



Facilitating Access to Coordinated Transportation

**FACT Board of Directors Meeting**  
**November 16, 2017, 9:00 am**  
Carnation Room, Encinitas City Hall  
505 S. Vulcan Avenue, Encinitas, CA 92024

Board members LaVonna Connelly and Dave Roberts will join the meeting via telephone.

**Meeting call to order**

**9:00 a.m.**

1. Introductions
2. Public Comment  
INFORMATION
3. Approval of October Board Meeting Minutes  
ACTION p- 2
4. Annual Meeting Planning:  
ACTION p- 6
  - Award Nomination/Confirmed Special Guests & Speaker
  - Tentative Agenda
  - Confirmations and responses
5. Board Officers Nominating Committee Report  
ACTION p- 8
6. FACT Services Updates  
INFORMATION
  - Update on MV service resumption
  - Discussion with Braille Institute
7. Monthly Financial Reports  
INFORMATION
  - CTSA and Annual Financial Audit Reports/Status
8. Standing Item - Updates on initiatives  
INFORMATION
  - Upcoming meeting with City of Escondido
9. Board member updates / proposed agenda items  
INFORMATION
10. CLOSED SESSION discussion on: ACTION
  - Potential claim against contractor
  - Review proposed SANDAG RideFACT Grant Contract

- 11. Executive Director's Report
- INFORMATION
  - o Board meetings schedule
  - o Retreat Shedule

p-9

### ADJOURNMENT

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

**FACT Board of Directors Meeting Minutes**  
October 26, 2017

Encinitas City Hall, Poinsettia Room  
505 S. Vulcan Avenue, Encinitas, CA 92024

Board Members Attending	Bob Campbell, LaVonna Connelly by phone, Susan Hafner, George Gastil, Hon. John Aguilera, and Dave Roberts by phone
TAC Members Attending	Brian Lane
Board Members Absent	Phil Monroe and Hon. Lorie Zapf
Staff Attending	Arun Prem, Meagan Schmidt, Budd Anderson, and Brooke Connell
Public/Guests	See sign in sheet
Introductions	Chair Bob Campbell called the meeting to order at 9:10 AM and introductions were made.
Public Comment	Brian Lane gave an update on the AB805 impacts. He informed the Board that Julie Wiley will be giving more information at the next SANDAG Board meeting on November 3, 2017. Julie will be able to speak to the specifics of the changes. There are no changes to the CTSA Contract due to AB805. Brian will forward the document to FACT that outlines all of the changes once he has it.
Approval of September Meeting Minutes	<b>Motion to approve the September 28, 2017 meeting minutes made by Susan Hafner. Second by LaVonna Connelly. Abstain - John Aguilera. The motion passed.</b>
Annual Meeting Planning	<p>Bob Campbell reported his discussion with Nick Maccionne. He is not available to speak on December 14<sup>th</sup>, but suggested Chuck Matthews and would like to speak with Bob at another time. Arun Prem explained that staff plans to keep both the Annual Report and Annual Meeting similar in format to last year. A draft agenda will be prepared and presented to the committee.</p> <p>Staff sought input on award recipient, guest speaker(s) and keynote address. During discussion some of the possible speakers suggested included Chuck Matthews, Mark Codey, former APTA Chair Doran Barnes, local FTA representatives Adam Stephenson and Eric Shen, and Dr. Joshua Schank. Arun discussed micro transit in LA.</p> <p>Arun asked for any suggestions on the partner of the year award. He</p>

	<p>made one recommendation for someone who collaborates with FACT and is a member of CAM. The Board agreed with the recommendation.</p> <p>There was a discussion about changes to the bi-laws during the Annual Meeting. Arun explained if it is needed there would be a separate meeting before the start of the Annual Meeting.</p>
<p>Board Officers Nominating Committee</p>	<p>LaVonna Connelly explained it will be difficult with her schedule to continue to be Vice Chair. <b>Chair Bob Campbell appointed LaVonna Connelly, Hon. John Aguilera, and George Gastil to the Board Officers Nominating Committee.</b> The Committee will report back in November with recommendations.</p>
<p>Review of Pilot Project for City of San Marcos</p>	<p>Arun gave an update to the discussions with the City of San Marcos regarding a pilot project involving contracted rides to supplement the Scrip based transportation service they currently offer and also discussed options to expand their service. The city has not been able to give any estimate to what the ridership or demand will be. FACT proposed a 4 month pilot project similar to RideFACT to collect data and help anticipate the senior transportation needs for the city. During the pilot, the fee is a flat \$5 fee regardless of distance. After the pilot project, a contracted service rate comparable to City of Oceanside was proposed. FACT recently signed the MOU with a not-to-exceed amount of \$25,000. FACT met with Catherine Manis, Brenda, and Darren this week and informed them FACT is capable of starting the contract immediately. The city is not ready yet and it may take some time before they are to implement the program. FACT Staff forwarded some intake and reservation templates as guidance.</p>
<p>Update on Outreach for Vehicle Sharing Opportunity</p>	<p>Arun updated the Board on the availability of seven new Class D low-floor minivans which will be available at the end of the year. FACT proactively had meetings with the Cities of Vista, San Marcos, and Oceanside as well as informed members of CAM and providers about the upcoming RFP release. The City of Vista and City of Oceanside appear interested in a vehicle. There was a discussion about differences in business model between cities and other providers.</p>
<p>Survey of Coordinated Maintenance Proposal</p>	<p>Arun and Meagan Schmidt discussed the Centralized Maintenance Facility that has been part of the original Business Plan since 2006. It has been a great goal for FACT, but difficult to implement for a number of reasons including lack of funding and facilities. In mid-August a survey was sent out to CAM members, brokerage partners, and other partners and stakeholders. There were 23 responses to the survey as well as great feedback received at the last CAM meeting including:</p> <ul style="list-style-type: none"> <li>• Majority of respondents had up to 20 vehicles</li> </ul>

