

MOVE Board of Directors Meeting Agenda

1:00 PM, Tuesday, May 24, 2022

**MOVE Office
3500 Coffee Road
Modesto, CA 95355
Room 113**

You may also attend this meeting by utilizing “GoToMeeting” online conferencing.

Email Stacie Morales for meeting Link

staciem@movestanislaus.org

AGENDA

1. Call to Order

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Pat Maisetti
Lupe Aguilera
Geri Vargas

3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the “Public Comments” period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

4. Approve Minutes

Action: Approve minutes of March 29, 2022, Board Meeting.

5. Presentation: MOVE Website – Stacie Morales/David Gonzalez

6. Adopt MOVE Stanislaus Transportation (MOVE) Amended Corporate Bylaws – Stacie Morales

Action: Adopt the amended Bylaws for MOVE Stanislaus Transportation.

7. Adopt Resolution No. 2022-0501 between MOVE Stanislaus Transportation and the California Department of Transportation (Caltrans) - Stacie Morales

Action: Adopt Resolution No. 2022-0501 authorizing Chief Executive Officer to file and execute applications, certification of assurances, contracts or agreements or any other documents required by the California Department of Transportation on behalf of MOVE Stanislaus Transportation to aid in the financing of a replacement wheelchair accessible VetsVan vehicle and the Travel Training Expansion pursuant to 5310 of the Federal Transit Act (FTA C 9070.1G).

8. Adopt by resolution No. 2022-0502 the Measure L Community Connections/Rail Service Project funding and Memorandum of Understanding with Stanislaus Council of Governments (StanCOG) – Stacie Morales

Action: Adopt Resolution No. 2022-0502 to enter into a Memorandum of Understanding with StanCOG for the purpose of receiving Measure L Community Connections funding for the continuation of the MOVE VOGO program; and further to authorize the CEO to make any subsequent adjustments as determined by StanCOG or as a result of the StanCOG review process; and finally, to submit any revised documents resulting from this process.

9. Professional Services Agreement between Volunteer Transportation Center (VTC) and MOVE Stanislaus Transportation – Stacie Morales

Action: Authorize the CEO of MOVE to enter into a Professional Services Agreement between Volunteer Transportation Center (VTC) and MOVE Stanislaus Transportation for the continuation of the MOVE VOGO pilot program and to execute any and all documents and to take any steps necessary to complete this agreement.

10. Financial Report Update – Stacie Morales/Miller Consulting

11. CEO Report

12. Comments by Rosa De León Park, Ex-Officio

13. Comments by Board Members

14. Information Items

- a. The following items are for information only

March/April 2022 Program Reports

15. Adjourn

Next Scheduled Board Meeting:

June 21, 2022 (Tuesday) @ 1:00 PM

Stanislaus Veterans Center

3500 Coffee Road, Room 112

Modesto, CA 95355

Due to Covid-19 the meeting may be held in person and/or on-line via “GoToMeeting” conferencing.

DATE: May 24, 2022
TO: MOVE Board of Directors
RE: Minutes of March 29, 2022

Agenda Item: 4

MEETING MINUTES

PRESENT:

Chair Jenny Kenoyer
Vice Chair Jeff Lambaren
Director Pat Maisetti
Director Lupe Aguilera

ALSO PRESENT: Stacie Morales, Hayley Vieyra, Edith Robles, Karen Dunger, Clint Miller, Laura Coutrakis, and Geri Vargas.

1. Call to Order – Meeting called to order March 29, 2022, 11:07 a.m.

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Pat Maisetti
Lupe Aguilera

3. Public Comments

Matters under the jurisdiction of the MOVE Board of Directors, and not on the agenda may be addressed by interested parties in the audience at the beginning of the regular agenda. Any member of the audience wishing to address the Board of Directors during the "Public Comments" period shall be permitted to be heard for up to five minutes or at the discretion of the Chair.

No comments were made by those present.

4. Approve Minutes

Action: Approve minutes of February 15, 2022, Board Meeting.

Motion made by Director Maisetti, Seconded by Director Aguilera to approve February 15, 2022, Board Meeting Minutes.
Passed: Unanimous

5. Presentation- Final Coordinated Public Transit Human Services Transportation Plan – Edith Robles

Edith Robles shared details regarding the final version of the Human Services Transportation Plan. The transit agencies, MOVE and StanCOG are preparing to implement changes and programs to support areas where improvements are needed.

Director Maisetti: What is being put in place to support students especially in Patterson?

Discussion: Edith Robles explained students are approximately 25% of our ridership. All Modesto Junior College students ride for free on The S with valid student IDs. Fixed route public transit is free for children up through age 18. StanRTA is in the process of completing a Comprehensive Operational Analysis (COA). When the COA is complete, they will be looking at the needs and making changes to accommodate many needs.

6. Appoint Geri Vargas to the MOVE Board of Directors – Stacie Morales

Action: Appoint Geri Vargas to the MOVE Board of Directors effective March 29, 2022 with all rights and responsibilities of Board Membership. This newly appointed Board Member will serve a term of three (3) years.

Discussion: Stacie Morales presented Ms. Geri Vargas resides in Modesto and is an active citizen currently serving on Haven Center, Mujeres Latinas de Stanislaus, and the Central Valley Opportunity Center (CVOC) boards. Ms. Vargas is a retired Executive Assistance from Modesto Junior College. Ms. Vargas is very aware of the needs for seniors, individuals with disabilities and the Hispanic Community. The addition of a new Member will fill the available Board position.

