

In-person

**Board of Directors Meeting Agenda
January 26, 2023, 9:00am
505 S Vulcan Ave, Encinitas, CA 92024**

<https://us02web.zoom.us/j/83337729906>

Meeting call to order, Introductions

9:00 am

1. Public Comment **INFORMATION**

CONSENT ITEMS

2. Nov 2022 Board Meeting Minutes p-2 ACTION
 3. FACT Services Updates through Nov 2022 p-6 INFORMATION
 4. Approval of 2022 Financial Audit, Nov 22 Financials p-9 ACTION

5. 2022 Annual Meeting Recap; 2023 Retreat Planning ACTION

6. SANDAG – Ongoing Discussions and Quarterly Updates, Mobility Working Group (MWG), Flex Fleets Taskforce, and Proposed TransNet amendments INFORMATION

7. AFA Cycle-1 Grant Updates p-11 INFORMATION
 - kick off in Dist. 7, San Diego

8. Conversation with Guest Speaker

9. Executive Director’s Report p-12 INFORMATION
 • NCTD Service Proposal Update
 • Org updates

10. 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*

ITEM # 2

FACT Board of Directors Meeting Minutes
 November 17, 2022, 9:00 AM
Zoom Meeting

Board Members Attending	Hon. George Gastil, Susan Hafner, Hon. Phil Monroe, Hon. Jewel Edson, Hon. Dave Roberts, Hon. Corinna Contreras, LaVonna Connelly, Hon. Bob Campbell
Board Members Absent	Hon. Kellie Shay Hinze
Staff Attending	Arun Prem, Budd Anderson, Ali Poorman, Christian Hernandez, Cynthia Pedersen, Paola Zilli
Public/Guests	Ms. Clarissa Reyes Falcon - Falcon Strategies; Brian Lane, Jenny Russo – SANDAG; Firas Jasim – SDMED Inc.
Public Comments	
CONSENT ITEMS: October Board Meeting Minutes/ October FACT Services Updates	<p>Arun gave an update regarding services; ridership reached 313,437 one-way trips through September 2022 since inception. Referrals to MTS Access, ElderHelp, NCTD, and LIFT totaled 63. The cap remains in place at 30 trips per day. Ali Poorman said the Mobility Coordinators work on over 100 contracted rides in addition to RideFACT rides.</p> <p>Motion to approve the October 2022 Consent Agenda Items was made by Susan Hafner. Hon. Jewel Edson seconded the motion. The motion passed unanimously.</p>
SANDAG- Ongoing Discussions and Quarterly Updates, Mobility Working Group, Flex Fleets Taskforce, and Proposed TransNet Amendments	Arun said the Mobility Working Group (MWG) sub-committee on TransNet Ordinance Amendments reviewed FACT’s request of set-aside funds from Specialized Transportation Grant Program funding. The recommendation seems to be moving forward.
2022 Annual Meeting Planning/Updates	Arun reviewed the plans for the Annual Meeting which will be at the San Diego History Center in Balboa Park on Wednesday, December 7, 2022. He unveiled the Annual Report Cover, “Driving Access and Innovation.”