	<ul style="list-style-type: none"> <li>• Over 90% had accessible vehicles</li> <li>• Over 60% contract with a mechanic</li> <li>• 45% pay over \$100 for quarterly preventative maintenance inspections</li> <li>• Tires, brakes, transmissions, are most common issues</li> <li>• 32% are interested and 50% might be interested in a centralized maintenance program</li> <li>• 45% are interested and 23% might be interested in a mobile mechanic</li> </ul> <p>Staff will also be reaching out to recipients of 5310 vehicles to find out if this is something they will be interested in. FACT would need to look for a mechanic who can handle the challenge. Bob Campbell mentioned AAA and their approved maintenance service model as a suggestion to look into or even a partnership.</p>
<p>FACT Service Updates</p>	<p>Arun stated through August there have been 108,752 one-way rides since FACT began offering rides. There were a total 2,506 rides in August. RideFACT had 1,871 rides. The FirstTransit contract ended and MV service has not started.</p> <p>Arun talked about the free Veteran rides have increased our ridership as well as the drop in companionship fares. In August there were 38 Veteran rides, followed by 70 in August when we did a soft start of the promotion, and 107 rides in October.</p> <p>Despite the recent lack of demand from the MV contract, FACT ridership is still showing strong growth.</p> <p>MV has signed the contract and has started some training with staff. It is possible that the contract could start as soon as November 1.</p> <p>Bob had a message from Amanda Rigby from League of Cities and will get back to her.</p>
<p>Closed Session</p>	<p>Nothing was reported regarding CTSA Contract Review from closed session.</p>
<p>Monthly Financial Reports</p>	<p>July financials were available at the meeting for review. Both the cost allocation and the audit information will be reviewed with the Finance Committee in early December.</p>
<p>Standing Item - Updates on Initiatives</p>	<p>RouteMatch - Staff is continuing to work on ongoing issues. Arun and Meagan had a conference call with RouteMatch in early October. There are reporting issues that will need to be discussed in detail on the Agenda</p>

	in November.
Board Member Updates/Proposed Agenda Items	George announced he is a grandfather.
Executive Director's Report	<p>Arun brought up the new fuel tax going into effect on November 1. This may impact vendor's costs. There was a discussion if FACT could facilitate jointly procured gas prices for the brokerage providers.</p> <p>Arun mentioned that at the APTA conference the new APTA Chair, Nathaniel Ford, stressed the importance of mobility management. Mr. Ford asked the Mobility Management Committee to hold a summit within the next 9 months. Arun volunteered to help out as needed with the Mobility Management Committee with the undertaking of this project.</p> <p>Arun informed the Board that FACT's lease is up in about 18 months and staff is starting to look at possible options. The office space next door to FACT is available and may be an option at a lower cost per square foot and give a larger foot print. There will need to be a meeting with the Finance Committee.</p> <p>Arun attended a USDOT Open house in Los Angeles and will invite a representative to be a speaker at the Annual Meeting.</p> <p>There was discussion of backup locations if there was a need to find a new meeting place for Board Meetings in the future.</p>
Adjournment	The meeting adjourned at approximately 11:04 AM.

**ITEM # 4**

**TO: BOARD OF DIRECTORS**

**FROM: Arun Prem, Executive Director and Brooke Connell, Office Manager**

**RE: Annual Board of Directors Meeting Planning**

**ISSUE:**

Staff seeks Board input and assistance with the Annual 2017 FACT Board of Directors Meeting scheduled on Thursday, December 14, 2017:

- Award recipient
- Presentations - Guest Speakers

**BACKGROUND**

The 2017 Annual Board of Directors Meeting is scheduled in December as specified by the bylaws and the purpose is to review the Financial Audit report. Typically, the Annual meeting agenda also includes topical presentations and speakers, the annual FACT Award presentation, and other business items as needed. During the last two years, the year-end Council on Access and Mobility (CAM) meeting was combined with the Annual Meeting.