Motion made by Director Maisetti, Seconded by Director Lambaren to appoint Geri Vargas to the MOVE Board of Directors effective March 29, 2022 with all rights and responsibilities of Board Membership.

Passed: Unanimous

7. Adopt Resolution #2022-0301 authorizing MOVE Stanislaus Transportation Chief Executive Officer (CEO) to submit and execute the Fiscal Year (FY) 2022-23 Transportation Development Act (TDA) Claim– Stacie Morales

Action: Adopt Resolution #2022-0301 authorizing MOVE Chief Executive Officer (CEO) to submit and execute the FY 2022-23 TDA Claim and Measure L Project Summary to Stanislaus Council of Governments (StanCOG); and further to authorize the CEO to make any subsequent adjustments as determined by StanCOG or as a result of the StanCOG review process; and finally, to submit any revised documents resulting from this process.

Discussion: Stacie Morales presented the following information regarding the MOVE budget and TDA claim for FY 2022-23.

The MOVE budget and TDA claim for fiscal year July 1, 2022, through June 30, 2023, presentation included the funding provided by each source, estimated increases, program expansion and next steps in the claim process.

The overall budget is \$2,775,316. The TDA claim is requesting \$1,154,710.97 in new funding and utilizing \$161,138 in estimated TDA carryover. The Measure L funding request is 467,741 and utilizing 815,727 in estimated Measure L carryover. Additional revenue is Measure L Regional claim for \$176,000.

The budgeting and TDA claim process each year includes the development of the budget by the MOVE Chief Executive Officer (CEO) and MOVE Board of Directors approval. The Stanislaus Council of Governments (StanCOG) Cost Sharing Committee will meet in April to review and recommend approval to the StanCOG Policy Board. The final step is the approval by the StanCOG Policy Board in June 2022.

Funding sources and reliability

The Stanislaus region has not experienced a decline in our Sales Tax revenue during COVID. We have actually seen an increase and at this time StanCOG does not expect a decline in funding for the CTSA. The majority of revenue is derived from the Transportation Development Act (TDA) a ¼ cent general sales tax collected in Stanislaus County. The Measure L Point-to-Point Services funds are derived from a ½ cent sales tax collected in Stanislaus County.

Measure L Community Connections will provide revenue to continue the VOGO program. The JARC (Job Access Reverse Commute FTA 5316) funds have been fully expended. JARC has funded travel training since its inception in 2010. JARC funding is no longer available.

Question: Chair Kenoyer asked for a brief description of the eligibility process. Stacie Morales explained that in 2017 we met with the transit agencies StanCOG to develop a regional in-person ADA Paratransit eligibility process. MOVE began providing these services in March 2018 and MOVE TDA is used to fund these services. Due to COVID, we have been conducting telephone interviews. This modified process allows for rider's access to paratransit while keeping them and staff safe. Our goal is to begin in-person interviews June 2022. Those receiving eligibility repeat the process every three years.

Wages and Staff increases:

The COVID pandemic has caused an increase in starting wages for entry level positions. Minimum wage is \$15 per hour and local entry level jobs are starting wages at \$17.00. Due to this increase, all staff with the exception of the CEO and Director were provided

wage increases this last year. The budget includes those increases along with wage increases for the CEO and Director.

The budget includes hiring three additional full-time staff. The Float position will assist programs where we are experiencing growth but not enough to add full time staff for those programs. The most cost-effective process is to hire a staff member who will be able to assist in all programs and provide coverage during sick leave and vacations. The second position is a receptionist for the new office. This staff member will greet all clients and provide assistance with scheduling the ADA paratransit eligibility appointments. The third position is an additional Travel Trainer.

Office Relocation: MOVE has been leasing space from Stanislaus County. The lease expires on June 30, 2023. All options for renewal have been utilized. In addition, the current location is too small for our current staff. In Fiscal Year 2022/23 we will be adding three additional staff. A larger office is needed to accommodate this growth. The budget includes a one-time estimated expense of \$127,600 for the relocation. This includes all capital for improvements and furniture. The budget includes an increase for rent, utilities, janitorial and security for the new location.

We are in the process of searching for a new location. It would be ideal to have a secure location for the VetsVan vehicles to prevent vandalism. The Board will be invited to tour the new office prior to a commitment for a lease.

Marketing: The budget includes \$25,000 for marketing. During the Human Services Coordination Plan update it was identified that the need for marketing transit services with additional focus on the Hispanic community is needed. MOVE will hire a marketing company to redesign our marketing materials. In addition, we will develop a social media plan to promote our services. We will work closely with the transit agencies on a regional marketing plan for all transit services in Stanislaus County. The regional marketing expenses will be paid for by the transit agencies.

- **Measure L Programs:** Due to the COVID 19 pandemic, many programs were put on hold due to social distancing and lack of demand. The following programs will be implemented fiscal year 2022/23:
- **Coordinated Driver Training Program** provides wheelchair securement training for volunteers and paid drivers for MOVE, Howard Prep, Catholic Charities, and other human services agencies.
- **Fare Assistance** will provide bus tickets for low-income seniors and individuals with disabilities. Current staff will be utilized to implement this program.
- **Replacement Van for VetsVan** will be purchased to replace a 2005 Dodge Caravan.
- **Community Partners** currently provides funding for Catholic Charities senior transportation expansion and bus tickets for low-income veterans through the

Veteran Services Office. Additional funds will be available for other agencies to apply.

