



**Board of Directors Meeting Agenda
June 29, 2023, 9:00am
Zoom only**

<https://us02web.zoom.us/j/87408805715>

Meeting call to order, Introductions

9:00 am

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|-------|--|------------------------|
| 1. | Public Comment | INFORMATION |
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| | <u>CONSENT ITEMS</u>
(May Board Retreat minutes and Services report will be mailed under separate cover or included in July 2023 Board Agenda) | |
| 2. | April 2023 Financial Summary | p-2 INFORMATION |
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| 3. | AFA Media Event June 21, 2023, Service updates | INFORMATION |
| 4. | DRAFT Business Plan Review | p-4 ACTION |
| 5. | DRAFT FY 2023-24 Budget Review (separate cover) | ACTION |
| 6. | SANDAG – Quarterly Updates, Mobility Working Group (MWG), Flex Fleets Taskforce, Proposed TransNet amendments; AFA Cycles 1 and 2; STGP Cycle 12 follow-up meeting | INFORMATION |
| 7. | Conversation with Guest Speaker Hon. J. Mendoza (invited) | DISCUSSION |
| 8. | New Grant Applications AFA Cycle-2, State 5310, others | INFORMATION |
| 9. | Executive Director’s Report - Staffing updates; July Board Mtg. | INFORMATION |
| 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

TO: BOARD OF DIRECTORS

FROM: Julius Burgos, Accountant, and Arun Prem, ED

RE: March 2023 Financial Summary

Balance Sheet vs Prev Year Comparison

- Compared to last year \$505,899.19 is in the bank, 38% more than the previous year.
- FACT is invoiced through March 2023 and has less than 12% less outstanding than previous year.
- Accounts Payables were 15% more than the previous year.
- Total Assets were 24% more than the previous year.

The balance sheet through March 2023 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 \$35,573.04 as of March 2023 which has an interest rate of 1% until paid.

Accounts Receivable Status

- \$392,265.91 is outstanding by (10) customers. Of the o/s amount, \$378,511.43 is 60 days or less, \$3,590.02 is less than 90 days, and \$10,164.46 is over 90 days by (2) customers. Each Customer is aware of their O/S balance.

Profit & Loss Budget vs. Actual Report – March 2023

Income thru March 2023 was 3.8% under budget due to a couple factors:

1. One-Call/One-Click Access Grant start date pending.
2. Caltrans FTA 5310 Grant did not start until January.
3. Larger TDA funds received than anticipated.
4. Increased Contract services in March.

Overall Expenses were 14.17% under budget due to the following factors:

- Online Transportation Program still pending.
- Lower Compliance, Workshops, and Training.
- No Motor Vehicle Expenses in March.
- Audit and Legal fees are still low in March.

- Lower Telecommunications and Office supplies in March.

Net Income for March 2023 has a positive balance of \$27,032.56.

Condensed Grant Balances Remaining

- Total funding available for all grants through March 2023 is \$1,740,807.17.
- CTSA Funds have been allocated through March 2023 totaling \$176,536.00.
- CTSA's temporarily restricted net assets through March 2023, is \$171,987.62.
- Unrestricted Net assets through March 2023 total \$343,994.09.
- Total Equity as of March 31, 2023, is \$738,274.60.

ITEM # 4

TO: BOARD OF DIRECTORS

FROM: Budd Anderson, Director of Grants & Procurement and Arun Prem, ED

RE: DRAFT Business Plan Update - Review

ISSUE:

FACT’s CTSA contract with SANDAG requires an annual update of the Business Plan. The current Business Plan update (2023-2028) was approved by the Board in July 2022.

The below table summarizes the proposed 2024-2029 Business Plan updates.

Staff sent the plan to the Board for review and feedback on June 16th.

