

access

BOARD OF DIRECTORS MEETING
Monday, September 22, 2025
General Session: 12:00 p.m.
Closed Session: Immediately Following

Access Services Headquarters
Council Conference Room, 3rd Floor
3449 Santa Anita Avenue
El Monte CA 91731

Long Beach Transit
4801 Airport Plaza Dr.
Long Beach CA 90815

See *Note below for remote public link.

Access Values

To Lead

Develop and implement innovative ideas as part of a nationally recognized team.

To Succeed

Demonstrate a measured and expert approach to the business at hand.

To Respond

Be sensitive to the needs of our customers and respond to their requests in a timely manner.

To Protect

Deliver results that exceed our customers' expectations.

To Respect

Treat all customers the way we, ourselves, would want to be treated.

<u>ITEM</u>	<u>DISPOSITION</u>
1. CALL TO ORDER	ACTION
2. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON AUGUST 4, 2025 (page 6) [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 <ul style="list-style-type: none"> a) Consideration to Approve Title VI Plan Update (page 14) [Staff Recommendation: Approve Access Services' Title VI Plan which encompasses the following reports: <ul style="list-style-type: none"> 1) Title VI Report; 2) Public Participation Plan; and 3) Limited English Proficiency Plan.] b) Consideration to Reappoint Transportation Professionals Advisory Committee (TPAC) Members (page 17) [Staff Recommendation: Approve the reappointment of the eight (Group A) members named in the Item.] c) Consideration to Add Second Party to Contract AS-4184 for On-Board Vehicle Camera Recording System and Services (page 18) [Staff Recommendation: Authorize staff to execute Contract No. AS-4184 with Samsara, Inc. and Carahsoft Technology Corp. as a co-contractor.] [Staff Recommendation: Approve the Consent Calendar.]	ACTION [Vote Required: majority of quorum by roll call]
7.	2025 CUSTOMER SURVEY - TECHNOLOGY	PRESENTATION
8.	OPERATIONS UPDATE	PRESENTATION
9.	UPCOMING BOARD ITEMS (page 20)	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: <ul style="list-style-type: none"> A) CONFERENCE WITH LEGAL COUNSEL: GOV. CODE §54956.9 	DISCUSSION/ POSSIBLE ACTION

1. Pending Litigation: Gov. Code §54956.9 (d)(1)
(i) Litigation, to which Access Services is a party, has been initiated formally.

1. Weber v. Access Services, Claim# 1106-AL-25-0300089
2. Godinez v Access Services, Claim# 1106-AL-24-0300018
3. Vestal v. Alta Resources, LASC# 25STCV00639

2. Anticipated Litigation: Gov. Code §54956.9 (d)(2)

(i) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is significant exposure to litigation against the local agency.

15. ADJOURNMENT

ACTION

Access Services does not discriminate based on 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 a specific agenda item is debated and voted upon regarding that item, (2) public comment and (3) before closed session regarding matters to be discussed in closed session. 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 two (2) 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 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**

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://us06web.zoom.us/j/81569758464>
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 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 two minutes. An audio signal will sound at the two-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: +1 669 444 9171 or +1 669 900 6833 or +1 346 248 7799 or +1 719 359 4580
or +1 253 205 0468 or +1 253 215 8782 or +1 386 347 5053 or +1 507 473 4847

or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099
or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799
or +1 360 209 5623 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833
548 0276 (Toll Free) or 833 548 0282 (Toll Free)

Webinar ID: 815 6975 8464

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, please submit a written comment as outlined above.
6. When called, please state your name, and limit your remarks to two minutes. An audio signal will sound at the two-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

AUGUST 4, 2025

12:00 p.m.

1. CALL TO ORDER

The meeting was called to order by Vice Chair Barnes at 12:11 p.m.

BOARD MEMBERS PRESENT REPRESENTING A QUORUM

Present: Vice Chair Doran Barnes, Treasurer Lee Burner, Secretary Dolores Nason, Directors Adrian Aguilar, Giovanna Gogreve, Martin Gombert, Liam Matthews and John Troost

BOARD MEMBER(S) EXCUSED FROM THE MEETING

Not Present: Chair Theresa de Vera

2. BOARD OFFICER ELECTIONS

Legal Counsel Vincent Ewing gave a presentation on this item.

