

access

BOARD OF DIRECTORS MEETING
Monday, September 21, 2020
General Session: 12:00 p.m.
Closed Session: Immediately Following

***Webinar - please see note below**

MISSION STATEMENT

Access Services promotes access to all modes of transportation and provides quality and safe ADA paratransit service on behalf of public transit agencies in Los Angeles County.

	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON JULY 20, 2020 (page 7) [Staff Recommendation: Approve minutes as written.]	ACTION [Vote Required: majority of quorum by roll call]
3. REPORT FROM EX-OFFICIO BOARD MEMBERS	INFORMATION
4. GENERAL PUBLIC COMMENT	INFORMATION
5. SUPERIOR SERVICE AWARD	PRESENTATION
6. CONSENT CALENDAR a) Consideration to Extend Term and Increase Funds for Website Services (AS-3221)(page 17) [Staff Recommendation: Authorize an additional \$50,000 in funds and an extension in the period of performance for one year, from December 1, 2020	ACTION [Vote Required: majority of quorum by roll call]

through November 30, 2021 with Trinet Internet Solutions, Inc.]

- b) Consideration to Reappoint Transportation Professionals Advisory Committee (TPAC) Members (page 19)

[Staff Recommendation: Approve the reappointment of the seven (Group B) members as detailed in the item below.]

- c) Consideration to Approve Parents with Disabilities Program Rate for the Santa Clarita Service Region (AS-4064) (page 21)

[Staff Recommendation: Authorize staff to modify the Santa Clarita service provider contract terms and rates for the provision of a modified Parents with Disabilities program (PWD-M).]

- d) Consideration to Approve Technical Assignment of On-Board Vehicle Camera Recording System Contract (AS-3906) (page 23)

[Staff Recommendation: Authorize staff to execute a contract amendment effective no earlier than October 1, 2020 consenting to the technical assignment of Contract AS-3906 to Omnitrac, LLC (Omnitrac).]

[Staff Recommendation: Approve the Consent Calendar]

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| 7. | CONSIDERATION TO APPROVE PROPOSED BUDGET FOR FISCAL YEAR 2020/21 (page 25)

[Staff Recommendation: Approve the FY 2020/21 budget as presented.] | ACTION
[Vote Required: majority of quorum by roll call] |
| 8. | COVID-19 UPDATE | PRESENTATION |
| 9. | UPCOMING BOARD ITEMS (page 29) | INFORMATION |
| 10. | EXECUTIVE DIRECTOR'S REPORT | INFORMATION |
| 11. | BOARD MEMBER COMMUNICATION | INFORMATION |

- | | | |
|-----|---|-----------------------------------|
| 12. | NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA | DISCUSSION/
POSSIBLE
ACTION |
| 13. | PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS | INFORMATION |
| 14. | CLOSED SESSION:

A) PUBLIC EMERGENCY (COVID-19), GC sec. 54957(a)

B) CALIFORNIA GOV. CODE § 54956.8 - REAL PROPERTY NEGOTIATIONS -
Property: APN: 6129-001-047
Access Negotiator: Andre Colaiace/Hector Rodriguez
Negotiating Party: RLF II West LLC
Under Negotiation: Price

C) CONFERENCE WITH LEGAL COUNSEL: CAL. GOV. CODE §54956.9
1. Existing Litigation: Gov. Code §54956.9
a) Oliva / Access Services
DFEH Case 201803-01653722
b) Adams v. Access Services, et al.
Arbitration Case 01-19-0000-7404
c) Jimenez v. Blue & Yellow Taxi Group, Inc., et al
LASC Case 19STCV11731
d) Roslyn Harris, et, al. v. Los Angeles County Metropolitan Transportation Authority, et al.
LASC Case 19STCV02215

D) CALIFORNIA GOV. CODE §54957 - PERSONNEL MATTERS: PUBLIC EMPLOYEE EVALUATION - EXECUTIVE DIRECTOR | DISCUSSION/
POSSIBLE
ACTION |
| 15. | ADJOURNMENT | ACTION |

Access Services does not discriminate on the basis of disability. Accordingly, Access Services seeks to ensure that individuals with disabilities will have an equal opportunity to participate in the range of Access Services events and programs by providing appropriate auxiliary aids and services for communications. Primary consideration is given to the request of individuals with disabilities. However, the final decision belongs to Access Services. To help ensure the availability of any auxiliary aids and services you

require, please make every effort to notify Access Services of your request at least three (3) business days (72 hours) prior to the meeting in which you wish to utilize those aids or services. You may do so by contacting (213) 270-6000.