- **ICAP & De Minimis** provide opportunities with Caltrans to allow the reimbursement of indirect expenses. The De Minimis has been filed with Caltrans on March 2, 2022, for 10% indirect costs (facility, rent, internet etc.). The Indirect Cost Allocation Plan (ICAP) will be filed in 2022/23 to receive a higher percentage reimbursement on indirect costs.

Motion made by Director Lambaren, seconded by Director Aguilera to adopt Resolution #2022-0301 authorizing MOVE Chief Executive Officer (CEO) to submit and execute the FY 2022-23 TDA Claim and Measure L Project Summary to Stanislaus Council of Governments (StanCOG); and further to authorize the CEO to make any subsequent adjustments as determined by StanCOG or as a result of the StanCOG review process; and finally, to submit any revised documents resulting from this process.

Passed: Unanimous

8. CEO Report

Bridges Coordinator position has been filled by Sara Nunez.

Fraudulent Checks report: We have enrolled in the Positive Pay program with our bank. Positive Pay allows us to review checks prior to being paid. Thus far we have been notified of 22 fraudulent checks, and none of them have been paid out of our account.

Discussion: Director Vargas asked if we reported the fraud. Stacie responded yes, we've reported it with the local police and the FBI.

LISC Grant has been extended until June 30, 2022. We have promoted the program. However, there has not been a high demand for the rides, so far we've provided a total of 14 rides to vaccines.

Amended Bylaws: Director Lambaren, Director Aguilera and Stacie Morales (CEO) have met and prepared a draft which is currently in the review phase. Once the new bylaws have been reviewed, we will present it to the board for approval.

Website: We'll be finalizing the new website and will present it at the April Board meeting. We will be scheduling a time to take photos for the website and complete the bios for the website.

9. Comments by Rosa De León Park, Ex-Officio

Karen Dunger shared her appreciation for all the work and programs MOVE has been providing and mentioned to Director Vargas that she has chosen a very good

company to support through her service as a Board Member.

10. Comments by Board Members - None

11. Information Items

- a. The following items are for information only
February 2022 Program Reports

12. Meeting Adjourned: 12:37 p.m.

Next Scheduled Board Meeting:

April 19, 2022 (Tuesday) @ 1:00 PM
Stanislaus Veterans Center
3500 Coffee Road, Room 112
Modesto, CA 95355

Due to Covid-19 the meeting may be held in person and/or on-line via “GoToMeeting” conferencing.

DATE: May 24, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Adopt MOVE Stanislaus Transportation (MOVE) Amended Corporate Bylaws

Agenda Item: 6

Discussion:

MOVE Stanislaus Transportation (MOVE) was incorporated on October 16, 2017, by Incorporating Directors Jenny Kenoyer and Mickey Peabody. Bylaws were approved establishing the makeup of the Board of Directors, business practices, and other corporate structure details to direct the functioning of the organization.

On February 15th, 2022, the MOVE Board of Directors approved creating a committee to review and update the bylaws. Director Lambaren and Director Aguilera volunteered to meet with the Chief Executive Officer (CEO) to draft amended bylaws.

Key elements of the Draft Bylaws are:

- There will be a Chair and Vice Chair. Due to the board size the positions of Secretary and Treasurer have been eliminated (Article III, Section 1)
- Added a process for filling vacant positions on the board (Article II, Section 2F)
- Updated language regarding Committees (Article V, Section 1)
- Additional changes were made to remove incorporating bylaw language

The Bylaws may be amended by a majority of the Board per procedures established in the original document.

Fiscal Impact:

The amendment of the corporate Bylaws does not in itself establish any fiscal impact upon the corporation.

Recommendation:

It is recommended that the Board of Directors:

Adopt the amended Bylaws for MOVE Stanislaus Transportation.

Bylaws of MOVE Stanislaus Transportation

Article I - Name, Offices and Purpose

1. The name of this nonprofit public benefit corporation is MOVE Stanislaus Transportation.
2. The purpose of MOVE Stanislaus Transportation are:
 - a. To improve coordination with social services, charitable organizations, public transit services and other transportation providers to improve the awareness and availability of mobility options including door through door transportation for people who cannot use traditional transportation services.

Article II - Board of Directors

1. Board Role, Size and Compensation
 - a. Subject to the limitations as prescribed by the California Nonprofit Public Benefit Corporation Law, all corporate powers shall be exercised by or at the direction of, and the business and affairs of the Corporation shall be managed by, the Board of Directors. The individual directors shall act only as members of the Board, and the individual directors shall have no power as such.
 - b. The Board is comprised of five (5) voting members and one (1) Ex-Officio member who shall be appointed as follows:
 - i. The members shall be appointed by consensus of the members of the Board of Directors.
 - ii. One Ex-Officio non-voting member shall be the Executive Director of Stanislaus Council of Governments (StanCOG).
 - c. Members of the Board shall not be entitled to designate or send an alternate for attendance or voting at meetings.
 - d. No compensation shall be paid to any board member for services as a member on the board, except that with the pre-approval of the board, directors may be advanced or reimbursed for expenses including mileage on behalf of the corporation.
2. Terms of Office, Resignations, Terminations and Vacancies:
 - a. The term of a director is three years, and each is eligible for re-appointment for a maximum of two full three-year consecutive terms.
 - b. Any director may resign at any time by giving verbal/written notice of such to the Chair, Vice-Chair or Chief Executive Officer (CEO). Such resignation shall take effect at the time specified in the notice.
 - c. The term of office of any director shall expire and there shall be a vacancy on the Board.
 - d. In the event the Board declares the term of a director to have expired following a failure by that director to attend three consecutive meetings of the Board unexcused or who has a total of four unexcused absences in a twelve-month

period, the director can be removed by a majority vote by the remaining Board members.