<p>Board Officers Elections – Nominating Committee Report</p>	<p>George thanked Phil and Jewel for serving as the Nominating Committee. Arun thanked Phil and Jewel, and gave an update regarding the nominations. The proposed slate is as follows:</p> <ul style="list-style-type: none"> ◦ Susan Hafner – Chair ◦ Hon. George Gastil – Vice Chair ◦ Hon. Phil Monroe – Treasurer ◦ LaVonna Connelly – Secretary <p>The term is January 1, 2023 through December 31, 2023.</p> <p>Motion to approve the slate was made by Hon. Phil Monroe. Hon. Jewel Edson seconded the motion. The motion passed unanimously.</p> <p>Arun thanked and congratulated the newly elected Executive Team.</p>
<p>SANDAG AFA Program Update</p>	<p>Jenny Russo gave an overview of SANDAG’s Access-for-All (AFA) grant. AFA is a new grant program that began in 2018 by the California Public Utilities Commission. Legislation passed for the collection of a 10 cent charge on each Lift and Uber ride for the creation of a fund that would provide wheelchair accessible service for On-demand WAV transportation. The San Diego Region has a significant gap in On-demand WAV services.</p> <p>The first allocation of this fund has been awarded to FACT in the amount of \$2.5 million pending final approval from the SANDAG Board at their meeting on November 18th, 2022.</p> <p>Arun thanked Jenny for her attendance, and thanked Susan and Phil for serving on the Committee that helped with the proposal for the AFA grant. Arun thanked the Board for their support and commitment to the proposal. He said the United Taxi Workers of San Diego (UTWSD) has agreed to discuss the possibility of joining FACT’s brokerage pool pending qualifications. Meagan Schmidt and Christian Hernandez are scheduled to meet with UTWSD in early December to discuss their possible participation with FACT.</p> <p>Arun briefly reviewed an Implementation Plan that will consist of marketing, staffing, software and vehicles. He said that FACT will be prepared to provide On-demand accessible transportation from day one. FACT has been working primarily with two providers to create a workable plan. Depending on the demand for rides, FACT is prepared to add as many providers as needed to provide transportation.</p>

	<p>Arun said he planned to attend the SANDAG Board Meeting in person to make a statement on behalf of FACT. Hon. Jewel Edson said she would be happy to say a few words on behalf of FACT. Arun thanked her for the support.</p> <p>LaVonna Connelly asked about CAM’s participation in the implementation of the grant and potential for additional demand. Arun said FACT would be able to respond to the potential demand with the proposed service plan.</p> <p>Jenny clarified that the June deadline has been extended by the PUC to a 12-month period from the commencement of the grant start date. Hon. Bob Campbell asked about the marketing aspect of the program. Arun said the launch date has yet to be determined, and media outreach will be implemented to get the word out.</p>
<p>Conversation with Guest Speaker – Ms. Clarissa Reyes Falcon, Falcon Strategies</p>	<p>George introduced guest speaker, Ms. Clarissa Reyes Falcon of Falcon Strategies and a member of California’s Transportation Commission. She thanked George for inviting her to last year’s Annual Meeting. She said she has worked in transportation, mainly on the California-Mexico border, on many infrastructure projects.</p> <p>She said equity in transportation is a conversation the CTC is heavily engaged in with other agencies regarding inclusion, the aging population and people with disabilities. Funding and how to fund transportation in the future is an area of deep scrutiny, such as relying on gas taxes when the push is for zero emission vehicles, and continuing to make investments in transportation infrastructure. Strategies to be applied up and down the state to fund transportation are being looked at for pilot programs.</p> <p>Arun thanked Clarissa for attending the meeting and her overview of her role at the CTC. He said most of San Diego is struggling to provide specialized transportation due to uneven distribution of funding. Even though FACT has been awarded a prior grant to purchase vehicles, FACT is unable to do so because of cashflow and bank requirements. Clarissa said she would take this information to CTC and see what possible solutions can be found.</p> <p>George thanked Clarissa for attending the meeting. Clarissa thanked George and the Board for the opportunity to discuss CTC, and said she would love to attend another meeting in the future.</p>

<p>Executive Director's Report – NCTD Service Proposal</p>	<p>Arun said the NCTD Service Proposal has not been received.</p> <p>He gave a presentation during CalACT on how to form a new CTSA. George said the conference was excellent and FACT was well represented.</p>
<p>Board Member Updates</p>	<p>None.</p>
<p>ADJOURNMENT</p>	<p>The meeting was adjourned at approximately at 10:35am.</p>

ITEM # 3

TO: BOARD OF DIRECTORS

FROM: Meagan Schmidt, Director of Operations

RE: FACT Services updates

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

BACKGROUND:

	October	November
SERVICE	ONE-WAY TRIPS	ONE-WAY TRIPS
PACE	0	0
County COVID-19	0	0
Scripps	105	142
Escondido	750	758
County HHSA TB	6	8
San Marcos	457	372
Oceanside	0	0
Parkinson's Assoc.	18	11
Tri-City	88	78
211 Cool Zones	2	0
MV	0	0
SDG&E	0	0
RideFACT	850	717
TOTAL	2,276	2,086

211 Cool Zone Transportation

211 reached out to FACT in 2021 to provide transportation for persons to/from Cool Zones established by the County of San Diego for relief from heat during the summer-early fall months. FACT was asked to receive direct referrals for this program through 211's Community Information Exchange (CIE) platform. A formal contract was signed in June 2022; FACT completed 20 trips since June.