Note: Access Services Board meetings are held pursuant to the Ralph M. Brown Act [Cal. Gov. Code §54950] and are open to the public. The public may view and obtain all written information supporting this agenda provided to the Board both initially and supplementally prior to the meeting at the agency's offices located at 3449 Santa Anita Avenue, El Monte, California and on its website at <http://accessla.org>. Documents, including Power Point handouts distributed to the Board members by staff or Board members at the meeting, will simultaneously be made available to the public. Three opportunities are available for the public to address the Board during a Board meeting: (1) before closed session regarding matters to be discussed in closed session, (2) before a specific agenda item is debated and voted upon regarding that item and (3) general public comment. The exercise of the right to address the Board is subject to restriction as to time and appropriate decorum. All persons wishing to make public comment must fill out a goldenrod Public Comment Form and submit it to the Secretary of the Board. Public comment is generally limited to three (3) minutes per speaker and the total time available for public comment may be limited at the discretion of the Chairperson. Persons whose speech is impaired such that they are unable to address the Board at a normal rate of speed may request an accommodation of a limited amount of additional time from the Chair but only by checking the appropriate box on the Public Comment Form. Granting such an accommodation is at the discretion of the Chair. The Board of Directors will not and cannot respond during the meeting to matters raised under general public comment. Pursuant to provisions of the Brown Act governing these proceedings, no discussion or action may be taken on these matters unless they are listed on the agenda, or unless certain emergency or special circumstances exist. However, the Board may direct staff to investigate and/or schedule certain matters for consideration at a future Board of Directors Meeting and the staff may respond to all public comments in writing prior to the next Board meeting.

Alternative accessible formats are available upon request.

***NOTE**

NOTICE OF ALTERNATIVE PUBLIC COMMENT PROCEDURES

Pursuant to temporary revised Brown Act requirements, Board members will be participating via webinar. The public may submit written comments on any item on the agenda - 1) through email by addressing it to - board@accessla.org or 2) via US Postal mail by addressing it to - Access Services Board Comments, PO Box 5728, El Monte CA 91734. Please include your name, item number and comments in the

correspondence. Comments must be submitted/received no later than 10:00 am on Monday, September 21, 2020 so they can be read into the record as appropriate.

The public may also participate via the Zoom webinar link, or by teleconference. Please review the procedures to do so as follows -

How to Provide Public Comment in a Board Meeting via Zoom

Online

1. Click the Zoom link for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html. Make sure to use a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, or Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer. You may also use this direct link - <https://zoom.us/j/96873424276>
2. Enter an email address and your name. Your name will be visible online while you are speaking.
3. When the Board Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak. Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
4. Please note that the "Chat" feature is not enabled during the meeting for general public attendees. If you cannot use the "raise hand" feature, then please submit a written comment as outlined above.
5. When called, please limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.

Note: Members of the public will not be shown on video.

By phone

1. Call the Zoom phone number and enter the webinar ID for the meeting you wish to join. Meeting information can be found at: https://accessla.org/news_and_events/agendas.html
2. You can also call in using the following information -
3. Dial (for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)
Webinar ID: 968 7342 4276
4. When the Board Chair calls for the item on which you wish to speak, press *9 to raise a hand. Speakers will be notified shortly before they are called to speak. Speakers will be called by the last four digits of their phone number. Please note that phone numbers in their entirety will be visible online while speakers are speaking.

5. If you cannot use the "raise hand" feature, the please submit a written comment as outlined above.
6. When called, please state your name and limit your remarks to three minutes. An audio signal will sound at the three-minute mark and the Chair will have the discretion to mute you at any point after that. After the comment has been given, the microphone for the speaker's Zoom profile will be muted.



STATEMENT OF PROCEEDINGS FOR THE
MEETING OF THE ACCESS SERVICES
BOARD OF DIRECTORS

Webinar

July 20, 2020

12:00 p.m.

1. **CALL TO ORDER**

Meeting was called to order by Chair Nason at 12:06 p.m.

BOARD MEMBERS PRESENT REPRESENTING A QUORUM

Present: Chair Dolores Nason, Vice Chair Martin Gombert, Secretary Theresa De Vera, Directors Lee Burner, Andrew Del Castillo, John Troost and Jonaura Wisdom. CAC Chair Tina Fofoa. Legal Counsel Vince Ewing.

BOARD MEMBER(S) EXCUSED FROM THE MEETING

Not Present: Treasurer Doran Barnes, Director Valerie Gibson

2. **BOARD OFFICER ELECTIONS**

Recommendation: Elect officers to the Board of Directors as per the requirement of the Access Services Bylaws for an approximate one-year term beginning July 20, 2020 and ending June 30, 2021 or the election of their successor, whichever last occurs.

Slate of Officers:

Chairperson:	Dolores Nason	Vice Chair:	Martin Gombert
Treasurer:	Doran J. Barnes	Secretary:	Theresa DeVera
Executive Director:	Andre Colaiace		

Motion made by Vice Chair Gombert to approve waiver of term limits for the Secretary position, seconded by Director Burner. Via Roll Call Vote, all were in favor, motion passed.

Motion made by Vice Chair Gombert to approve the slate of officers, seconded by Director Troost. Via Roll Call Vote, all were in favor, motion passed.

3. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON JUNE 15, 2020

Recommendation: Approval of minutes as written.