- e. A vacancy on the Board of Directors shall be deemed to exist at the occurrence of a resignation, death, or removal of any Director.
- f. Board of Directors and MOVE CEO will solicit interested parties to fill vacant positions and encourage those interested to submit an application. Chair and Vice-chair will review applications and make recommendations for appointment.

3. Board of Directors Meetings and Notices:

- a. Regular Meetings: The Board of Directors shall meet at least quarterly, at an agreed upon time and place. The Board of Directors will approve the meeting schedule in advance.
- b. Board members are required to call/email the CEO or MOVE Director at least 48 hours in advance when they are unable to attend a regularly scheduled meeting of the Board. Members who fail to so notify the CEO or MOVE Director prior to the scheduled meeting will be considered unexcused.
- c. Special Meetings: Special meetings of the Board for any purpose may be called at any time by the Chair or by two directors. Notice of the time and place of special meetings shall be given to each director by personal delivery of written notice, by e-mail, or by facsimile.
- d. The notice of a special meeting needs to state the time, place, and purpose of the meeting.

3. Quorum:

- a. Not less than a majority of the Directors currently appointed and serving shall constitute a quorum of the Board of Directors.
- b. Every act or decision made by a majority of the directors present at a meeting duly held at which a quorum is present shall be the act of the Board subject to the provisions of these Bylaws and/or the California Nonprofit Public Benefit Corporation Law.
- c. In the absence of a quorum at any meeting of the Board, a majority of the director's present may adjourn the meeting.
- d. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of enough directors to leave less than a quorum. The Board may continue to conduct business with any action taken requiring at least a majority of the required quorum for such a meeting.

4. Conflict of Interest

- a. Any Board Member shall excuse themselves from any discussion when they have a vested interest in the subject before the board.
- b. Employees of MOVE shall not be members of the Board of Directors.
- c. Failure of a board member to disclose such conflict of interest shall be grounds for removal from office by majority vote of the Board of Directors

Article III Officers and Duties:

1. There shall be two officers of the Board, consisting of a chair and vice chair, all of whom shall hold their respective office for a term of one year. Officers of the Board shall be elected at a Board meeting to be held the fourth quarter of each calendar year for a term beginning on January 1 of the subsequent year and ending on December 31 of that subsequent year.
2. The officers' duties are as follows:
The Chair shall convene and preside over scheduled Board meetings.
The Vice chair shall chair committees on special subjects as approved by the Board and preside over scheduled board meetings when the Chair is not in attendance.

Article IV – Duties of the Board of Directors

1. The MOVE Board of Directors are responsible for providing fiscal oversight including budget review and approval, quarterly financial review of reports and abiding by the MOVE Accounting Procurement and Internal Control Policies approved by the MOVE Board of Directors.

Article V – Committees

1. The Board may, by majority vote of the directors then in office, create such other committees of the Board on any subjects within the powers or purposes of the Corporation, as needed.

Article V - Chief Executive Officer and Staff

1. The Chief Executive Officer is hired by the Board. The Chief Executive Officer shall fulfill the day-to-day responsibilities for the organization including carrying out the organization's goals and policies. The Chief Executive Officer will attend all Board meetings, report on the progress of the organization, answer questions of the Board of Directors and carry out the duties described in the job description. The Board of Directors can designate other duties as necessary.
2. The Chief Executive Officer is responsible to hire staff as needed. The Chief Executive Officer has the authority to hire and to make staffing adjustments when necessary. The Board of Directors can terminate the Chief Executive Officer as provided in an employment agreement.

Article VI - Indemnification of Directors and Officers and Insurance

1. Right of Indemnity. To the full extent permitted by law, this corporation shall indemnify its directors, officers, employees and other persons described in Section 5238(9a) of the California Corporations Code, including persons formally occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with any "proceeding", as that term is used in such Section and including an action by or in

the right of the corporation, by reason of the fact that such person is or was a person described by such section. "Expenses" as used in the Bylaws shall have the same meaning as in Section 5238(a) of the California Corporations Code.

2. Approval of Indemnity. Upon written request to the Board by any person seeking indemnification under Section 5238(a) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine in accordance with Section 5238(e) of the Code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met and if so the Board shall authorize indemnification. If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevent the formation of a quorum of directors who are not parties to such proceeding, the Board or the attorney or other person rendering services in connection with the defense shall apply to the court in which such proceeding is or was pending to determine whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met.
3. Advancement of Expenses. To the full extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under this Article VI in defending any proceeding covered by the Article shall be advanced by the corporation prior to the final disposition of the proceeding upon receipt by the corporation of an undertaking by or on behalf of such person that the advance will be repaid unless it is ultimately determined that such person is entitled to be indemnified by the corporation, therefore.
4. Insurance. The corporation shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its officers, directors, employees and other agents of the corporation, against any liability asserted against or incurred by an officer, director, employee or agent in such capacity or arising out of the officers, directors, employees or agents' status as such.