Scripps Health

FACT's service agreement with Scripps Health began January 15, 2020; 2,592 trips were provided through the end of October 2022. 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 6 locations, Scripps Mercy Hospital Hillcrest and Chula Vista, Scripps La Jolla, Scripps Green, Scripps Acute Care Clinic and Scripps Vista Clinic. FACT signed an Evergreen contract amendment expanding 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 2020-May 2021 due to COVID-19. Service resumed on June 15th. FACT provided 17,757 trips between November 2019 and October 2022. This contract term was renewed through June 2023 with up to 3 renewal periods.

County HHSA

This service provides trips for the County to non-contagious Tuberculosis patients from their residences to clinics for treatment. 873 trips have been performed under this contract between late November 2018 through October 2022. This contract term is through June 30, 2023. FACT provided emergency same day transportation to riders and pets during the Border 32 Fire on September 2nd. A same day amendment to the current County contract was enacted to respond to the special circumstance.

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 – October 2022, 246 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 6,965 trips between February 2018 – October 2022. FACT and the City recently signed Amendment 5 to extend the contract through June 2023 and added weekday lunch transportation to the agreement.

NCTD LIFT/MV Service

MV service is inactive.

Tri-City Contracts – Emergency Room & Outpatient Behavioral Health

FACT began transportation services for Tri-City Medical Center in December 2016. FACT has provided 7,028 trips for Tri-City patients between December 2016 – October 2022.

City of Oceanside Senior Van Service

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

RideFACT & Contracted Service statistics ytd for fiscal year July 2019 – October 2023

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	\$21.30
November	2,129	124	193	0	2,083	1,577	506	1,306	2,883	10	\$22.99
December	3,000	158	193	0	2,023	1,630	393	1,290	2,920	9.3	\$21.14
January	1,964	136	193	0	1,734	1,469	265	1,037	2,506	9.2	\$22.93
February	1,956	175	193	0	2,032	1,752	280	1,066	2,818	9.2	\$27.95
March	2,497	221	178	0	2,800	2,585	215	1,295	3,880	9	\$34.89
Apr	2,537	206	178	0	3,111	2,848	263	1,122	3,970	9.5	\$34.90
May	4,183	235	178	0	2,847	2,526	321	1,251	3,777	9.6	\$39.91
June	2,504	328	179	1	3,459	3,060	399	1,204	4,264	9.5	\$38.61
Subtotal	31,811	2232		0	28,340	23,119	5221	15,184	38,303		
July	3,473	227	178	0	3,079	2,745	334	1,297	4,042	9.4	\$37.21
August	3,924	192	178	0	1,716	1,409	307	1,512	2,921	9.3	\$36.37
September	2,710	63	178	0	1,181	1,027	154	1,462	2,489	8.8	\$37.66
October	3,444	108	179	1	1,000	850	150	1,426	2,276	9.8	\$37.32
November	2,199	106	179	0	798	717	81	1,369	2,086	10.3	\$39.26
Subtotal	15,750	696		0	7,774	6,748	1,026	7,066	13,814		
TOTAL	243,460	12,492	179	1		206,930	16,549	110,869	317,799		

**RECOMMENDATION:
NONE.**

ITEM # 4

TO: BOARD OF DIRECTORS

FROM: Julius Burgos, Accountant

RE: November 2022 Financial Summary

ISSUE:

November 2022 Financial Report

Balance Sheet vs Prev Year Comparison

- Compared to last year \$314,095.48 is in the bank, 26% more than the previous year.
- FACT is invoiced through November 2022 and has less than 9% less outstanding than previous year.
- Accounts Payables were 13% less than previous year.
- Total Assets were 13% more than the previous year.

The balance sheet through November 2022 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 \$42,313.24 as of November 2022 which has an interest rate of 1% until paid.