Motion made by Director Burner to approve the minutes, seconded by Secretary De Vera. Via Roll Call Vote, all were in favor, motion passed.

4. REPORT FROM EX-OFFICIO BOARD MEMBERS

CAC Chair Tina Fofoa gave an update on the July CAC meeting. She stated that a COVID-19 and service restoration update was presented by Access staff. Additionally, Director of IT Bill Tsuei gave a presentation on the grant that will enhance the Where's My Ride app. The Parents with Disabilities Program update was presented by Director of Administration F Scott Jewell. He gave a presentation on the program alternatives and he will be bringing these options to the Board at this meeting. There was a lot of discussion with the members expressing their concern about the program being ended and not being able to have options presented to them in a timely manner. The CAC members felt they should have had more notice than they were given. ADA Coordinator Rycharde Martindale gave an update on the upcoming Officer Nominations and asked for volunteers for the subcommittee to help with the voting process. Four of the CAC members volunteered. Ms. Yael Hagen proposed they organize community meetings via Zoom. There was a discussion on what they could do to involve the community as well as the methods that are being utilized to engage the community. Mr. Kurt Baldwin gave an update on the discussions of the subcommittee, which discussed stand signs and locations. The subcommittee, which discussed the option of creating an ad hoc meeting concerning stand signs, and will deliver the seven recommendations at the next meeting.

5. GENERAL PUBLIC COMMENT

Ms. Lisa Anderson made a public comment stating that she used the same day ride service with Access and the vehicles were very clean. She was very impressed. She added that the chat option in Zoom was not working and asked if they could please fix it so that she could communicate this way.

6. SUPERIOR SERVICE COVID-19 PRESENTATION

Project Administrator Megan Mumby provided an introduction to the Superior Service COVID-19 video.

7. CONSENT CALENDAR

Recommendation: Approval of all items on the Consent Calendar.

CONSENT CALENDAR

- a) Consideration to Approve Sole-Source Software Licensing and Services Contract (page 22)

Public Comment: Mr. Carlos Benavides made a public comment by stating that he was glad to see that everyone was keeping safe. He wanted to thank Access for everything they have done by stepping up and helping people.

Director Wisdom inquired as to when this project would be completed. Director of Information Technology Bill Tsuei replied that it would take about six (6) months.

Motion made by Director Troost to approve Consent Calendar item 7-a and seconded by Secretary De Vera. Via Roll Call Vote - all were in favor, motion passed.

8. PARENTS WITH DISABILITIES PROGRAM ALTERNATIVES

Director of Administration F Scott Jewell gave a presentation on the requested action.

Public Comments

Ms. Yael Hagen made a public comment by thanking Mr. Jewell for the presentation. She added that this program means a lot to her and she thinks it is vital for them to continue the program throughout the county. However, she doesn't agree with modifying the program, but that's something that she is hopeful they can work on together as a community so they can come up with a good plan. She encourages the Board to pass the proposed recommendation. She thinks that the cost savings isn't significant enough, but they will take victories where they can get them. The ideal thing would be that they maintain non-shared rides and maintain the core of the program.

Mr. Carlos Benavides made a public comment by stating that he was having trouble raising his hand with the star 9 option on his phone. He expressed that since nobody was physically attending school for the moment, they should use this time to continue to research the different options to improve the program. He asked questions on the pricing of the rides for this program and why they were different. Executive Director Andre Colaiace responded that he would contact him to give him an answer after the meeting.

Ms. Rocio Robledo made a public comment by stating that there are children that still have appointments even if school is not going to open until 2021. Her daughter has

Down Syndrome, and she has many different therapies that she still requires. She needs Access to visit the doctor's office in person, as she cannot have a phone consultation. It is a great option for her because she has MS and this service is helpful. It's very stressful for her not to have Parents with Disabilities anymore. She would love to have the program back.

Board Member Comments

Director Troost made a comment by asking that if they modify the program, will they guarantee that after the COVID pandemic is resolved, and people return to school, they will still offer this to riders.

Mr. Jewell responded that the modified program proposed would be in place once the pandemic ends. From a budgetary standpoint, he does not anticipate any need to make any changes through the fiscal year, but he would anticipate travel patterns changing quite a bit related to this. Staff may have to come back to the Board to deal with this issue as the year progresses.

Secretary De Vera made a comment regarding one of the previous public comments made by the rider concerning her daughter's doctor appointment. It makes her wonder how many of the trips should be handled as next-day rides instead of utilizing the Parents with Disabilities program. It could be a more cost effective option if there was a next-day trip on the day after a doctor's appointments.

Mr. Jewell responded that there was going to be a limit in the number of trips that people can take. Usually the same-day trips are school related, i.e. - if the parent has to go get the child from the school because of some type of illness.

Motion made by Vice Chair Gombert to approve Item 8 and seconded by Director Burner. Via Roll Call Vote - all were in favor, motion passed.

