



FACT

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Meeting Agenda and Notice
FACT Board of Directors Meeting
August 17, 2011, at 9:00 am
Carnation Room, Encinitas City Hall
505 S. Vulcan Avenue, Encinitas, CA 92024

AGENDA

1. Introductions
 2. Approval of July 2011 Board Meeting Minutes ACTION
 3. Public Comment
 4. Board Chair Report INFORMATION
 5. Board Member Comments INFORMATION
 6. Executive Director Report INFO./ POSSIBLE ACTION
 7. WORKSHOP - Planning for FACT Services: ACTION

FACT Brokerage implementation update
American Logistics service model
RideFACT service coordination/modification
and contract extension
 8. Disposition of 6 FACT owned vehicles ACTION
 9. New Grant Veterans Transportation ACTION
 10. July 2011 Financials INFO./ POSSIBLE ACTION
- Adjournment

ITEM #2**FACT Board of Director's Meeting Minutes**

July 20, 2011

Encinitas City Hall, Encinitas, CA 92024

Board Members Attending	Bob Campbell, LaVonna Connelly, Susan Hafner, Phil Monroe (via phone), Dave Roberts
TAC Members Attending	Dan Levy, Floyd Willis
Board Members Absent	Teresa Barth, Laurie Edwards-Tate
Staff Attending	Arun Prem, Kelly McGrane, Patty Pauletto, Meagan Schmidt
Public/Guests	John Aguilera / City of Vista, Tom Bumgardner / CAM, Todd Lordson / CAM Vice Chair
Introductions	Vice Chair Dave Roberts called the meeting to order at 9:05 a.m. Introductions were made.
Approval of June Meeting Minutes	Dave Roberts asked for any corrections to the June Minutes, there were no corrections. Motion to approve the June Board Minutes made by Bob Campbell. Second by LaVonna Connelly. The motion passed unanimously.
Board Chair Report	Dave and Arun Prem spoke previously about the redistribution of funds, approximately 800 million, for the I-5 expansion. They spoke about the possibility of writing a letter to SANDAG asking for a portion of the reallocation to be programmed for FACT. Dave asked Dan Levy if he had knowledge of the type of funds involved. Dan said that these are flexible funds, limited to capital and available approximately 20 years out. John Aguilera said he was at the meeting regarding the funds and said an important issue is justifying the money to be spent in North County versus Mid-city as there is already a project there. He suggested offering ideas for the use of funds in North County. Dan said that the funds are not for new projects but to advance existing projects already in the RTP. Bob said that there is a prioritized list. Arun said funding the coordination of social services transportation was already included in the RTP 2050 Plan. LaVonna said in order to be competitive in this process FACT would need to have a capital project. Arun said that if the Quality of Life Initiative is accepted there may be funding for social services transportation. Arun said if FACT is still operating in 2030 there would be a need for a facility which would be a good case for a project. Dave said that FACT should prioritize being a team player with the county and this would mean supporting the Mid-city project.
Board Member Comments	LaVonna said last June she had made a comment regarding a potential conflict of interest due to employment with another Board Member; she is no longer employed with At Your Home Familycare and has accepted a new position. Bob suggested that Dave mention the Coaster connection service at the upcoming

	<p>SANDAG meeting. Dave asked Bob to give some information about John Aguilera, FACT Board Member candidate. Bob said that John and his family have been very active in the Vista community for many years; he is a member of the San Diego Planning Commission and has an extensive financial background.</p>
Executive Director Report	<p>Arun met with NCTD Executive Director, Matt Tucker and will continue to have regular meetings with him. They discussed the new flex service beginning in August. Arun asked Patty Pauletto to give an update on the outreach she did along with RTAC member Nancy Roy, in Ramona. Patty said they re-visited around 19 businesses/medical offices to check if more brochures were needed and if there were patients/clients using the RideFACT service. Patty stood outside Rite-Aid, spoke to 20-30 residents and asked if they knew seniors in Ramona who needed transportation. Two seniors knew about RideFACT, one had used it and said the cost was a little high especially for multiple trips. Patty also went to 8 new locations; spoke to owners who were very receptive and left brochures with them. Kelly McGrane said she would be taking the new RideFACT banner and returning to Ramona next week to follow up and visit new sites; she hoped to be joined by an RTAC member.</p> <p>Arun met with Mike Dunne of American Logistics and invited him to meet with the Board at a future meeting.</p> <p>FACT's TDA Audit will be conducted in October and completed by the Annual Meeting in December.</p> <p>Arun reported that FACT has been tracking cash flow and there are currently no outstanding payments from SANDAG.</p> <p>Arun recently applied for a Board Position with APTA (American Public Transportation Association), he noted on his application there are no small transportation mobility managers represented. He will find out the result in September.</p> <p>Arun reported the STRIDE statistics with 39 trips in June, 20% higher website hits (1,584) and referrals (54) compared to last year.</p>
CAM/TAC Report	<p>Arun said that CAM currently has a subcommittee in the process of developing formal membership guidelines. The membership would consist of 25 seats, including the following:</p> <ul style="list-style-type: none"> • 5 Regional Agencies • 5 Social Services • 5 Private sector service providers/consultants, etc. • 2 Faith based transportation providers • 3 Hospitals/Medical transportation providers • 1 Tribal agency • 1 Rural transportation representative • 3 Open seats <p>FACT will bring this item to the Board with potential member recommendations in the future.</p> <p>LaVonna asked if there was currently any tribal involvement on CAM, Arun said that presently there is no tribal representative active in CAM, however FACT is hoping Mr. Bumgardner would fill this spot as he has connections with the tribal community in Valley Center. Bob said that NCTD renewed its transportation for routes in Valley Center. Tom Bumgardner said as a member of the Board and Directors of Parks and Recreation, there is a meeting in August at Viejas with the RTA (Reservation Transportation Association).</p>
Service Development and	<p>Arun thanked the Software and Service Development Committee which met on July 7th and included Bob Campbell, Floyd Willis, Deborah Mejia, and Todd Lordson.</p>