**Planning Committee**

In recent years an Annual Meeting Planning Committee comprised of Board members and staff developed the Annual Meeting theme, agenda and presentations. Board members Bob Campbell, LaVonna Connelly and George Gastil served on the committee for the 2016 Annual Meeting; they were reappointed to the 2017 Committee during September 2017.

**Norine Sigafoose Partner of the Year Award**

Nominations are needed for the 2017 award.

**Theme**

The themes of the recent meetings were outreach to cities and medical services providers. In 2017 FACT provided promotional rides to veterans and amended service policies to make rides more affordable for people travelling with companions/family. The emphasis on reaching out to Cities and Hospitals was maintained during the year 2017.

**Guest Speakers and Keynote**

Several names of local stakeholders were proposed during recent Board meetings, including Mr. Jim Madaffer, some State elected officials, former State Senator Jim Mills, and local officials.

Staff has begun outreach to representatives of stakeholder organizations including SANDAG, Caltrans, FTA, APTA and CalACT. Mr Nick Macchione (HHSA) was mentioned as a potential speaker.

**Potential Board Appointments and Bylaws updates**

There have not been any recent discussions about potential new Board members except the one Board members expected to be appointed by SANDAG’s Transportation Committee (TC). There have not been any discussions about bylaws revisions during recent Board meetings but bylaws updates are typically handled during the Annual Meetings.

The TDA and Internal Financial audits are expected to be concluded on schedule and the reports will be available during the Annual Meeting.



**ITEM # 5**

**TO: BOARD OF DIRECTORS**  
**FROM: Arun Prem, Executive Director**  
**RE: Board Officers Nominating Committee Report**  
**ISSUE:**

During September the Board appointed a committee to review interest in Board Officer positions for year 2017 and prepare a slate for the Board's approval. Committee members include:

LaVonna Connelly  
Hon John Aguilera  
George Gastil

**BACKGROUND:**

According to FACT bylaws Board Officer elections are held during the Annual Meeting (December 14, 2017). The nominating committee was requested to poll Board members and prepare a slate of Officers for review during the November Board meeting. The Nominating Committee's report will be presented during the November meeting.

Portions of FACT bylaws that address Board officer elections are shown below:

**ARTICLE 4**  
**OFFICERS OF THE BOARD**

**SECTION 4.1. NUMBER OF OFFICERS** The officers of the corporation shall be a Chairperson of the Board (or President), one or more Vice Chairperson (or Vice Presidents), a Secretary, and a Treasurer. The corporation may also have, as determined by the board of directors, assistant secretaries, assistant treasurers, or other officers. Any number of offices may be held by the same person except that neither the secretary nor the treasurer may serve as the president or chairperson of the board. The Executive Director will not be an Officer of the Board.

**SECTION 4.2. QUALIFICATION, ELECTION, AND TERM OF OFFICE** Only authorized members of the Board may serve as officers. Officers shall be elected by the board of directors at the Annual Meeting. There are no term limits for officers. **SECTION 4.3. SUBORDINATE OFFICERS** The board of directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the board of directors.

**RECOMMENDATION:**

**Staff requests the Board to review the recommendations of the Board Officers Nominating Committee tasked with proposing a slate for Board approval.**

**ITEM # 11**

**FROM: Arun Prem, Executive Director**

**RE: Executive Director Report**

**Meetings and Events 10/24/2017 - 11/14/2017**

10/26 Southern Caregiver Resource Center Event Free Transportation – Jonathan  
10/27 Transit and Paratransit – Managing the Operation Effectively Training -  
Budd  
10/30 MV D&A Training, Dennis Smith – Meagan and Jonathan  
10/31-1/3 CalACT Conference- Arun and Meagan  
11/2 Financial Auditor Onsite  
11/3 Veterans Coalition – Leticia  
11/7 Vehicle Inspections – Budd and Jonathan  
11/7 Braille Institute of San Diego – Arun and Meagan  
11/7 Financial Auditor Onsite  
11/8 2-1-1 Salesforce Training - Jonathan  
11/8 Live Well Across the Ages – Meagan  
11/8 FACT/SANDAG Quarterly Meeting – Arun and Muggs Stoll  
11/9 City of Oceanside Lease Discussion – Arun and Meagan  
11/9 WTS Thunder Talk Presentation – Meagan  
11/10 Office CLOSED for Veterans Day Obs.  
11/14 Home of Guiding Hands, Dan Earnest – Arun and Meagan  
11/14 One Call One Click Project Team Meeting Call – Meagan

**Upcoming Meetings and Events**

11/23 Office CLOSED Thanksgiving  
11/24 Office CLOSED Black Friday  
12/14 Annual Meeting \* holiday schedule  
12/25 Office CLOSED Christmas