9. CONSIDERATION TO APPROVE DRAFT FY21 FUNDING REQUEST

Deputy Executive Director Hector Rodriguez gave a presentation on the requested action.

Public Comment

Ms. Yael Hagen made a public comment by stating that there were riders that were joining the Zoom meeting via phone and were trying to make a public comment but were not able to do so. She is concerned that people are not being able to make their comments; this happened last month and it happened again this month. She knows this is off topic, but she wants the Board to be aware that they need to work on making sure that people are able to participate in public comments. She thinks that once things start escalating as far as people's usage of public transit in general, the brunt of the

service demand will be on Access Services. People who take both fixed-route and Access are going to be more likely to use Access as their preferred choice. This is not really reflected in the projections of ridership. She wants the Board to think about the fact that at some point there will be a spike in usage, not necessarily new riders, but because it is going to be the stepping stone for people to feel more comfortable using fixed-route. She asks that they consider this as they are thinking about the budget and projections.

Ms. Rocio Robledo made a public comment by stating that she used to use Access to go to different places a minimum of 5 times a day. Now she can only use Access more than one trip a week and now the trips are more expensive for her so that is why she is voicing her request to keep the Parents with Disabilities program. The trips are cheaper and she can make more in one day with PWD.

Board Member Comments

Vice Chair Gombert asked Mr. Rodriguez to confirm that for budget purposes, they are assuming that COVID-19 will continue to impact operations for the rest of the fiscal year. Mr. Rodriguez confirmed that this would be the case.

Director Wisdom asked how the number of passengers and the number of trips help project the amount requested in the budget. Do they multiply the number of trips by a certain amount of money? Is it per ride? She didn't see the translation from the numbers projected to the numbers requested. Mr. Rodriguez responded that there is a budget model that takes that into account because each region has a different contract and a different pricing model. Pricing changes throughout the year also impact the annual amounts. There is a lot to detail that generally does not get included in the funding request but it is more fully detailed in the budget approval that will be presented to the Board in September.

Motion made by Vice Chair Gombert to approve Item 8 and seconded by Secretary De Vera. Via Roll Call Vote - all were in favor, motion passed.

10. "WHERE'S MY RIDE" GRANT AWARD PRESENTATION

Director of Information Technology Bill Tsuei presented this item.

Public Comment

Ms. Yael Hagen made a public comment by thanking Mr. Tsuei on his presentation.

Board Member Comments

Secretary De Vera made a comment by asking how this would work for riders who don't have a smart phone. Mr. Tsuei responded that this is only an option for those who have a smart phone but otherwise, the current system is still available. Secretary De Vera responded that she really enjoyed Where's my Ride as it has been great in terms of finding out where her driver is. She has not been able to use it since the pandemic and was wondering why. Mr. Tsuei responded that there has been a technical issue that is currently being resolved.

Secretary De Vera made a comment by stating that they should probably notify the riders that the Where's my Ride app was not working so they are aware. Mr. Colaiace stated that he would look into this matter for her but that normally the riders are made aware when something is not functioning.

Director Wisdom made a comment by thanking Mr. Tsuei for his work on getting the grant to improve this application. She asked what the percentage of riders who used their smart phone was. Mr. Tsuei responded that based on their survey, he believed it was about 67% or more riders are using a smartphone or smart device solution. They also take care of the riders who don't have smartphones, but have a regular phone. The SMS messaging will be functioning with everything as well.

Director Burner made a comment by asking if the beacons are already installed and, if not, who is installing them and will there be an additional cost to having them installed. Mr. Tsuei responded that the installation would be covered by the grant.

Board Chair Nason stated that this was an information item only and no action was required.

11. COVID-19 UPDATE

Chief Operations Officer Mike Greenwood presented this item.

Public Comment

Ms. Myrna Cabanban made a public comment by congratulating Access for all the good work they have done during the pandemic. Based on the report right now as far as COVID exposures, both from drivers and riders, she thinks it would be prudent for staff to remind the providers of the proper way of wearing masks. There's been a couple of times that she has asked drivers to pull up their masks. It is understandable that, with all the movement that they do, their masks could slip, but a reminder would help.

Ms. Yael Hagen made a public comment by stating that they don't have a lot of participation in the curbside pickup because riders have no way of knowing about it.

The only outreach that's being done at the moment is the hold message, but since no one's on hold for long enough to hear the message, that's kind of a moot point. Most people do not know about the Infoline, she herself had not known about it. They have asked Access Services to do community meetings but none have been done as of yet. She is concerned because she thinks that some people don't understand the same-day services, where they could have taken a trip on a next-day service, but they don't have a way to ask questions other than through customer service. Not everybody would think of calling customer service for that reason. Reaching out to riders at this time is very important, because things are changing so quickly. They need to have a way to keep that information updated and current for all the riders, not just those who attend the CAC and other meetings. She is also concerned about the one wheelchair, although she understands it and it's necessary. There needs to be a distinction that if a rider is riding with a PCA who uses a wheelchair, then it is clear for providers to understand the difference.