BACKGROUND

FACT 2024-2029 Business Plan Update includes the following revisions to projects/status:

All sections were restructured, updated, and renumbered accordingly. New FACT rider Images were included, and colors were changed to make it more appealing to readers.		
CHAPTER	SECTION	DESCRIPTION OF CHANGE/S
Executive Summary		New overview
Chapter 1	Highlights	Updated FY Overview Chart
	Governance	New Organization Chart and updated Staff, Board, and CAM sections
Chapter 2	Social Equity	Updated 2.6 on Social Equity and Environmental Justice, such as Justice40 Initiative.
	Closing Regional Transportation “Gaps”	Updated including assisting with the shortage of accessible vehicles and AFA.
Chapter 3	Core CTSA Services	Updated Service data
	Additional Mobility Management Activities	New section on additional MM activities associated with FACT’s STGP Cycle 11 and 12 CTSA Allocations.
	RideFACTNOW	Update on FACT’s Access for All (AFA) funded service, RideFACTNOW.
	Contracted Services	Updated on FACT’s services under MTS and NCTD’s ADA Paratransit Program. New services such as the 2-1-1 & UCSD Health Pilot
	Recently Awarded Vehicles and New Funding Requests	Update on FACT’s 5339 (b) FY 2018 and FY 2019 awards, vehicles to be purchased, and FACT’s FY 2023 5339 (b) and (c) application.

	Fleet Transition Plan - Electric and Alternative Fuel Vehicles	Updated 3.7 (F) on emerging vehicle technology, industry trends, regulation, and FACT's fleet
	Coordinated Outreach	Updated association memberships, meetings, councils, and other community groups FACT staff participates in
Chapter 4	Flexible Fleets	Updated section on SANDAG's Big 5 Moves, opportunities, and FACT's involvement in planning and service delivery.
	Integrated and Shared Technology	New section on modern technology; 2-1-1 CIE, FACT AFA app and contactless payment, and SANDAG's next OS
	Access for All (AFA) Cycles	New section on SANDAG's AFA program cycles
	Emergency Transportation Coordination	Update subsections: Coordination with OES, Pandemic Response, Services During Paratransit Driver Strikes
	Potential Services	Updated list and included new potential services such as Carlsbad Lyft proposal
Chapter 5	Grants	TABLE 5-1 - Removed past funding and closed grants to streamline plan. Updated FACT's TDA 4.5 allocation, new STGP allocation, and competitive grant funding.
	Fundraising	New section on fundraising opportunities
Chapter 6	Service data	Updated data charts and tables
	Service projections	Updated service projections based on awarded funding and funding limitations.
	Demand Management	Updated on managing RideFACT and Contracted service demand and new opportunities to expand accessible services.
Appendices	CTSA Work Plan FACT Service Area Map Website Links	1. Updated with FACT's FY 24 CTSA Work Plan 2. Updated with FACT's FY 22 service/trips map 4. Updated Links to Service Providers and Title VI Plan.

RECOMMENDATION:

Staff requests the Board's approval of the 2024-2029 Business Plan update.

ITEM # 9

TO: BOARD OF DIRECTORS

FROM: Arun Prem, ED; Cynthia Pedersen, Manager of Admin. & HR

RE: Executive Director's Report

Meetings and Events – May 2023

05/18/2023 Meeting – Special Legislative Committee – Budget Discussion
05/23/2023 Meeting – AFA/FACT Vendor Meeting
05/25/2023 Meeting – FACT Board of Directors Retreat
05/25/2023 Meeting – CALACT Legislative Committee
05/31/2023 Meeting – SANDAG/FACT Billing Discussion

Meetings and Events – June 2023

06/01/2023 Meeting – FACT Mobile App. Discussion
06/13/2023 Meeting – CAM Monthly Update – Ali, Budd, Christian, Arun, Cynthia
6/16/2023 Meeting – SANDAG TC, Arun, Budd
06/21/2023 Meeting – SANDAG/FACT AFA RideFACTNOW Media Event
06/22/2023 Meeting – RideFACT Cycle funding – Brian Lane, Budd, Arun, Hon Edson
06/23/2023 Meeting – SANDAG Board of Directors
06/28/2023 Meeting –Michael McHale, Alberto Aldrete – St. Paul's, Arun.