Public Comment:

None.

Board Member Questions:

None.

Board Discussion

None.

Motion made by Secretary Nason to approve the item, seconded by Treasurer Burner. Via Roll Call Vote – all were in favor, motion passed.

3. REVIEW & APPROVAL OF MINUTES FROM THE BOARD MEETING ON JUNE 30, 2025

Recommendation: Approval of minutes as written.

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

4. REPORT FROM EX-OFFICIO BOARD MEMBERS

CAC Chair Yael Hagen stated that they received a presentation on SB707, which has to do with changes in the Brown Act. She stated that it looks like the bill has a lot of support and they believe it will be finalized in early September. They also had a presentation on the no-show process. She stated that the Operations subcommittee is working on the package policy to see if it can be improved. The Customer Service subcommittee is finishing up the frequently asked questions section for the website. The Communication and Video subcommittee has completed the script for how to avoid a no-show video. The Goals Retreat subcommittee is almost done with putting together all the goals but in the future they are planning to do the goals retreat every other year with an educational training for the CAC members in the alternate year.

TPAC Chair Fayma Ishaq stated that TPAC met on July 10th, where they received the Executive Director's report in which TPAC asked for periodic updates on the TRB research study on same day service. TPAC members also asked about high-volume ETA calls, denials, preventable incidents, stand sign maintenance and on-time performance. Chair Ishaq also stated that they received a presentation on the 2025 Technology Focus customer survey. TPAC also received a presentation on the FY26 budget. TPAC members also asked about tariffs and how they will affect the procurement of goods and services, like vehicles, in FY 26.

5. GENERAL PUBLIC COMMENT

None.

6. SUPERIOR SERVICE AWARD

Project Administrator Mayra Calderon introduced the Superior Service Award winner, John Kuusto.

7. CONSENT CALENDAR

- a) Consideration to Approve Amendment to the Executive Director's Employment Agreement

Public Comment:

None.

Motion made by Director Nason to approve the Consent Calendar, seconded by Director Troost. Via Roll Call Vote - all were in favor, motion passed.

8. CONSIDERATION TO APPROVE PURCHASE AUTHORIZATION FOR ADA PARATRANSIT VEHICLES

Fleet Administrator Peter Stawniczy and Chief Operations Officer Mike Greenwood gave a presentation on this item.

Public Comment:

Yael Hagen made a public comment by stating that the ProMaster vehicles are difficult for some riders to ride on. The vehicles are not all the same, which makes it very difficult for somebody with a visual disability to orient themselves. She also stated that the position of the grab bars in some vehicles are not appropriate and neither is the storage.

Board Member Questions:

Director Gombert stated that two months ago he did a walk-through of the ProMaster vehicle and highlighted a few of the changes that were made or are being made based on rider feedback. All paratransit vehicles are a compromise and there are going to be challenges no matter what the configuration is. He wishes there were other vehicle options out there, but this is the option that they have at the moment.

Director Nason stated that she is taken to work and brought home every day on a ProMaster and is glad they have these vehicles. She believes safety comes first and is grateful to Access for always making sure they prioritize this. There are things that can be improved, but as with any new car there is room for improvement.

Director Burner asked what the production turnaround on the vehicles was. Mr. Stawniczy responded it takes about four to six days to turn around a single vehicle after approximately one month lead time for preparation.

Chair Barnes asked how difficult it is to retrofit the vehicles. Mr. Stawniczy responded that it takes a lot of collaboration with the community to understand what changes are necessary to improve the vehicles. They are working with the engineering department to see what's available to allow for those types of changes. They work with the committees, but it does take a little bit of time to get these changes processed.

Chair Barnes stated that if it was relatively easy and inexpensive to make those changes, they would they be able to do that, but he understood that, in reality, there are cost implications to the program. Mr. Stawniczy stated that due to engineering constraints some changes cannot be made, such as putting two steps on the earlier models of the ProMaster. Other items like the convex mirror, updating the grab bars, and storage options are things that can be retrofitted across the fleet.

Chair Barnes asked how many other vehicles are available that they could also consider. Mr. Greenwood responded that they have taken a look at the Ford Transit van, and there are several major concerns with those vehicles including being a foot longer than the ProMaster and that the vehicles have high floors and a lift instead of a ramp. Mr. Greenwood also reported that the FY26 vehicle order will see an increase in Class A Cutaways.