Senior Mobility Management Counselor Steve Wrenn replied that they do participate in many community outreach events, and listen in to calls in health centers. If someone needed help on how to use their service throughout the pandemic, the mobility number and the transit option number are easily available to riders for that purpose as well.

Board Member Comments

Director Wisdom thanked Mr. Greenwood for his presentation. She stated that she would be presenting a quarterly briefing to Metro's CEO the first week of August, so she will highlight the grant award. She will also highlight all the meal deliveries and the numbers provided. She also asked if the 37 contractor staff that were infected with COVID had recovered or had anyone passed away. Mr. Greenwood responded that the only fatality was out of Santa Clarita, but that was on their fixed route side of operations.

Chair Nason made a comment by thanking Mr. Greenwood for an excellent presentation. She appreciates all the material, and stated that Access, deserves a lot of credit. She asked if everybody at Access wears a mask. Mr. Greenwood responded that yes, if any Access staff is in the office they wear their mask. Chair Nason asked if all drivers and riders need to wear a mask. Mr. Greenwood responded that they have a mandatory face-covering policy. They have had a few riders ask about a medical condition where the doctor says they shouldn't wear a mask, and they have been accommodating that as a reasonable modification. Mr. Greenwood stated that they have had great compliance by the riders and it is very rare that they get a report of a rider not wearing a mask and they now provide them on the vehicles if they forget their masks.

12. UPCOMING BOARD ITEMS

Director of Administration F Scott Jewell briefly went over the upcoming Board items for September and stated that October would also be a full meeting. He also stated that the Board is scheduled to go back to the committee format in November and the Annual Meeting would likely be a virtual meeting in November also.

13. EXECUTIVE DIRECTOR'S REPORT

Executive Director Andre Colaiace stated that he and his staff continue to meet with various stakeholder groups about Access issues. Last week, he was invited to brief the Los Angeles County Commission on Disabilities about our work during the pandemic, and the Parents with Disabilities program. He and his staff are always available to hold briefings for any stakeholder groups. Friday marked the end of a very special Access partnership. For two months, they were part of an important meal delivery program, along with the City of Los Angeles Department of Disability and the Khalsa Care Foundation. Over that period, over 91,000 meals were delivered to city residents by four Access contractors, San Gabriel Transit, MV Transportation, Global Paratransit and California Transit. Last week, Mayor Garcetti was the guest speaker at a media event attended by Access Chief Operations Officer, Mike Greenwood, at Khalsa Care's facility in Pacoima. He thanked everyone involved in delivering food to several thousand Los Angeles households. He would like to thank their partners, the drivers, the road safety inspectors, and the EOC meal delivery branch for their contributions toward addressing the community's food insecurity during these trying times. In conclusion, this Sunday, July 26 marks the 30th anniversary of the signing of the Americans with Disabilities Act by President George Bush, which they can all agree helped transform American society in a number of profound ways

14. BOARD MEMBER COMMUNICATION

Director Troost thanked Andre Colaiace for his report and told him to keep up the good work.

Director Del Castillo made a comment, commending Access staff and everyone involved in keeping things going. He looks forward to this situation to end soon so that they can continue back to normal.

Secretary De Vera made a comment by stating that Access has really stepped up to the occasion by providing the delivery service and same day rides. She encourages everyone to stay safe because it seems the situation is only getting worse.

Vice Chair Gombert made a comment by thanking Mr. Tsuei and his staff for their effort in obtaining the grant awarded by the FTA. He also, thanked Mike Greenwood and his staff for the TransMAC updates on the COVID response by member agencies.

Director Wisdom thanked everyone for their support and she can't believe it has already been one year since she joined the Board.

Chair Nason added that Director Wisdom has really contributed a lot during this last year.

Tina Fofoa thanked the staff and the Board of Directors for having her and wished everyone a good week.

Chair Nason congratulated the new officers and thanked them all for their confidence in her and for reelecting her for Chair again. She added that she wanted to talk about the ADA and the 30th anniversary coming up. It basically requires businesses and transportation to accommodate people with disabilities and not discriminate against employees in the workplace. At their center, in the lobby, there is a picture of Reverend Harold Wilke, and he's the father of DRC's Board member, Reverend Kit Wilke. He was there at the signing and the picture in the lobby shows the first President Bush putting the signing pen between the toes of Reverend Harold Wilke, because he was born without arms. The picture is signed by President Bush, saying, "Thank you for blessing this special historical day."

15. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA

No new business was heard subsequent to the posting of the agenda.

16. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS

There were no public comments.

17. CLOSED SESSION REPORT

Legal Counsel Vince Ewing stated that the Board had been briefed on item 17 and no action was taken but direction was given to Legal Counsel

18. ADJOURNMENT

Motion made by Secretary De Vera to adjourn, seconded by Director Del Castillo.

The meeting adjourned at 2:23 p.m.

