



Meeting Agenda and Notice
FACT Board of Directors Meeting
January 28, 2016, 9:00 am
 Poinsettia Room, Encinitas City Hall
 505 S. Vulcan Avenue, Encinitas, CA 92024

AGENDA

- | | | 9:00 a.m. |
|---|------|------------------|
| Meeting call to order | | |
| 1. Introductions | | |
| 2. Approval of December Board meeting minutes | p-2 | ACTION |
| 3. Public Comment | | INFORMATION |
| 4. New Board Member Appointment(s)
ACTION | p-4 | POSSIBLE |
| 5. FACT FY 2015 Financial Audit report | p-5 | ACTION |
| 6. FY 2016-17 Community Enhancement grant application
ACTION | p-7 | |
| 7. Year 2016 Retreat Planning Committee report | p-8 | ACTION |
| 8. SANDAG outreach re 2016 Ballot Measure
INFORMATION | p-10 | |
| 9. New Federal transportation funding legislation - Update
INFORMATION | p-11 | |
| 10. FACT Services Updates
INFORMATION | p-12 | |
| 11. Monthly Financial reports | | INFORMATION |
| 12. Executive Director's report
INFORMATION | p-15 | |
| 13. Board member comments/proposed agenda items
INFORMATION | | |
| 14. CLOSED SESSION
Review of FACT's Lease Agreements
POSSIBLE ACTION | | |

15. Report on Actionable Items from Closed Session
INFORMATION

ADJOURNMENT

FACT's Mission <i>Assist San Diego County residents with barriers to mobility to achieve independence through coordination of transportation services</i>

ITEM #2**FACT Board of Directors' Meeting Minutes**

December 10, 2015

San Diego Foundation, Bob Kelley Room
2508 Historic Decatur Rd., San Diego, CA 92106

Board Members Attending	Bob Campbell, Phil Monroe, LaVonna Connelly, Hon. George Gastil, Hon. Dave Roberts, Hon. John Aguilera
TAC Members Attending	Danielle Kochman
Board Members Absent	Norine Sigafoose, Susan Hafner
Staff Attending	Arun Prem, Meagan Schmidt
Public/Guests	See sign in sheet
Introductions	Chair Dave Roberts called the meeting to order at 8:00AM. Introductions were made.
Public Comment	None
Approval of the November Board Meeting minutes	Motion to approve the November 19, 2015 Board Meeting minutes made by Phil Monroe. Second by John Aguilera. The motion passed with 5 ayes from Dave Roberts, Phil Monroe, LaVonna Connelly, George Gastil, and John Aguilera. Bob Campbell was absent for the vote.
Public Comment	None
New Board Member Appointments	Potential Board member candidates were discussed. Lori Holt Pfeiler, Mary Salas, and Lois Knowlton declined the invitation to serve on the Board. George Gastil said he was unable to reach Mona Rios regarding the opportunity. Phil indicated that he was recently appointed to the Sharp Coronado Hospital Board. He discussed Mike Murphy (CEO, Sharp Healthcare) and Daniel Gross (Executive VP, Hospital Operations for Sharp Healthcare) as potential Board candidates. Dave asked Phil to contact Salvatore Giametta (Chief of Staff, County Supervisor Ron Roberts) to discuss the opportunity. George said he would contact Barry Jantz (CEO, Grossmont Healthcare) for Board candidate recommendations.
New CAM Member Appointment	Becca Taylor (COO, ITN Greater San Diego) discussed her background and interest in joining the Council on Access and Mobility (CAM). Motion to approve staff's recommendation to appoint Becca Taylor, ITN Greater San Diego to CAM made by Dave Roberts.