Secretary Gogreve asked about the quantity of Ram ProMasters versus Turtletops for this order. Mr. Stawniczy responded that the first order would be roughly 50 cutaways from Turtletop and the remainder would be Ram ProMasters. And then, in the spring order, they will evaluate pricing. Secretary Gogreve asked about the low floor concept. Mr. Greenwood responded that in the future they want a ProMaster to have a low floor all the way to the rear bumper but, to do that, they have to eliminate the axle that connects the rear wheels, which is a major engineering feat. Stellantis has put that engineering project on hold.

Secretary Gogreve asked if they could prioritize getting the vehicles with the low floor and also make a list of priority items to be fixed on the vehicles.

Executive Director Colaiace stated that they take into account the comments received from the customers, CAC and TPAC, as well as the Board. Staff should be congratulated for all the changes they've made to this vehicle over the last few years. One challenge to acquiring vehicles is Buy America, which is well-intentioned, but reduces the type of chassis that they can use. Staff will continue to work with Stellantis and others to get to a more advanced chassis.

Director Matthews asked at what point is the disability community involved in helping to steer these decisions about the adaptations that are being made. He believes that many members of the community are reaching out after the adaptations are done versus, reaching out during the process or in the early stages. Mr. Stawniczy responded that the current improvements that they were making are based on the feedback from the disability community. Director Matthews suggested that they should bring individuals in from many different communities, not just the ones on CAC and TPAC, but professionals that can give input and make the process run smoother.

Chair Barnes stated that if budget wasn't an issue, they could do so much, but the reality is that there are compromises, and they need to realize they can't necessarily have everything they want. There are so many viewpoints in terms of how they carry their customers and how they lead their lives.

Yael Hagen made a comment by stating the main problem is the interior design of the vehicle, not the vehicle itself. Not everyone can climb steps, and she believes the middle seat is a safety issue. There are some issues between those who are ambulatory versus the space for someone in a wheelchair.

Board Discussion

Chair Barnes stated that the vehicle is really our core business and it is an important aspect of how we serve the community, and the discussion shows that there is more work to be done.

Motion made by Director Gombert to approve the item, seconded by Treasurer Aguilar. Via Roll Call Vote - all were in favor, motion passed.

9. CONSIDERATION TO APPROVE CONTRACT FOR ON-BOARD VEHICLE CAMERA RECORDING SYSTEM AND SERVICES

Fleet Administrator Peter Stawniczy, Chief Operations Officer Mike Greenwood and Procurement and Contract Administrator David Chia gave a presentation on this item.

Board Member Questions:

Director Gogreve asked what the timeframe was to transition all the vehicles to Samsara. Mr. Stawniczy responded they have been discussing implementation for the past few weeks, pending Board approval, contract signing and such. They will have a short period where they're going to collect all the information, draft installation manuals, and then they are expecting anywhere from three to five weeks for the entirety of the fleet to be transitioned upon the start of the project.

Chair Barnes asked by purchasing this off the GSA price list, does that constitute the procurement action. Mr. Chia responded that he was correct, except that Access is going to get a lower discounted price than what is listed in the GSA schedule.

Board Discussion

Secretary Gogreve asked if there is a difference between the subscription they are getting and the next level subscription. Mr. Stawniczy responded that the difference is mostly items that are not applicable to Access' operational model, such as heavy trucking service hour tracking.

Chair Barnes stated that after they have the system up and running for a few months it would be great to be able to look at some of those data points at a high level to see what the impact is. He realizes there are multiple components to that, but having the improved technology is going to improve those safety metrics.

Motion made by Secretary Gogreve to approve the item, seconded by Director Nason. Via Roll Call Vote - all were in favor, motion passed.

10. OPERATIONS UPDATE

Chief Operations Officer Mike Greenwood presented this item.

Board Member Questions:

Director Nason stated she has a shared ride with a person who is a wheelchair user, and they talked about how there was plenty of space to tie someone down in the ProMaster.

Secretary Gogreve asked if most complaints on shared rides occur in service regions that have a high number of shared rides. Mr. Greenwood responded that they directly correlate with the biggest regions and they get more complaints about shared rides in the Southern region than any other region.