Article VII – Amendments

The Bylaws may be amended at any meeting of the Board by a majority vote of the current membership of the Board.

CERTIFICATE OF CHAIR

I _____ HEREBY CERTIFY THAT:

I AM THE DULY ELECTED AND ACTING Chair of MOVE Stanislaus Transportation, a California nonprofit public benefit corporation, and the foregoing Bylaws constitute the amended Bylaws of said Corporation duly adopted on _____ by the Board of Directors, effective on _____, 2022.

Jenny Kenoyer, MOVE Board of Directors, Chair

Date

Attachment:

Amended Bylaws for MOVE Stanislaus Transportation

DATE: May 24, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Adopt Resolution No. 2022-0501 between MOVE Stanislaus Transportation and the California Department of Transportation - Stacie Morales

Agenda Item: 7

Discussion:

FTA Section 5310 is a statewide competitive grant program intended to enhance mobility for seniors and persons with disabilities by providing funds for programs to serve the special needs of transit-dependent populations beyond traditional public transportation services and Americans with Disabilities Act (ADA) complementary paratransit services.

The State of California receives FTA 5310 apportionments for large, urbanized areas and for small urban and rural areas. At least 55% of available funding must be allocated to "Traditional" 5310 projects, which include vehicle and equipment purchases. The remaining 45% may be allocated to "Expanded" 5310 Projects, which include operating assistance and mobility management projects such as MOVE's BRIDGES's, Travel Training and VetsVan programs. Projects are 100% federally funded upon FTA approval of Transportation Development credits (Toll Credits).

The Stanislaus Council of Governments (StanCOG) works in collaboration with the California Department of Transportation (Caltrans), Division of Rail and Mass Transportation, to administer Federal FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program grant funds.

The 5310 applications request funding for a replacement wheelchair accessible VetsVan vehicle and the expansion of the Travel Training program. The new Ford Transit 9 passenger van has the capacity for two wheelchairs. The Ford Transit van will be replacing a 2005 Dodge Caravan owned by Stanislaus County that has been decommissioned. The additional available funds will be utilized to continue funding the Travel Training program and expansion for fiscal year 2022/23 and the first four months of fiscal year 2023/24.

Fiscal Impact:

The 5310 grants will provide \$64,200 for a replacement VetsVan vehicle and \$293,999 for the expansion of the Travel Training program. The funds for the replacement VetsVan vehicle

and the expansion of the Travel Training program have been included in the current adopted budget utilizing Measure L funds. The goal is to seek grant funding when available which will allow the budgeted Measure L funds to be carried over for future program use.

Recommendation:

Adopt Resolution No. 2022-0501 authorizing Chief Executive Officer to file and execute applications, certification of assurances, contracts or agreements or any other documents required by the California Department of Transportation on behalf of MOVE Stanislaus Transportation to aid in the financing of a replacement wheelchair accessible VetsVan vehicle and the Travel Training Expansion pursuant to 5310 of the Federal Transit Act (FTA C 9070.1G).

Attachment:

MOVE Stanislaus Transportation Resolution No. 2022-0501
MOVE Expanded 5310 Application (attached in board packet email)
MOVE Traditional 5310 Application (attached in board packet email)

**MOVE STANISLAUS TRANSPORTATION
RESOLUTION 2022-0501**

**AUTHORIZING THE CEO TO EXECUTE THE 5310 TRANSIT GRANT
AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF TRANSPORTATION**

WHEREAS, MOVE Stanislaus Transportation is the designated CTSA for the Stanislaus region; and

WHEREAS, as the designated CTSA, MOVE is eligible for assistance under FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities; and

WHEREAS, the California Department of Transportation is the State agency authorized to evaluate and submit to the Federal Transit Administration grant requests from private nonprofit corporations for assistance in providing transportation services meeting the special needs of seniors and/or persons with disabilities, for whom mass transportation services are otherwise unavailable, insufficient, or inappropriate; and

WHEREAS, the 5310 Transit Grant Agreement with the Department of Transportation will provide MOVE with a 5310 Ford Transit wheelchair accessible vehicle for the VetsVan Program which provides rides for homebound Veterans who are unable to use public transportation and funding to continue and expand the Travel Training program.

NOW, THEREFORE BE IT RESOLVED that the 5310 Transit Grant applications with the Department of Transportation are hereby approved.

BE IT FURTHER RESOLVED that the Chief Executive Officer is authorized to execute the 5310 Transit Grant Agreement with the Department of Transportation and to make administrative changes to the agreement, as needed, to ensure that the agreement is implemented in the most efficient and cost-effective manner possible.

The foregoing Resolution was introduced at a regular meeting of the MOVE Stanislaus Transportation Board of Directors on the 24th day of May 2022. A motion was made and seconded to adopt the foregoing Resolution. Motion carried, and the Resolution was adopted.