Approved

Theresa De Vera, Secretary

Date

SEPTEMBER 14, 2020

TO: BOARD OF DIRECTORS

FROM: WILLIAM TSUEI, DIRECTOR OF INFORMATION TECHNOLOGY

RE: CONSIDERATION TO EXTEND TERM AND INCREASE FUNDS FOR WEBSITE SERVICES (AS-3221)

ISSUE:

Board approval is necessary to extend for one year Contract AS-3221 with Trinet Internet Solutions, Inc. (Trinet), Access Services' website service consultant.

RECOMMENDATION:

Authorize an additional \$50,000 in funds and an extension in the period of performance for one year, from December 1, 2020 through November 30, 2021.

IMPACT ON BUDGET:

This action will result in an increase in the previously approved contract amount of \$553,500.00 to \$603,500.00. This action is consistent with Access' proposed budget for FY2020/21 and will be programmed for FY2021/22. There is no increase to the retainer and programming rates for the contract.

The funding for these services comes from local funds.

ALTERNATIVES CONSIDERED:

The Board, at its option, could request that these services be put out to bid. However, staff is confident that the contractor has met the terms of the Contract and thus merits consideration for an extension of its term.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Board, the staff would be authorized, but not required, to negotiate and amend the written contract with Trinet upon terms and conditions no less favorable to Access than those proposed herein. Access would not be legally bound to the contract unless it is incorporated into a formal written

agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

BACKGROUND:

In October 2012 Trinet was selected, through a competitive procurement process, to continue providing website services which include hosting Access' website. Over the past years the website has been continuously updated with relevant information such as meeting agendas, Access stand locations, policy updates and community events. The website also allows for individuals to purchase coupons on-line and begin initial eligibility enrollment. A complete redesign of Access' website, for both desktop and mobile users, was completed by Trinet and subsequently launched in early 2020.

In anticipation of the contract expiration in November 2020, staff issued an RFP in February 2020. However, staff subsequently cancelled the award of the RFP in July 2020, due to budgetary concerns. With only a few months before the existing contract expires, staff has determined it will not be possible to re-issue and award a new RFP with a reduced scope. In order to continue to maintain the existing new website without interruption, it is necessary to extend the existing contract for an additional year to allow staff time to issue a new RFP

SEPTEMBER 14, 2020

TO: BOARD OF DIRECTORS

FROM: MATTHEW AVANCENA, DIRECTOR OF PLANNING AND COORDINATION

RE: CONSIDERATION TO REAPPOINT TRANSPORTATION PROFESSIONALS ADVISORY COMMITTEE (TPAC) MEMBERS

ISSUE:

Seven Transportation Professionals Advisory Committee (TPAC) members have terms that will expire on October 28, 2020. The reappointments recommended below are for two-year terms beginning November 2020. These terms will expire in October 2022.

RECOMMENDATION

Approve the reappointment of the following seven (Group B) members.

Group B Reappointments

- Kellie Irving, Long Beach Transit
- Sebastian Hernandez, City of Pasadena
- Richard Aparicio, Montebello Bus Lines
- Eric Hoch, Santa Monica's Big Blue Bus
- Frazier Watts, G-Trans
- Martin Tompkins, Antelope Valley Transit Authority
- Nicole Campos, Pomona Valley Transportation Authority

IMPACT ON BUDGET

None

BACKGROUND

TPAC was created in September 2001 by the Access Services Board of Directors to provide input regarding operational and policy issues. TPAC is comprised of two sets of members, Group A and Group B, which serve two-year terms. Group A members have term expiration dates which occur on odd numbered years. Group B members

have term expiration dates which occur on even numbered years. TPAC meets bi-monthly and is comprised of representatives from social service, community transportation and fixed-route transportation providers.

SEPTEMBER 14, 2020

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION

RE: CONSIDERATION TO APPROVE PARENTS WITH DISABILITIES PROGRAM RATES FOR THE SANTA CLARITA SERVICE REGION

ISSUE:

At the July 2020 Board meeting, the Board approved a county-wide modified Parents with Disabilities program. However, negotiations for reimbursement rates in the Santa Clarita service region were not included in that approval.

RECOMMENDATION:

Authorize staff to modify the Santa Clarita service provider contract (AS-4064) terms and rates for the provision of a modified Parents with Disabilities program (PWD-M).

IMPACT ON BUDGET:

As outlined in the previous Board item, the budgetary impact of the program has been incorporated into the proposed FY21 budget. The rates are as follows -

Per Trip Rate	PWD - M		Same Day	
	<u>Base</u>	<u>COVID</u>	<u>Base</u>	<u>COVID</u>
Santa Clarita (SCT)	\$42.97	\$52.98	\$45.11	\$55.63

Funding for this program comes from Measure M funds.

ALTERNATIVES CONSIDERED:

None, as it is necessary to approve the rates so that the program can be provided in the Santa Clarita service region.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If the staff recommendation is approved by the Board, staff will be authorized, but not required, to negotiate and enter into an amendment of the existing contract with the City of Santa Clarita, under terms that are no less favorable to Access Services than those proposed herein. Access Services would not be legally bound to this contract unless it is incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity’s legal counsel.