	<p>Second by Phil Monroe. The motion passed with 5 ayes from Dave Roberts, Phil Monroe, LaVononna Connelly, George Gastil, and John Aguilera. Bob Campbell was absent for the vote.</p> <p>Phil discussed the potential of elevating a CAM member to the Board.</p>
FACT Services Updates	Meagan Schmidt provided an update on FACT services and reviewed services statistics.
FACT Annual Financial Audit & TDA Audits for FY 2015	<p>FACT's internal auditor Sonnenberg & Co. requested additional time to complete the internal audit; The SANDAG TDA DRAFT report was completed and did not include any deficiencies or findings. The draft report was available for Board review.</p> <p>Motion to approve a 45 day extension of the timeline to review the FY 2015 internal audit report made by Dave Roberts. Second by Phil Monroe. The motion passed with 5 ayes from Dave Roberts, Phil Monroe, LaVononna Connelly, George Gastil, and John Aguilera. Bob Campbell was absent for the vote.</p>
Monthly Financial Reports	The financial reports was a standing item and copies of the reports were available for Board review.
Year 2016 Board Meeting Calendar	Motion to approve the proposed 2016 Board Meeting calendar and form a subcommittee comprised of Bob Campbell, LaVononna Connelly, and George Gastil to establish a date and help plan the Board Retreat made by Dave Roberts. Second by John Aguilera. The motion passed unanimously.
Board Officers Elections	<p>Motion to elect the 2016 slate of Board Officers as follows: Dave Roberts-Chair, Bob Campbell-Vice Chair, LaVononna Connelly-Secretary, and Susan Hafner-Treasurer made by John Aguilera. Second by George Gastil. The motion passed unanimously.</p> <p>Dave thanked the nominating committee for their work.</p>
Executive Director Report	Arun reviewed the 10 th Anniversary Celebration meeting material and giveaway item. Dave said staff did a great job producing the material and preparing for the event. Arun said 73 people RSVP'd for the celebration and six elected official representatives would be providing proclamations during the event.
Board member comments/proposed agenda	Dave briefed Bob and Arun on discussions that took place before they arrived.

items	
Closed Session	The Board met in closed session to review FACT's lease agreements.
Adjournment	There was nothing to report from the closed session. The meeting adjourned at 9:00AM.

ITEM # 4**TO: BOARD OF DIRECTORS****FROM: Arun Prem, Executive Director****RE: New Board Member Appointments****ISSUE:**

As per the recommendation of the Exec Committee staff requests Board members for suggestions regarding potential new members for the FACT Board. SANDAG staff expect a Transportation Committee member may be selected for appointment to FACT's Board in January 2016.

BACKGROUND:FACT Bylaws:

According to FACT bylaws up to 11 Board members may be appointed. Currently FACT has eight Board members. New appointments may be made by Board action.

SECTION 3.1. NUMBER *The corporation shall have no less than five (5) and no more than eleven (11) directors; ex-officio nonvoting board members may be appointed at the discretion of the board; the number of ex-officio board members may not exceed 1 per block of 5 regular board members, or a total of 2. Collectively they shall be known as the board of directors. The number may be changed by amendment of this bylaw, or by repeal of this bylaw and adoption of a new bylaw, as provided in these bylaws. One member of the board of directors will be a sitting member of the SANDAG Transportation Committee appointed by SANDAG.*

RECOMMENDATION:**None**

ITEM # 5

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director

RE: 2015 Annual Financial Audit and Tax Return

ISSUE:

1. FACT bylaws require that an internal annual audit report, including the corporation's assets and liabilities, be provided to the Board of Directors within 180 days of the fiscal year end (June 30th 2015).
2. The timeline for the 2015 Audit was extended by Board action during December 2015, for 45 days.
3. The Annual Audit was completed in December 2015.

BACKGROUND:

INTERNAL AUDIT

The annual internal audit was conducted by Sonnenberg & Co. during November and December 2015. Due to transition in FACT's accounting support staff the internal audit was delayed. The FY 2015 Audit was a higher level and comprehensive "Single Audit" that agencies spending \$500,000 in Federal grants are subject to.

FY 2015 was the first year when FACT became subject to the Single Audit requirement. Due to the delay in scheduling as well as additional time needed for the detailed review, additional time was needed to complete the audit.

FACT Bylaws Requirements Re. Annual Report:

SECTION 6.6. ANNUAL REPORT

The Executive Director will ensure that an annual report is furnished no later than one hundred and eighty (180) days after the close of the corporation's fiscal year to all directors of the corporation. This report shall contain the following information in appropriate detail:

- (a) The assets and liabilities, including the trust funds, of the corporation as of the end of the fiscal year;
- (b) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
- (c) The revenue or receipts of the corporation, both unrestricted and restricted to particular purposes, for the fiscal year;
- (d) The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year;
- (e) Any information required by Section 6.7 of this Article.

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the

corporation that such statements were prepared without audit from the books and records of the corporation.

The annual report shall be approved by the Board of Directors.

AUDIT REPORT

There were no issues or findings.

According to the Independent Auditor's Report issued by Sonnenberg and Co. on January 5, 2016, under OPINION (page 1) "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of FACT as of June 30, 2015 and the changes in its net assets and its cash flows for the year then ended in accordance with U.S. generally accepted accounting principles."