<p>Software Committee</p>	<p>There were four main topics, Development of a Brokerage Model, Integration of FACT and Stride Websites, Mobility Software Procurement and RideFACT Service Assessment. Arun said the RideFACT contract ends October 3rd. FACT is discussing options for RideFACT after this date. Arun spoke with NCTD’s Director of Service Planning, Tim McCormick, regarding their service beginning in Ramona in early August on Tuesdays, a day which the RideFACT service operates. NCTD’s fare will be \$2.50 for seniors, which is .50 cents less than RideFACT’s; however their service area is smaller. Dave said NCTD is trying to restore service in Ramona due to complaints heard by the Board. He asked for recommendations on what FACT should do in regards to this issue. Arun recommended reducing RideFACT’s fare to align with NCTD’s rate and also suggested routing all trips through a single call center. Tim suggested extending the FACT contract with Sol while NCTD asses demand for flex services. Susan suggested a financial impact review in the future; Dave suggested a free zone for travel during certain times which would allow FACT to determine the true need of people using the service. Susan said FACT has a unique opportunity to fill some needs that other transit agencies cannot expedite and Ramona may influence service planning in the future. Bob said Ramona is an isolated market which provides a very good opportunity for testing; he suggested collaborating with merchants and having a transportation, shopping, medical day in the community. LaVonna said the need in Ramona is still unknown, and asked if there was a way NCTD could switch their service day from a Tuesday to alleviate overlap of services. She asked if FACT knows how many riders take advantage of the 3 for 1 deal offered with RideFACT, Patty said very few companions are using the service. LaVonna said that due to the need for transportation in Ramona amongst a spectrum of populations NCTD’s service is a better fit than senior only service. Floyd suggested visiting the senior center in Ramona to speak with the Executive Director, Ray Cardona, to seek interest in using the senior center van to bring seniors into town with FACT monies. Arun said from previous discussions with Ray, the senior center’s Board of Directors is uncomfortable with this idea. LaVonna said that whereas FACT has two zones, NCTD has one and does not serve outlying areas, she said these areas may be where the need is and servicing would be more costly. Susan asked if Sol would honor an extended contract at the same price as NCTD. Arun explained that the contract with Sol is different than the option to work with American Logistics. Dan asked if the Sol rate included the booking, Arun confirmed. He explained American</p> <p>Logistics would take over the brokerage aspect if hired and preferred to seek them as a service provider and maintain FACT brokerage control. Dave suggested brokerage as the main focus of a separate meeting. Susan and Floyd suggested FACT provide a cost comparison for the Board to review. Bob asked Dave to obtain a copy of NCTD’s contract with American Logistics. Arun suggested a workshop to discuss this item.</p>
<p>August and September Board Meeting Schedule</p>	<p>Arun will be attending the CalACT Board of Directors’ Conference on September 21st; Susan is tentatively on the panel to represent FACT at the conference in Berkeley. Motion made for the August 17th Board Meeting to be a workshop and the September Board Meeting to take place on September 28th made by Bob Campbell. Second by Susan Hafner. The motion passed unanimously.</p>
<p>Board Member Composition</p>	<p>Arun explained that FACT is required by SANDAG to have 3 elected officials serving on the Board of Directors. Arun explained the Board was looking to expand FACT’s outreach and influence through the diversity of Board Members. Dave said a desire to help others and improvement of public transit was important. John said that he is passionate about helping others and is very interested in learning more about FACT and working with the organization.</p>