MEETING DATE:
May 24, 2022

ATTEST:

STACIE MORALES,
CHIEF EXECUTIVE OFFICER

JENNY KENOYER,
CHAIR



DATE: May 24, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Adopt by resolution No. 2022-0502 the Measure L Community Connections/Rail Service Project Funding and Memorandum of Understanding with the Stanislaus Council of Governments (StanCOG)

Agenda Item: 8

Discussion:

Measure L is a 25-year, ½ cent sales tax, which was approved by Stanislaus County voters in November of 2016. Stanislaus Council of Governments (StanCOG) as the Local Transportation Authority is responsible for the administration of the Measure L program.

On November 18, 2021, StanCOG held a call for projects for the Measure L Community Connections and Rail Services funds with a deadline to submit applications by January 10, 2022. The call for projects included \$4,040,289 for Community Connections and \$2,703,526 for Rail Services. On February 16, 2022, the StanCOG Policy Board approved the projects through Resolution 21-41.

After allocating the initial funds to the awardees, the Community Connections portion of Measure L funds had a balance of \$617,420 remaining, and the Rail Services portion of Measure L funds had a balance of \$1,500,427 remaining. On Thursday, March 10, 2022, staff released a supplemental call for projects for the remaining funds. The Supplemental Measure L call for projects was released on Thursday, March 10, 2022, with the application deadline of Thursday, March 24, 2022, by 10:00 a.m.

StanCOG has submitted an application for \$78,634 on behalf of MOVE to continue the Volunteers on the Go (VOGO) pilot project. Previous funding for the VOGO program ended March 31, 2022. On April 11, 2022, the StanCOG Policy Board approved the funding for MOVE.

Volunteers on the Go (VOGO) pilot program is a volunteer ridesharing service administered by MOVE. The service provides free rides to residents in and around the rural community of Riverbank where transit is limited or unavailable. VOGO enhances and promotes the use of transit by providing transportation to the nearest transit stop or station. If the total trip length is over 1.5 hours using transit, VOGO will provide transportation to the final trip destination within Stanislaus and San Joaquin County. The pilot provides the needed connectivity in rural areas with limited transportation. This funding will allow the continuation and expansion of the program in other rural areas in Stanislaus County.

Fiscal Impact:

The Measure L Community Connections funding of \$78,634 will allow MOVE to continue and expand the VOGO pilot program. Additional funding will be provided by a Regional Transportation Development Act (TDA) claim. Both funding sources allow move to continue this the VOGO pilot program for 2 years and one month.



It is recommended that the Board of Directors:

Adopt Resolution No. 2022-0502 to enter into a Memorandum of Understanding with StanCOG for the purpose of receiving Measure L Community Connections funding for the continuation of the MOVE VOGO program; and further to authorize the CEO to make any subsequent adjustments as determined by StanCOG or as a result of the StanCOG review process; and finally, to submit any revised documents resulting from this process.

Attachments:

MOVE Stanislaus Transportation Resolution No. 2022-0502

Memorandum of Understanding (attached in board packet email)

**MOVE STANISLAUS TRANSPORTATION
RESOLUTION #2022-0502**

**AUTHORIZING MOVE STANISLAUS TRANSPORTATION CHIEF EXECUTIVE OFFICER (CEO)
TO SUBMIT AND EXECUTE ALL REQUIRED DOCUMENTS ASSOCIATED WITH THE MEASURE L
COMMUNITY CONNECTIONS/RAIL SERVICES PROJECT TO THE STANISLAUS COUNCIL OF
GOVERNMENTS (StanCOG)**

WHEREAS, the Supplemental Call for Projects for the Measure L Community Connections/Rail Services project was released on March 10, 2022; and

WHEREAS, StanCOG is responsible for the administration of the Measure L program as designated by the Stanislaus County Board of Supervisors; and

WHEREAS, MOVE Stanislaus Transportation is eligible to receive funding from the Measure L program; and

WHEREAS, StanCOG has submitted an application on behalf of MOVE Stanislaus Transportation and the StanCOG Policy Board approved partial funding and project list on April 11, 2022 by Resolution 21-60; and

WHEREAS, MOVE Stanislaus Transportation will utilize the funds in the amount of \$78,634 to be paid to MOVE for operations and expansion for the Volunteers on the Go (VOGO) Pilot Program in the Stanislaus region; and

NOW, THEREFORE BE IT RESOLVED that the MOVE Stanislaus Transportation Board of Directors hereby authorize MOVE Stanislaus Transportation Chief Executive Officer to submit and execute any and all documents to the Stanislaus Council of Government for Measure L Community Connections/Rail Services project; and

The foregoing Resolution was introduced at a regular meeting of the MOVE Board of Directors on the 24th of May 2022. A motion was made and seconded to adopt the foregoing Resolution. Motion carried and the Resolution was adopted.

MEETING DATE: **May 24, 2022**

Jenny Kenoyer, Chair

Date

Stacie Morales, CEO

Date



DATE: May 24, 2022
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Professional Services Agreement between Volunteer Transportation Center (VTC) and MOVE Stanislaus Transportation

Agenda Item: 9

Discussion:

On November 8, 2019, MOVE began a Volunteers on the Go (VOGO) pilot program. The pilot program goals were to expand affordable travel options to residents in rural disadvantaged communities and reducing greenhouse gas (GHG) emissions. MOVE piloted a volunteer ride-hailing service that serves rural disadvantaged communities, around Lathrop, Manteca, Escalon, and Riverbank, who cannot get to essential destinations by available transit services or need access to a transit stops. The ride-hailing service used a back-office system and a driver routing application specifically designed to facilitate pooling of customer trips and lower operating costs. Volunteer Transportation Center (VTC) provided the backend software and staffing for scheduling trips with the volunteers. MOVE's VOGO Coordinator recruited and trained volunteers.