Accounts Receivable Status

- \$501,033.60 is outstanding by (8) customers. Of the o/s amount, \$339,093.99 is 60 days or less, \$159,339.11 is less than 90 days, and \$2,601.10 is over 90 days by (1) customers. Each Customer is aware of their O/S balance.

Profit & Loss Budget vs. Actual Report – November 2022

Income thru November 2022 was 7.12% under budget due to a few factors:

1. One-Call/One-Click Access Grant pending.
2. Caltrans FTA Grant scheduled to start with December billing.
3. Lower demand in RideFACT rides than Contract Services.

Overall Expenses were 26.48% under budget due to the following factors:

- Online Transportation Program still pending.
- Demand for RideFACT rides less in November.
- No Audit and Legal fees in November.
- Lower Telecommunications in November.

Net Income for November 2022 has a positive balance of \$29,730.98

Condensed Grant Balances Remaining

- Total funding available for all grants through November 2022 is \$1,448,880.56.
- CTSA Funds have been allocated through November 2022 totaling \$110,936.00.
- CTSA's temporarily restricted net assets through November 2022 is \$171,987.62.
- Unrestricted Net assets through November 2022 totals \$343,734.10.
- Total Equity as of November 30, 2022, is \$656,037.26.

ITEM # 7

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director

RE: AFA Cycle-1 Grant Updates

ISSUE

SANDAG's Board awarded AFA Cycle 1 grant to FACT on Nov 18, 2022. The agreement with SANDAG is expected to be completed by Feb 3, 2023. The agreement will include a Notice to Proceed which authorized FACT to implement grant funded procurement and services within 30 days. SANDAG staff clarified that the 1-year term of the Cycle 1 AFA grant works as a moving 1-year window, that is effective for a year after the implementation.

FACT has initiated a number of actions that are aligned with the scope of work of the grant proposal. These include:

- Developing scope of work for procurements for:
 - Software/App for booking trips
 - Marketing for AFA services
 - Job description for Data Analyst
- Discussions with SANDAG staff to review implementation plans, cashflow management
- Negotiations re final rates for vehicles and on-demand trips
- Formal agreements with transportation vendors
- Planning for Media event in Dist. 7
- Outreach with disability community

RECOMMENDATION

NONE

ITEM # 9

TO: BOARD OF DIRECTORS

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

RE: Executive Director's Report

Meetings and Events – December 2022

12/1/2022 Meeting - AFA Contract Discussion, SANDAG + FACT – Brian Lane, Jenny Russo, Ben Gembler, Meagan, Budd, Arun

12/1/2022 Meeting – Mobility Working Group (MWG) Subcommittee

12/1/2022 Meeting – San Diego United Taxi Workers – Meagan, Christian

12/2/2022 Meeting – Arun -Ordinance Amendment Subcommittee

12/7/2022 Meeting – FACT's 16th Annual Board of Directors Meeting – Board Members and entire FACT staff

12/14/2022 Meeting – FACT + SANDAG AFA Follow-up – Brian Lane, Jenny Russo, Benjamin Gembler- SANDAG; Meagan, Budd, Arun

12/15/2022 Meeting – Arun, Ordinance Amendment Subcommittee

12/21/2022 Meeting – Meagan, Arun - CalACT Conference Committee

Meetings and Events – January 2023

1/10/2023 Meeting – AFA Vendor Discussion with SDMED, Eleet – Firas, Abdi, Arun, Meagan, Christian

1/10/2023 Meeting – CAM Monthly Updates – Arun, Meagan, Budd, Christian, Ali, Cynthia

1/11/2023 Meeting – Discussion Re: Marketing with Nicole Bushnell, Arun

1/12/2023 Meeting – SANDAG Transit Access Management Meeting – Budd, Meagan, Arun

1/12/2023 Meeting – NCTD Discussion Re: Potential Same Day Transit – Damon Blythe, Robert Gebo – NCTD, Meagan, Arun

1/13/2023 Meeting – SANDAG Board of Directors

1/19/2023 Meeting – Ordinance Amendment Subcommittee - Arun

1/26/2023 Meeting – FACT Board of Directors