	<p>Motion to appoint John Aguilera to the Board of Directors, fulfilling the requirement for 3 elected officials on the Board, made by Bob Campbell. Second by Susan Hafner. Motion passed unanimously.</p> <p>Dave suggested a press release announcing John's appointment to FACT's Board of Directors.</p>
Disposition of 6 FACT owned vehicles	<p>Arun explained that NCTD will not be using any dedicated vehicles in their new service with American Logistics. Arun has been in contact with NCTD about the vehicles and Tim McCormick confirmed they will be released. The vehicles are past the useful age with 5 over 200,000 and 1 just under 200,000 miles. Patty visited NCTD to look at the vehicles, she reported they were originally 5310 vehicles and therefore required to fulfill the useful life condition. These requirements, age and mileage, have been met. FACT is in the process obtaining the titles from Caltrans and having appraisals performed on the vehicles. Patty estimated the time to be a month and a half until these items are completed and steps can be taken towards the future of the vehicles. Bob asked about the condition of the vehicles. Patty said they looked beautiful from the outside; some of them had minor imperfections, such as the door mechanism being difficult to open and tears in the drivers' seats. Dave asked about the lottery process used to dispose of 5310 vehicles in the past. Arun explained that in April 2010, FACT donated 12 vehicles; recipients included the Boys' and Girls' Club of San Dieguito and City Link Foundation as well as other non-profits. He said that if FACT were to donate the current 5310 vehicles there should be conditions to make sure they are being used effectively and with the agreement of trip donations for FACT clients. Another option would be to sell the vehicles and put aside the funds for future grant matching. LaVonna and Bob both experienced seeing donated vehicles that did not appear to be used and agreed that reporting would be a good idea in the future. Dave asked for the paperwork from the lottery, Patty said the event took place at a time when FACT was in transition and didn't have an Executive Director and she would pull the paperwork and send it to Dave. Susan asked to see the estimated costs if the vehicles were auctioned. Patty said that in order for Caltrans to release title, the vehicles need to have a resale value of \$5,000 or less. Bob said FACT may want to consider special interest groups that could benefit from owning</p> <p>multiple vehicles. LaVonna suggested combining options by selling and donating vehicles. John recommended auctioning all the vehicles due to the amount of administrative work created through follow up, reporting, etc. and the vehicles are depreciated assets. LaVonna said it is important for FACT to convey providing rides in the community and Dave agreed that one of FACT's objectives is to promote transportation. Dave believed the goodwill aspect of donating vehicles would outweigh any fiscal gain. Arun explained the limited funds for grant matching and the upcoming grants which will require matching funds. He said a hybrid of the options may be the best idea. Floyd suggested a lottery and pool for purchasing rides. Dave said the Board needed more information to make a final decision and to bring back the item at the August meeting.</p>
June 2011 Financials	<p>Arun presented information on the fiscal year end report, he said the total expenses for the 2010 - 2011 fiscal year was \$295,893 and the amount budgeted for was \$746,744. This was discussed last month in detail.</p> <p>Motion to approve the June 2011 financials made by Susan Hafner. Second by LaVonna Connelly. The motion passed unanimously.</p>
Adjournment	The meeting was adjourned at 10:44 a.m.

ITEM # 6

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director

RE: Executive Director Report July/August 2011

OUTREACH

7/20 Quality of Life Stakeholder (SWG) Meeting
7/21-22 CalACT Retreat and Regular Board Meeting
7/21 NCTD Board Meeting (Kelly)
7/26 NORCAN (Kelly)
7/28 Cross referencing meeting with 211, Caltrans, County
8/3 Software and Service Development Committee Meeting
8/3 Meet w/Alane Haynes
8/4 Veterans Mobility grant webinar
8/9 CAM, Shah (brokerage) Software demo
8/9 Monthly mtg. with Matt Tucker
8/12 Board subcommittee meeting to plan workshop
8/12 Meeting with NCTD staff re. Ramona flex services
8/15 Meeting with Carlsbad city councilmember Keith Blackburn

ITEM # 7

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director

RE: WORKSHOP - Planning for FACT Services

ISSUE:

In the near term FACT needs to make several decisions regarding:

FACT Brokerage implementation,
RideFACT service coordination/modification and contract renewal or extension
Utilizing NCTD paratransit contract option for American Logistics services

BACKGROUND:

The three decisions are related due to potential impacts on other programs:

-American Logistics also uses a brokered service model.

-Recently NCTD announced Flex service in Ramona within the RideFACT service area on Tuesdays, with a lower fare; NCTD requested that FACT delay the renewal or modification of RideFACT contract; NCTD would like to be able to assess the demand for Flex service in order to determine scope for coordination with RideFACT.