According to the report the TOTAL NET ASSETS on June 30, 2015 were \$495,017, compared to \$282,615 on June 30, 2014.

TOTAL EXPENSES were \$1,086,044 at the end of June 15 compared to \$996,077 in June end 2014.

CASH AT THE END OF THE YEAR was \$296,544 compared to \$98,751 a year ago.

According to the Management Advisory Letter accompanying the Audit Report, staff was advised to review accounts receivables regularly as well as to develop a comprehensive accounting policies and procedures manual.

TAX RETURN

Sonnenberg also completed FACT's tax return for the year ending on June 30, 2015.

RECOMMENDATION:

Staff requests Board members to

- **review the 2015 Audit Report along with accompanying documents,**
- **approve and tax return for filing, and**
- **sign the Management Representation Letter**

ITEM # 6

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director and Oswaldo Perez, Grants Management Analyst

RE: Application for County (Community Enhancement) Grants

ISSUE:

Staff seeks Board approval to submit a grant application for FY 2016-17 Community Enhancement Program funding.

BACKGROUND

The County of San Diego offers Community Enhancement Program funding to organizations for activities that promote and generate tourism and/or economic development at the regional and community levels.

If awarded, this grant will support direct marketing efforts to local communities and funding agencies, and support for staff to be transportation liaisons for San Diego County.

Community Enhancement FY 16-17 - Grant Amount Requested: \$19,000

Proposed activities:

- Market/Promote FACT Services - CSUSM Senior Experience research, media devices, email & printed marketing
- Printing FACT Annual Report
- Transportation Liaisons for San Diego County - staff support
- FACT Video Production & Distribution - a short video, highlighting FACT's services and featuring testimonials from FACT riders. Distribute to local TV and online media outlets.

RECOMMENDATION:

Staff requests the Board to:

- **Authorize staff to submit one (1) grant proposal for FY 2016-17 Community Enhancement Program Funding**
- **Approve authorizing grant resolution for FY 2016-17 Community Enhancement Program Funding**

ITEM # 7

TO: BOARD OF DIRECTORS

**FROM: Arun Prem, Executive Director, Budd Anderson, Office
Manager, Oswaldo Perez, Grants Analyst**

RE: Year 2016 Retreat Planning Committee Report

ISSUE

In December 2015 the Board appointed Board members Bob Campbell, LaVonna Connelly and Hon George Gastil to a the Retreat Planning Committee for the Board Retreat for 2016. An update from the Committee follows.

Background:

The Board Retreat is held annually, generally on the Board meeting date for February or March; the retreat serves as a strategic planning workshop for FACT's Board and staff.

Board members delegated the Retreat Planning Committee with the task of reviewing ideas for the schedule, location, agenda and format of the meeting. The Committee will also propose a theme for the Retreat consistent with the major discussion items.

Committee meeting(s) & discussion

The Retreat Committee met by phone on January 12 and reviewed options for:

Dates - It was recommended that the retreat be scheduled on March 24 to enable staff to survey stakeholders in order to generate feedback on FACT's performance over the past years and recommendations for the future.

Location - a number of locations were discussed including County facilities, Solana Beach City Hall, CSUSM and a paid facility in Oceanside. Committee members strongly felt the location needed to be conducive to informal, focused and for part of the meeting - confidential discussions amongst Board members. Bob offered to reach contacts at CSUSM regarding the use of their facilities.

Format - Committee members preferred to have flip charts available to record and display discussion items in real time. There were suggestions to possibly use a moderator to keep the discussions focused and on schedule, a couple of recommendations were made regarding potential moderators. Of the two moderators who were recommended, one responded to staff's follow-up request and agreed to participate.

Theme - During the December Board meeting there were some recommendations to use the Retreat to discuss ways to promote FACT's contracted services to Cities and organizations in San Diego that utilize contracted services for senior dial a rides and similar services.

Future Committee meeting dates - the next (telephone) meeting was scheduled for February 4, at 9 a.m.

During a subsequent discussion the Exec Committee endorsed the recommendations of the Retreat Committee regarding the date (March 24) and proposed an early morning start preferably 8:00 a.m., and recommended some locations that would work best in view of the schedule - County Administration or Operations facilities, or the regular Board meeting room in Encinitas. Staff is looking into the availability of rooms for the desired hours at the proposed facilities.