BACKGROUND:

Negotiations with the City of Santa Clarita had not been completed in time for the Board’s approval of the county-wide PWD program in July 2020. As noted below, the negotiated rates are within an acceptable range in comparison to the other service regions.

Per Trip Rates	PWD - M		Same Day	
	<u>Base</u>	<u>COVID</u>	<u>Base</u>	<u>COVID</u>
Eastern (SGT)	\$38.20	\$51.57	\$38.20	\$51.57
West/Central (CTI)	\$40.20	\$54.27	\$40.20	\$54.27
Northern (MV)	\$42.97	\$52.98	\$45.11	\$55.63
Southern (GPI)	\$36.73	\$49.63	\$38.73	\$49.63
Santa Clarita (SCT)	\$42.97	\$52.98	\$45.11	\$55.63
Antelope Valley (Keolis)	\$33.00	\$35.00	\$49.00	\$60.00

Note: “COVID rates” reflect that there are currently no shared rides on the paratransit system.

SEPTEMBER 14, 2020

TO: BOARD OF DIRECTORS

**FROM: RICK STREIFF
SENIOR MANAGER, FLEET DESIGN AND MAINTENANCE
BRIAN SELWYN
MANAGER OF PROCUREMENT AND CONTRACT ADMINISTRATION**

RE: CONSIDERATION TO APPROVE TECHNICAL ASSIGNMENT OF ON BOARD VEHICLE CAMERA/RECORDING SYSTEM CONTRACT (AS-3906)

ISSUE:

SmartDrive Systems, Inc. (SmartDrive) has been purchased by Omnitrac, LLC. Board approval is required to authorize staff to consent, on behalf of Access, to this transaction.

RECOMMENDATION:

Authorize staff to execute a contract amendment effective no earlier than October 1, 2020 consenting to the technical assignment of Contract AS-3906 to Omnitrac, LLC (Omnitrac).

IMPACT ON BUDGET:

This item will have no impact on the proposed FY20/21 budget as the terms and conditions of the contract will not change following re-assignment.

ALTERNATIVES CONSIDERED:

Given the nature of the request, no alternatives were considered.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

If this staff recommendation is approved by the Board, staff, with the aid and advice of legal counsel, would be authorized, but not required, to negotiate the terms of a consent by Access to the change of control of SmartDrive and of the assignment and assumption of AS-3906 by Omnitrac in a manner and containing terms and conditions reasonably necessary and appropriate to protect the interests of Access. Access

Services would not be legally bound to the consent or the assignment of the contract unless and until such consent and assignment are incorporated into a formal written agreement executed by all parties thereto and approved as to form by this entity's legal counsel.

BACKGROUND:

Access' contract with SmartDrive, which provides an on-board video recording system used on all dedicated revenue service vehicles, will expire on August 31, 2021. Access has been using this technology for over a decade and its use has allowed both Access and contractor staff to review incidents and accidents - both real and alleged - which occur in or around our contractor-operated vehicles.

SmartDrive is a leader in this field and their acquisition by Omnitrac, a Dallas-based company which is a pioneer in transportation technology, with a particular emphasis on fleet management and data analytics solutions, should strengthen the overall level of safety which has become this program's hallmark. By integrating SmartDrive's transportation intelligence platform, video safety hardware and risk analysis service offering with the Omnitrac One platform, the agency, contractors and customers should ultimately benefit.

SEPTEMBER 14, 2020

TO: BOARD OF DIRECTORS

FROM: HECTOR RODRIGUEZ, DEPUTY EXECUTIVE DIRECTOR

RE: CONSIDERATION TO APPROVE PROPOSED BUDGET FOR FISCAL YEAR 2020/2021

ISSUE:

It is necessary for the Board to adopt an operating budget for Access' fiscal year beginning July 1, 2020 through June 30, 2021.

RECOMMENDATION:

Approve the FY2020/21 budget as presented.

BACKGROUND:

The proposed FY2020/21 budget is based on demand projections conducted by Access' service consultant HDR Engineering, Inc., available funding, existing programs and capital needs. A funding request item was presented to the Board at its July 2020 Board meeting and has since been further refined. Overall, the budget is based on a funding level of \$163.9 million of which Paratransit Operations represents almost 81% of the total budget. The budget will provide for delivery of 1.463 million passengers and 10.9 million contract revenue miles.

The following provides a high level narrative of funding and program expenses by cost center. Full budget detail is available for download at www.accessla.org/about_us/publications.html - Board Meeting Attachments.