The grant funding for the VOGO pilot program ended on March 31, 2022. The VOGO program meets a very important need, and additional funding has been identified and applied for to allow MOVE to continue and expand to other rural areas in Stanislaus County.

VTC has been an important part of the success of the VOGO pilot program. This professional services agreement will allow MOVE to continue working with VTC to provide the volunteer coverage, scheduling, and data systems to continue and expand the VOGO pilot program.

Fiscal Impact:

The funding for this contract is derived from the Transportation Development Act Claim for Fiscal Year 2022/23 approved by the MOVE Board of Directors on March 29, 2022. The additional funding will be provided by the Measure L Community Connections/Rail Service project funding. The total compensation to be paid to VTC under this agreement will not exceed \$171,200 during the period of May 24, 2022 – June 30, 2024.

Recommendation:

It is recommended that the Board of Directors:

Authorize the CEO of MOVE to enter into a Professional Services Agreement between Volunteer Transportation Center (VTC) and MOVE Stanislaus Transportation for the



continuation of the MOVE VOGO pilot program and to execute any and all documents and to take any steps necessary to complete this agreement.

Attachment:

Professional Services Agreement between VTC and MOVE (attached to board packet email)

MOVE Stanislaus Transportation Statement of Financial Position

As of March 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
101100 Checking - Oak Valley Operating	538,575
101120 Savings - Measure L 1141	1,011,995
101200 Petty Cash	54
Total Bank Accounts	\$ 1,550,624
Accounts Receivable	
102100 Accounts Receivable (A/R)	4,424
Total Accounts Receivable	\$ 4,424
Other Current Assets	
103105 Disputed Charges	5,900
103110 Prepaid Expenditures	2,304
Total Other Current Assets	\$ 8,204
Total Current Assets	\$ 1,563,252
Fixed Assets	
111000 Capital Assets	
111100 Furniture & Fixtures	14,519
111200 IT Equipment	45,472
111300 Vehicles	19,310
119000 Accumulated Depreciation	(57,188)
Total 111000 Capital Assets	\$ 22,113
Total Fixed Assets	\$ 22,113
TOTAL ASSETS	\$ 1,585,365
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201100 Accounts Payable (A/P)	110
Total Accounts Payable	\$ 110
Credit Cards	
203150 Credit Card - 3390 SM	5,822
203155 Credit Card - 4265 HV	916
Total Credit Cards	\$ 6,739
Other Current Liabilities	
203200 Vacation Accrual Liability	28,630
203210 Employee Retirement Accrual Liability	11,322
203400 Unearned Measure L Advance	969,638
Total Other Current Liabilities	\$ 1,009,590
Total Current Liabilities	\$ 1,016,440
Total Liabilities	\$ 1,016,440
Equity	
301200 Retained Earnings	458,624
Net Revenue	110,301
Total Equity	\$ 568,925
TOTAL LIABILITIES AND EQUITY	\$ 1,585,365

MOVE Stanislaus Transportation

Budget vs. Actuals: FY 21-22 P&L

July 2021 - March 2022

	Actual	Budget	% of Budget
Revenue			
412000 JARC Revenue	30,090	45,707	66%
413000 Measure L Revenue	292,940	746,669	39%
414000 TDA Revenue	710,527	710,527	100%
415000 ARB Grant Revenue	23,504	28,861	81%
415100 Sustainable Communities Revenue	4,579		
415200 Vaccine Access Fund	1,235		
Total Revenue	\$ 1,062,875	\$ 1,531,764	69%
Gross Profit	\$ 1,062,875	\$ 1,531,764	69%
Expenditures			
513000 Consulting			
513100 Accounting Services	29,736	49,867	60%
513110 Audit	7,990		
Total 513100 Accounting Services	\$ 37,726	\$ 49,867	76%
513200 IT Services	7,125	11,190	64%
513300 Legal Services	78	22,500	0%
513400 Management Consulting		18,750	0%
513500 Human Resources Svc	1,845	2,250	82%
Total 513000 Consulting	\$ 46,772	\$ 104,557	45%
514000 Employee Mileage	2,414	10,500	23%
514010 Employee Development	3,635	6,900	53%
515000 Facilities			
515002 Facility Rent	27,456	24,710	111%
Total 515000 Facilities	\$ 27,456	\$ 24,710	111%
516000 Insurance			
516100 Directors & Officers	3,367	3,386	99%
516200 General Liability	3,545	6,296	56%
Total 516000 Insurance	\$ 6,912	\$ 9,682	71%
517000 Internet	5,439	6,750	81%
518000 Minor Computer & Software	5,815	27,300	21%
519000 Misc. Office Expense	14,375	21,000	68%
512000 Bank Charges	140		
Total 519000 Misc. Office Expense	\$ 14,515	\$ 21,000	69%
519010 Translation Services	4,602	7,500	61%
520000 Office Supplies	4,556	13,875	33%
521000 Payroll			
521100 Wage & Salary	389,505	407,930	95%
521200 Payroll Tax	32,066	40,793	79%
521300 W/C Insurance	1,110	3,000	37%
521400 Payroll Processing	1,790	2,340	77%