RECOMMENDATION:

Staff requests the Board to provide feedback regarding the preferred date, time, location, theme and format for the 2016 Board Retreat.

ITEM # 8

TO: BOARD OF DIRECTORS

**FROM: Arun Prem, Executive Director and Meagan Schmidt,
Operations Manager**

**RE: SANDAG outreach regarding 2016 local sales tax Ballot
Measure to implement the Regional Plan**

ISSUE:

SANDAG is considering a ballot measure of the November 2016 election that would ask voters in the region to increase our sales tax by up to a half-cent to support specific projects and programs.

BACKGROUND:

The notification from SANDAG containing the above information did not mention “Quality of Life Initiative”. It included a survey and mentioned an extensive outreach plan culminating in SANDAG Transportation Committee and Board meetings in February and March 2016.

SANDAG has developed a survey to ask respondents to prioritize (select 3 top projects) of the 6 areas eligible for funding. The survey is available at sandag.org/priorities.

Four telephone Town-Hall meetings are planned, on January 26, 27, 28, and February 1.

Five public meetings will address this issue:

- SANDAG Transportation Committee – Feb 5
- SANDAG Regional Planning Committee – Feb 5
- SANDAG Board Meeting – Feb 12
- SANDAG Board Retreat – March 10
- SANDAG Board Meeting – March 25

Other Planned Outreach:

- Press Releases
- Video
- Fliers
- Digital and Social Media ads
- Talking Points and Info graphics
- 249,000 post card mailings

RECOMMENDATION

NONE

ITEM # 9**TO: BOARD OF DIRECTORS****FROM: OSWALDO PEREZ, GRANTS ANALYST****RE: NEW FEDERAL TRANSPORTATION AUTHORIZATION BILL****ISSUE:**

On December 4, 2015, President Obama enacted, with House and Senate approval, the five-year, \$281 billion transportation authorization bill titled “Fixing America’s Surface Transportation” (FAST) Act, fully funded through September 2020. This is the first long-term surface transportation authorization since SAFETEA-LU was passed in 2005.

The FAST Act provides an increase in funding levels over the current federal transportation legislation, MAP-21 (Moving Ahead for Progress in the 21st Century Act). The total authorized funding in the FAST Act represents a 10.23% increase in FY 2016, and 17.74% increase by FY 2020. Roughly \$60 billion has been authorized for public transportation across the nation. The Federal Transit Administration (FTA) estimates the following apportionments/allocations for California:

Full Statewide Apportionment (estimated)

State	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
California	\$1.31 billion	\$1.34 billion	\$1.37 billion	\$1.39 billion	\$1.42 billion

Section 5310 Program Apportionment (estimated)

State	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
California	\$28.8 million	\$29.4 million	\$30 million	\$30.7 million	\$31.3 million

Impact on San Diego Region

Local governments in large metropolitan regions like San Diego (with populations over 200,000) will expect to receive slightly more funding than current MAP-21 levels to invest in priority transportation projects. As with MAP-21, SANDAG will be the designated recipient of FAST Act funding appropriated to the San Diego region. Specific details on

program funding for the San Diego region will emerge as SANDAG prepares its next Call for Projects in Summer/Fall 2016.

ITEM # 10

TO: BOARD OF DIRECTORS

FROM: Arun Prem, Executive Director, Meagan Schmidt, Operations Manager

RE: FACT Services update

ISSUE:

This item presents a monthly RideFACT and contracted services update.

BACKGROUND:

	Nov-15
SERVICE	ONE-WAY TRIPS
First Transit	50
Poway	300
Oceanside	451
SDCOE	0
Elderhelp	47
TOTAL	848

City of Oceanside Senior Van Service:

Contracted service for Oceanside began in September 2013. FACT has invoiced City of Oceanside for 9,347 trips from September 2013 - November 2015,

Approximately 1,900 clients are pre registered to use this service.

The current contract amount is \$326,850, extending the contract from July 1, 2015 - June 30, 2017. Revisions to the rate structure were approved in the contract extension.

First Transit/NCTD LIFT Service:

FACT has provided transportation for NCTD’s LIFT program through First Transit since March 2014. A total of 4,969 trips have been provided from March 2014 - November 2015.

SDCOE Foster Youth transportation contract

Contract is inactive due to lack of service providers who are willing to meet contract requirements.

Poway Adult Day Health Care Transportation Service Contract

FACT has provided transportation for Poway Adult Day Healthcare Center clients since January 2013.