Secretary Gogreve stated that this area is extremely important for riders, and being able to dispatch and being able to route the trips properly is also important. She asked what does the future look like for routing trips. Mr. Greenwood responded that they just released the RFP for the West Central region and, unlike some of the previous RFPs, this time they opened it up to any software. However, the choice of software still needs to reside with the contractor as they are responsible for the operation and performance of the service. He noted that the Spare software shows a lot of promise, and they will hear from Director Aguilar in a few months to see how the implementation has gone. He also mentioned that when Santa Clarita goes live with Spare, online reservations will be possible in the region from day one.

Secretary Gogreve asked if he knows if software packages are compatible with each other and is there a possibility that Spare would be able to work with other routing software. Mr. Greenwood responded that he is not aware of paratransit dispatching software companies working together.

Chair Barnes stated that if a rider is making an online reservation and a different provider has a different software package, does that mean that the rider has to use a different application based on the region that they are in. Mr. Greenwood responded that riders are accessing the same portal to book an online reservation for any of the six regions. Behind the scenes, different things are happening, but it's invisible to the customer.

11. UPCOMING BOARD ITEMS

Director of Administration F Scott Jewell presented this item.

Public Comment:

None.

Board Member Questions:

None.

12. EXECUTIVE DIRECTOR'S REPORT

Executive Director Andre Colaiace thanked the past officers for their service to Access and also thanked Vice Chair De Vera for serving as Chair for the last two years. They accomplished a lot as an agency, and he looks forward to keeping the momentum going with Chair Barnes and the new officers. He also stated that there's a new regional process for Access to be allocated federal money for its operations. Previously the funds were simply allocated by the Metro Board as part of the funding mix. Under this new process, which is mandated by the FTA, these funds must be allocated by SCAG using a competitive process. Access has submitted an application to Metro for both operating funding for FY '27 and '28 and funding for the new southern region facility. He is pleased to report that their application was scored as highly recommended by Metro staff and was part of a package of project recommendations approved by the Metro Board in July, which will now be submitted to SCAG. SCAG is in the process of reviewing Metro's recommendations and will bring their own recommendations to the SCAG regional council in November or December. They have met with SCAG staff to talk about how important federal money is to their budget, and also will be meeting with members of the SCAG Transportation Committee. Mr. Colaiace also noted that July 26th marks 35 years since the Americans with Disabilities Act of 1990 was signed into law by President Herbert Walker Bush. The civil rights law led to the creation of complementary paratransit systems like Access Services across the United States, which have played a critical role in helping people with disabilities lead independent lives.

13. BOARD MEMBER COMMUNICATION

CAC Chair Hagen thanked everyone for their great presentations, and great discussions.

TPAC Chair Ishaq thanked all the presenters and also congratulated all the new officers, new Board members, for the new fiscal year.

Secretary Gogreve let everyone know that she attended the APTA Boardmembers Conference with several of the Board members and it was really great. They did tours of transit-oriented development and received a lot of good information that she will be sharing with staff. She encourages the other Board members to attend the conferences for APTA since it is a really great experience.

Chair Barnes thanked Secretary Gogreve for her reference to APTA because there is a lot of learning that happens both at the national level and also at the state level, such as through CalACT and the California Transit Association. In November, Director Burner and his colleagues at Long Beach Transit will be hosting the California Transit Association's Annual Conference. It is an incredible opportunity to be able to participate in the educational activities, but also there's usually a vehicle display. He stated that it was an honor to serve as the new Chair.

Director Nason congratulated the new officers. She loved the presentations and the feedback that people were giving. She was disappointed that they didn't have the APTA conference on Zoom for those that cannot attend; it is so useful.

14. NEW BUSINESS SUBSEQUENT TO THE POSTING OF THE AGENDA

Secretary Gogreve asked staff if they can put together something on the Free Fare program. They had a discussion about it a few months back, and that number has declined. They should do something to increase the awareness of free fares and the Free Fare program.

15. PUBLIC COMMENT WITH RESPECT TO CLOSED SESSION ITEMS

None.

16. CLOSED SESSION REPORT

No action was taken.

17.ADJOURNMENT

Motion made by Secretary Gogreve, seconded by Director Gombert to adjourn the meeting.