Funding

Funding sources include \$69.63 million from a Federal Transit Administration (FTA) Surface Transportation Block Grant (STBG) program funded through monies flexed from the State Block Transportation Program; \$3.6 million from passenger fare revenues; estimated Section 5310 capital grant of \$9.03 million; \$11.5 million from Measure M funds, \$0.55 million from the sale of depreciated vehicles and earned interest on cash deposits. Approximately \$64 million comes from the Proposition C Local Sales Tax discretionary fund account allocated to Access under an annual

Memorandum of Understanding (MOU) with the Los Angeles County Metropolitan Transportation Authority (Metro). The subsidy proposed by Metro for FY2020/21 meets the mean expected results for the level of transportation service projected by HDR's trip demand analysis as well as the other Access Services' programs and administrative costs.

Given the uncertainty in the projected ridership due to the Covid-19 Pandemic, Access requested in its July 2020 funding request to Metro, a 10% (\$15 million) reserve should demand increase sooner than expected.

Paratransit Operations

The total cost of \$132.3 million for this program (80.8% of total funding) is a 19.9% decrease (\$32.9 million) from the FY2019/20 budget.

The primary cost impacts within this program are:

- Purchased Transportation - \$116.4 million (\$148.7 million FY 2019/20)
- Insurance - \$6.8 million (\$6.6 million FY 2019/20)
- Free Fare Program - \$1.8 million (\$3.5 million FY 2019/20)

The main cost drivers within the purchased transportation program are: escalating minimum wage costs, higher cost of contracted services as the contracts are procured through an open and competitive process, and the cost of pandemic responsive services.

Eligibility Determination

The total cost of \$9.6 million for this program (5.9% of total funding) is a 12.6% decrease (\$1.4 million) from the FY2019/20 budget

Eligibility costs are expected to be impacted by a variety of factors. HDR has projected a lower number of new applicants. This projection is consistent with ridership data that is also projected to be lower in FY21. The lower projection for new applicants has a ripple effect across this function: Less applicants translates into lower number of appeals and lower transportation costs.

Consolidated Transportation Services Agency

The total cost of \$0.50 million for this program (0.30% of total funding) is a 10% increase (\$46,317) from the FY2019/20 budget.

Administration

The total cost of \$8.2 million for this program (5.0% of total funding) reflects a 14.3% increase from the FY2019/20 budget as a percent, and a net increase in total dollars of \$1,048,778.

The primary cost impacts within this program are:

- Professional Services - \$1.2 million (\$0.83 million FY2019/20) -Due to increases in software support (Oracle, Rider360 2.0.), audit services, legal services as most legal matters have been delayed due to the closure of the court system which have pushed hearings into FY21, and scheduled contractual increases.
- Network & Telecom - \$755K (\$483K FY2019/20) - Increased expense due to remote working.
- Salaries & Related Expenses - \$5.0 million (\$4.8 million FY2019/20) - Increased expense from a planned 3% salary increase and other payroll cost adjustments due to minimum wage scale compression. Similar to Metro's budgetary action, regular staff salary increases are being deferred until later in the fiscal year.
- Communications - \$138K (\$70K in FY2019/20) - Increase in costs due to increased communication expenses related to the pandemic.
- Other categories such as Insurance and Office Rent added an additional \$100K to the budget compared to FY2019/20.

Capital Projects

The total cost of \$13.2 million (8.1% of total funding) is an increase when compared to the FY2019/20 budget amount of \$9.3 million. Please note that the capital budget, in part, is an estimate of the total amount of available grant funding that will be carried over from FY2019/20 to the proposed FY2020/21 budget.

Capital projects include -

Vehicle Acquisition (125 vehicles)	\$12,200,000
IT Projects	\$ 1,000,000

Vehicle acquisitions will include El Dorado cutaways and Dodge Low Floor ProMasters. One of the challenges facing this agency and the entire state is the current lack of an approved vehicle to replace the low floor Dodge Caravan minivan that has ceased production.

Next Steps

The overall Metro budget (which includes funding for Access) is scheduled for Metro's regular September Board meeting cycle. The Metro Board of Directors will consider the request of Access' funding for FY2020/21 at the Finance, Budget and Audit

Subcommittee on September 16, 2020 and its regular Board meeting on September 24, 2020. Upon approval, staff will execute a funding MOU with Metro.

SEPTEMBER 14, 2020

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR OF ADMINISTRATION

RE: UPCOMING BOARD ITEMS

ISSUE:

The following items are tentatively scheduled to be addressed by the Board and its committees through December 2020.

September 29, 2020 - Board Operations Committee

Agenda Items:	Disposition:
Board Agenda review	Action

October 19, 2020 Committee Meetings - Performance Monitoring, Planning and Development and External/Stakeholder Relations

Agenda Items:	Disposition:
Consideration to Award Construction Management Contract	Action
Consideration to Extend Term and Increase Funds - TAP Card Production Memorandum of Understanding	Action
Consideration to Renew Agency Insurance Policies	Action

November 17, 2020 - Annual Meeting

Agenda Items:	Disposition:
Nominating Committee Appointments	Action

December 7, 2020 - Board of Directors

Agenda Items:	Disposition:
Committee Items Approval	Action

December 14, 2020 - Board Operations Committee

Agenda Items:	Disposition:
Board Agenda review	Action