Safety First is the current provider for these trips. A total of 12,972 trips have been provided from January 2013 - November 2015.

Elderhelp Program

Contracted service for the Elder Help program began in March 2015. 530 total trips were provided between March and November. Any trips that Elderhelp cannot accommodate due to their limited monthly budget are referred to RideFACT.

RideFACT Service statistics ytd for fiscal year July 2012 - November 2015

RideFACT + Contracted	RideFACT One way trip requests	Referrals-external	Referrals to RideFACT	RideFACT + Contracted	RideFACT Av. trip cost	RideFACT Av trip
FISCAL YEAR 2012-13						
SubTotal	14,541	2,242	12,299	6,623		
Contracted				1,051		
FISCAL YEAR 2013-14						

Subtotal	31,284	1,874	29,410	11,922		
Contracted				9,361		
FISCAL YEAR 2014-15						
July	2,763	172	2,591	891	\$19.13	11.9
Aug	2,700	140	2,560	870	\$18.15	12.1
Sep	2,768	123	2,645	857	\$18.75	12.1
Oct	2,976	118	2,858	1,038	\$19.63	11.9
Nov	2,702	89	2,613	794	\$20.36	12.3
Dec	2,549	102	2,447	905	\$20.96	13.2
15-Jan	2,694	128	2,566	882	\$17.99	12.2
Feb	2,558	113	2,445	819	\$16.19	11.7
Mar	2,879	156	2,723	917	\$15.63	11.7
Apr	2,733	146	2,587	865	\$14.78	11.4
May	2,488	73	2,415	748	\$16.40	11.7
June	2,444	90	2,354	689	\$18.53	12.4
SubTotal	32,254	1,450	30,804	10,275		
Contracted				14,528		
FISCAL YEAR 2015-16						
July	2,542	138	2,404	793	\$17.36	12.2
August	2,137	108	2,029	566	\$17.60	12.6
September	2,259	128	2,131	661	\$18.47	12.7
October	2,535	146	2,389	734	\$17.05	12.1
November	2,326	113	2,213	578	\$17.24	11.8
SubTotal	11,799	633	11,166	3,332		
Contracted				4,730		
Contracted Total				29,670		
TOTAL	89,878	6,199	83,679	61,822		

***NOTES**

As of January 2014 we are reporting the average per trip cost based only on trips that were purchased from the Brokerage at regular Brokerage rates; those trips

comprise the majority of RideFACT trips. July '13 onwards numbers were updated to reflect the new process.

RECOMMENDATION:

Staff seeks the Board's feedback regarding the information presented in this item.

ITEM # 12**TO: Board of Directors****FROM: Arun Prem, Executive Director****RE: Executive Director Report****Meetings and Events 12/10/2015 - 1/27/2016**

12/11 CalACT Board Meeting
 12/15 APTA Cross-Committee Working Group on Integrated Mobility Webinar
 12/15 NCTD ADA Review Group - Jonathan
 12/16 APTA Mobility Management Committee Leadership Call
 12/17 Vehicle Procurement Workshop - Oswaldo
 12/17 SDVDC luncheon - Leticia
 12/17 Conference Call with Caltrans - Arun and Oswaldo
 12/17 Coordinated Plan Workshop - Oswaldo
 12/22 Conference Call w/ Caltrans (Patrice & Bruce) - Oswaldo and Arun
 12/24 Closed for Christmas Eve
 12/25 Closed for Christmas Day
 12/28 KUSI interview - Dave and Arun
 12/28 Lunch Mtg. with Julie Austin
 1/1 Closed New Year's Day
 1/7 Mtg. with OES - transportation resources - Meagan
 1/8 APTA's Cross Committee Working Group on Int. Mobility &
 Transformative Tech.
 1/12 Retreat Planning Committee Mtg. - Bob, LaVonna, George, Arun,
 Budd, and Oswaldo
 1/12 One Call One Click Project Team Meeting - Oswaldo and Meagan
 1/18 Closed for MLK Day
 1/19 Presentation to San Luis Rey Rotary Club - Leticia Corona
 1/19 NCTD ADA Review Mtg. - Jonathan
 1/19 Meeting with PADHC - Meagan
 1/25 Tri-City Med Site Visit & Test Drive of Cutaways - Jonathan
 1/27 ARS Subcommittee Senior Needs in North County - Meagan

Upcoming Meetings and Events:

2/9 CAM Meeting
 2/25 Board Meeting
 2/15 Closed for Presidents Day