The meeting adjourned at 2:39 p.m.

Approved

Giovanna Gogreve, Secretary

Date

SEPTEMBER 15, 2025

TO: BOARD OF DIRECTORS

FROM: ERIC J. HAACK, MANAGER OF STRATEGIC PLANNING

RE: CONSIDERATION TO APPROVE ACCESS SERVICES TITLE VI PLAN
(2025-2028) UPDATE

ISSUE:

Federal regulations require that Access Services update its Title VI Plan every three years and receive Board approval for the following reports: (1) Title VI Report; (2) Public Participation Plan, and (3) Limited English Proficiency Plan.

RECOMMENDATION

Approve Access Services' Title VI Plan which encompasses the following reports:

- 1) Title VI Report;
- 2) Public Participation Plan; and
- 3) Limited English Proficiency Plan.

IMPACT ON BUDGET

None.

BACKGROUND

Title VI is a federal law that was enacted to ensure that government-funded services provide such services to communities in a non-discriminatory manner. Specifically, "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (FTA C 4702.1B, II-1-2).

Following the guidance of FTA Circular 4702.1B (October, 2012) "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," Access Services is required to update its current Title VI reports in 2022. Also, per requirements set forth in FTA Circular 4702.1B, Access must have Board approval for its Title VI documentation as part of the final submission of these reports to FTA's Office of Civil Rights.

Access' Title VI documentation is separated into three distinctive categories, which together make up Access' required Title VI documents. Each of these separate reports is described below.

Title VI Report

The Title VI Report demonstrates that Access complies with the separate elements contained in FTA Circular 4702.1B.

- a) Approval of Agency Title VI Policies by Access Board of Directors;
- b) Notification of Customers of Protection Under Title VI;
- c) Requirement to Develop Title VI Complaint Procedures and Complaint Form;
- d) Requirement to Record and Report Transit-Related Title VI Investigations, Complaints and Lawsuits;
- e) Requirement to Record Minority Representation on Planning and Advisory Boards;
- f) Requirement to Monitor Subrecipients.

Public Participation Plan

The purpose of Access Services' Public Participation Plan (PPP) is to illustrate how Access reaches out to its customers and to the larger disability community through Community Meetings and Outreach meetings. Additionally, the PPP presents how Access' public outreach methods serve to educate minority as well as non-minority communities about the services Access offers to the public.

Access' PPP highlights many of the new and on-going public outreach efforts conducted since the last PPP update.

- 1) Ongoing community outreach conducted by Access' Customer Service, Mobility Management and Operations Departments;
- 2) Examples of Access' ability to transition to virtual meetings during the COVID-19 pandemic to ensure transparency with Access' activities, while also ensuring safety for Access' customers;
- 3) Customer notification of upcoming meetings through Access Services' website, emails, and mobile app notifications;

Limited English Proficiency Plan

Access' Limited English Proficiency Plan recognizes that there are many existing and potential Access customers who may not be proficient in English but still need information about the services that Access provides to persons with disabilities. As per

Federal guidance, Access must conduct a “four-factor analysis” and perform analyses of the population it serves as well as the overall community in Access’ service area.

The Limited English Proficiency Plan then presents features that Access offers in order to effectively communicate with its customers and members of the public about the services that Access provides.

Access’ LEP Plan provides information about the variety of services that Access provides to remove barriers to persons who may have limited proficiency in speaking or reading English. Among some of the services that Access provides for LEP persons discussed in the report are as follows:

- 1) Telephone interpreter services are available to Access’ contracted call center staff; provider staff; Eligibility and Eligibility appeals staff. This allows persons to communicate effectively even if a language barrier would exist without the interpreter service. Between July 2019 and November 2021, This interpreter service assisted over 34,000 calls in 55 different languages.
- 2) Google Translate embedded feature on Access’ website. Information posted on the Access website can be viewed in English or – through a Google Translate link on the Access website – can be translated into dozens of languages;
- 3) Portable mobile phone speakers are available at Access’ Eligibility Center. If a customer arrives at Access’ Eligibility Center and does not speak either English or Spanish and does not have a translator to assist them, an in-person evaluation can still be conducted easily. Through these portable speaker phones (i.e. cell phones), the evaluator and applicant can communicate through Access’ telephone interpreter service both in the evaluator’s office as well as out on the physical evaluation course;
- 4) Printed materials provided in English and Spanish. Access’ applications, Rider’s Guide, Community meeting announcements are provided in both English and Spanish (the most common language spoken by Access customers as well as County residents next to English);

A .PDF copy of Access Services’ Title VI, Public Participation Plan and Limited English Proficiency Plan can be viewed at the following web link – [Item 6-a, Attachment 1](#).

