directed to work remotely due to safety precautions. The pandemic has carried on longer than originally anticipated. FACT developed a recovery plan in early 2021 which included direction for all or partial staff to begin transitioning to onsite work beginning June 1, 2021 and have work schedules in place by June 15, 2021. Due to a fluctuation in COVID-19 cases and changes to health recommendations the plan was postponed.

In late 2020 FACT's Executive Team began accessing the office on a limited basis while observing recommended safety protocols. FACT's Office Manager returned to working from the office to manage the facility and conduct physical tasks such as mailing. This arrangement has remained in effect to date. Staff has begun attending in-person meetings and events on a limited basis.

The pandemic situation continues to evolve, so staff proposes keeping the plan as a living document that is updated accordingly to how the situation unfolds. Staff has updated FACT's COVID-19 Recovery Plan and recommends that all or partial staff begin transitioning to onsite work beginning April 1, 2022 and have work schedules in place by April 15, 2022. The plan includes guidelines on maintaining a safe work environment, meeting protocol, and rider and driver interactions. FACT has not implemented mandates for staff related to vaccines or testing but has confirmation from all staff members that they are vaccinated for COVID-19. FACT will follow California Division of Safety and Health (Cal/OSHA) COVID-19 workplace rules for outbreaks at work or for returning workers who have tested positive for COVID-19.

RECOMMENDATION:

Staff requests Board feedback on the proposed COVID-19 Recovery Plan.

ITEM # 11

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director, Cynthia Pedersen, Office Manager

RE: Executive Director's Report

Meetings and Events – November 2021

11/16/2021 Meeting – FACT/CIE Follow up with Alana Kalinowski - Meagan
11/19/2021 Meeting - SANDAG Board of Directors
11/22/2021 Meeting with Hasan Ikhata, Coleen Clementson, Ray Major - Arun

Meeting and Events – December 2021

12/01/2021 Meeting -Trip Cost + Website Discussion – Phil Monroe, Bob Campbell, Meagan, Ali,
Arun
12/10/2021 Meeting - SANDAG Board of Directors
12/14/2021 Meeting - APTA Mobility Management Steering Committee – Arun
12/16/2021 Meeting - FACT Annual Meeting – Coronado Community Center
12/17/2021 Meeting - SANDAG Board of Directors

Meeting and Events – January 2022

1/05/2022 Meeting - Accessible Taxi Discussion – Leonardo Fewell, Arun
1/07/2022 Meeting - St. Paul Senior Services – Ellen Schmeding, Jeanette Forrest, Arun
1/11/2022 Meeting - CAM Monthly Updates – Meagan, Budd, Arun
1/14/2022 Meeting - SANDAG Board of Directors
1/18/2022 Press Conference at Bayside Community Center – Council Member Raul Campillo,
George Gastil, John Aguilera, Kim Heinle, Anthony Hackett, Jared Miller-Sclar, Meagan,
Budd, Arun, Cynthia, FACT rider Deanna Tomczak
1/19/2022 Meeting - Vehicle Purchase Discussion – Steve Chung, Budd, Arun
1/20/2022 Meeting - CALACT Legislative Committee
1/20/2022 Mixer - Circulate SD – Guest Speaker Council Member Sean Elo-Rivera – Arun
1/24/2022 Meeting - City of Carlsbad – Margaret Hamer, Eric Biggin, Meagan, Arun