-American Logistics has the ability to provide trips in Ramona for a substantially lower cost due to the economies of scale available to them.

During July 2011 the Board decided to designate a portion of the August Board of Directors meeting as a workshop to review all the issues.

Committee Input:Software and Service Design committee, 8/5/2011:

The Software and Service Design Committee (Bob Campbell, Floyd Willis and Todd Lordson) met with staff to review the three issues (above). Debbie Mejia was not available. The committee discussed the impacts of a FACT based brokerage, a contractor run brokerage as well as a hybrid where FACT would broker trips with a contractor as a subsidiary brokerage. Potential RideFACT service changes included transition to all urbanized areas, in anticipation of MedRIDE service implementation, or an expansion to NCTD service area as an interim step or possibly piloting in specific rural communities.

Board sub committee, 8/12/2011:

A subcommittee of the Board (Phil Monroe, Dave Roberts and Bob Campbell) met with staff to plan the scope and format of the workshop. The committee recommended looking into pros and cons of brokerage models, possibly assisting the Valley Center community with

RideFACT program, as well as accommodating NCTD request re. extension of RideFACT contract.

ITEM # 8

TO: BOARD OF DIRECTORS
FROM: Kelly McGrane, Service Development Manager
Patty Pauletto, Mobility Coordinator
RE: Disposition of 6 FACT owned vehicles

ISSUE:

Staff seeks direction from the Board to dispose of 6 vehicles which will be retired from NCTD operations.

At the July 2011 Board meeting, members assigned staff to prepare a cost and benefits presentation of potential vehicles disposition options. The options and comparisons are presented in this item.

RECOMMENDATION:

Staff recommends auctioning the 6 vehicles to the highest bidder to increase reserves.

BACKGROUND:

NCTD has 6 FACT owned vehicles remaining in their fleet. With the transition of the NCTD ADA paratransit contract to American Logistics, the vehicles will no longer be need for NCTD operations. FACT asked NCTD if the vehicles will be returned to FACT. NCTD staff recently responded that the vehicles will be released in the near future.

FACT staff will present three options: donate, auction or hybrid. The hybrid will allow for the partial sell of the vehicle and an agreed amount of trips to be performed by the agency to supplement the remaining cost. Due to limited reserves, FACT staff recommends the 6 vehicles be auctioned to the highest bidder.

The vehicles are 6 years old and have close to or more than 200,000 miles. The vehicles have exceeded the Caltrans and FTA useful life and mileage criteria for disposal and are worth approximately \$2,500 each:

Type	Vin Number	Year Make	Miles as of 6/25/11	Seats	WC stations	Fuel Type
Bus	1FDXE45S35HA51756	05-Ford	193,145	17	3 F	GAS
Bus	1FDXE45S35HA60070	05-Ford	213,696	17	3 F	GAS
Bus	1FDXE45S55HA60071	05-Ford	237,092	17	3 F	GAS
Bus	1FDXE45S45HA60076	05-Ford	211,351	17	3 F	GAS
Bus	1FDXE45S55HA60085	05-Ford	225,698	17	3 F	GAS
Bus	1FDXE45S75HA60086	05-Ford	225,966	17	3 F	GAS

ITEM # 9**TO: BOARD OF DIRECTORS****FROM: Arun Prem, Executive Director****RE: New FTA Grant Opportunity - Veterans Transportation and Community Living Initiative Capital Grants Program****ISSUE:**

Staff requests the Board for direction re. a new grant opportunity that requires an amendment of the mission statement.

The new grant is being administered by FTA and will be awarded through national competitive process. There is \$30 million available in this grant and individual awards will be up to \$2m. The grant requires a 20% match.

BACKGROUND:

The Department of Transportation has joined with the Departments of Veterans Affairs, Labor, Defense, and Health and Human Services to establish an initiative that will improve transportation options and mobility for America's veterans, service members, and their families.

Projects will be funded in urban, suburban, and rural communities around the nation to strengthen and promote "one-call" information centers and other tools that conveniently "connect the dots". Eligible projects include capital expenses of a one-call center such as hardware, software, in-vehicle technology, facility-related costs, engineering and design.

Neither vehicles nor purchased services (capital cost of contracting) will be eligible under the VTCLI grant program.

The VTCLI grant program requires a 20% local match. The match may be cash or in kind and come from the state, locality or private sources.

Communities with existing one-call centers are encouraged to apply for a VTCLI grant to expand their services. Such communities should detail how the planning and design process will incorporate veterans groups and needs that have not been addressed by the current one-call services.

FACT is eligible to apply as a sub grantee with a partner who is currently a direct grantee of FTA funds (SANDAG, MTS or NCTD).