SEPTEMBER 15, 2025

TO: BOARD OF DIRECTORS

FROM: MATTHEW AVANCENA, DIRECTOR, PLANNING AND
COORDINATION

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

ISSUE:

Eight Transportation Professionals Advisory Committee (TPAC) members have terms that will expire on October 28, 2025. The reappointments recommended below are for two-year terms beginning October 2025. These terms will expire in October 2027.

RECOMMENDATION

Approve the reappointment of the following eight (Group A) members.

- Silva Baghdanian, Glendale Beeline
- Liliana Huerta, East L.A. Regional Center
- Melissa Mungia, Orange County Transportation Authority
- Fayma Ishaq, Metro
- LaShawn King Gillespie, Foothill Transit
- Tyron Gunn, Beach Cities Transit
- James Lee, Torrance Transit
- Janna Smith, L.A. Department of Transportation

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.

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SEPTEMBER 15, 2025

TO: BOARD OF DIRECTORS

FROM: PETER STAWNICZY, FLEET ADMINISTRATOR
DAVID CHIA, PROCUREMENT AND CONTRACTOR ADMINISTRATOR

RE: CONSIDERATION TO ADD SECOND PARTY TO CONTRACT AS-4184
FOR ON-BOARD VEHICLE CAMERA RECORDING SYSTEM AND
SERVICES

ISSUE:

Board approval is requested to add Carahsoft Technology Corp. ("Carahsoft") as a co-contractor to Contract No. AS-4184, which is for the acquisition of a turnkey fleet camera recording and telematics solution from the contractor, Samsara, Inc. ("Samsara"). As co-contractor, Carahsoft will oversee the purchase and installation of vehicle camera recording equipment and be bound to the same terms and obligations as Samsara.

RECOMMENDATION:

Authorize staff to execute Contract No. AS-4184 with Samsara, Inc. and Carahsoft Technology Corp. as a co-contractor.

IMPACT ON BUDGET:

The addition of a co-contractor to the contract will not affect the approved budget. The total contract amount of \$4,190,025 remains unchanged and will continue to be funded through local funds that include Proposition C funds and fare box collections.

ALTERNATIVES CONSIDERED:

No suitable alternatives are available. Carahsoft serves as the authorized provider for Samsara, managing both the purchase and installation of vehicle camera recording equipment. These services are not performed in-house by Samsara, and Carahsoft is the designated channel through which such equipment is delivered and installed.

EFFECT OF APPROVAL OF STAFF RECOMMENDATION:

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

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

BACKGROUND:

On August 4, 2025, the Board awarded Contract No. AS-4184 to Samsara for the installation, maintenance, and operation of a turnkey fleet camera recording and telematics solution.

To streamline administration and expedite project delivery, Samsara has requested that Carahsoft be added to Contract No. AS-4184 as a co-contractor and designated the recipient of payments under the agreement. Samsara uses Carahsoft to purchase and install vehicle camera recording equipment, as Samsara does not perform in-house installation or purchase certain camera equipment directly.

As a co-contractor, Carahsoft would be jointly and severally responsible for all services and fully bound by the terms and conditions of the contract. This change would not alter Access' contractual relationship with Samsara, which would continue to be responsible for all terms and conditions under the contract.

SEPTEMBER 15, 2025

TO: BOARD OF DIRECTORS

FROM: F SCOTT JEWELL, DIRECTOR, ADMINISTRATION

RE: UPCOMING BOARD ITEMS

ISSUE:

The following items are tentatively scheduled to be addressed by the Board through November 2025.

October 27, 2025

Agenda Items:	Disposition:
Strategic Plan Approval	Action
Managed IT Support Services Contract Award	Action

November 24, 2025 - Annual Meeting - In-person at California Endowment