Total 521000 Payroll	\$ 424,472	\$ 454,063	93%
521800 Temporary Employee		1,875	0%
522000 Employee Fringe Benefits			
522100 Dental	11,543	13,067	88%
522200 Medical	121,389	138,949	87%
522300 Retirement	30,278	39,454	77%
522305 Retirement Administration	4,077		
Total 522300 Retirement	\$ 34,355	\$ 39,454	87%
522400 LT Disability Insurance		5,250	0%
Total 522000 Employee Fringe Benefits	\$ 167,287	\$ 196,720	85%
523000 Phones - Cellular	4,485	7,200	62%
524000 Phones - Desk	1,960	2,700	73%
525000 Postage	7,210	7,125	101%
526000 Taxes, Licenses, Permits & Dues	1,490	1,350	110%
527000 Travel	2,055	11,250	18%
610000 Program Expenses			
611000 BRIDGES Mileage Reimbursement	62,593	100,964	62%
612000 Community Services (Catholic Charities)	61,378	75,000	82%
613000 Coord Driver Training		18,426	0%
614000 VetsVan Expenses	28,547	114,000	25%
616000 Senior/Disabled Fare Asst	400	49,052	1%
617000 Technology Development	10,000	21,827	46%
618000 Community Partners	42,185	225,000	19%
619000 Education/Training Scholarships		7,500	0%
619200 Uber Health Rides	35		
Total 610000 Program Expenses	\$ 205,138	\$ 611,768	34%
Total Expenditures	\$ 936,213	\$ 1,526,825	61%
Net Operating Revenue	\$ 126,663	\$ 4,939	2565%
Other Expenditures			
710000 Depreciation	8,308		
Z22000 Temporary Asset Holding	8,053		
Total Other Expenditures	\$ 16,362	\$ -	
Net Other Revenue	\$ (16,362)	\$ -	
Net Revenue	\$ 110,301	\$ 4,939	2233%



BRIDGES VOLUNTEER DRIVER PERFORMANCE RECORD : Year 10 : July 2021 - June 2022

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Ridership Statistics													
# of One Way Trips	1,752	1,762	1,696	1,846	1,775	1,852	1,593	1,708	2,271				16,255
# Miles of Service Provided	13,341	13,753	14,423	14,509	14,739	14,954	12,758	14,407	17,014				129,899
# of Riders	75	77	71	80	74	78	73	79	94				78
Avg. Reimbursement Per Trip	\$3.81	\$3.90	\$4.14	\$3.93	\$4.15	\$4.04	\$4.00	\$4.22	\$4.38				\$3.94
Reimbursement	\$6,671	\$6,877	\$7,021	\$7,255	\$7,370	\$7,477	\$6,379	\$7,204	\$9,953				66,205
Trip Purposes													
Medical	496	458	435	499	517	461	379	463	543				4,251
Grocery/RX	487	503	465	487	515	549	528	494	692				4,720
Life Trips	769	801	796	860	743	842	686	751	1036				7,284
Data Entry													
Online	17	15	12	13	14	12	13	12	15				
Manually by staff	58	62	59	67	60	66	60	67	79				578



TRAVEL TRAINING, EDUCATION, AND OUTREACH PERFORMANCE RECORD 2021/2022

TRAVEL TRAINING	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Successfully Trainings	4	2	3	3	2	1	0	6	20	7	0	0	48
Unsuccessful Trainings	0	0	0	0	0	0	0	0	1	3	0	0	4
Continued	0	3	3	0	4	0	0	1	2	5	0	0	18
PARATransit													
ADA Certified Eligible	2	2	2	3	2	1	0	2	4	8	0	0	26
Seniors 65+ Eligible	0	0	1	0	0	0	0	0	0	0	0	0	1
Non-ADA Eligible	2	0	0	0	0	0	0	4	16	2	0	0	24
TRANSIT AGENCIES AND COST AVOIDANCE													
THE 5 (StanRTA)													
#of participants trained	4	2	3	2	2	1	0	5	20	7	0	0	46
Estimated # of trips monthly	60	80	72	40	80	40	0	100	166	134	0	0	772
*Estimated Value of Trips avoided Monthly	\$1,466	\$1,955	\$1,760	\$978	\$1,955	\$978	\$0	\$2,444	\$4,057	\$3,275	\$0	\$0	\$18,868
Cost Avoidance for remainder of fiscal year	\$17,597	\$21,507	\$17,597	\$8,798	\$17,597	\$6,843	\$0	\$12,220	\$16,228	\$9,825	\$0	\$0	\$128,212
Start (StanRTA)													
#of participants trained	0	0	0	1	0	0	0	0	0	0	0	0	1
Estimated # of trips monthly	0	0	40	40	0	0	0	0	0	0	0	0	80
*Estimated Value of Trips avoided Monthly	\$0	\$0	\$1,048	\$1,048	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,097
Cost Avoidance for remainder of fiscal year	\$0	\$0	\$10,484	\$9,436	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,920
Turlock Transit													
#of participants trained	0	0	0	0	0	0	0	1	1	1	0	0	3
Estimated # of trips monthly	0	0	0	0	0	0	0	5	20	40	0	0	65
*Estimated Value of Trips avoided Monthly	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$231	\$924	\$1,848	\$0	\$0	\$3,004
Cost Avoidance for remainder of fiscal year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,155	\$3,697	\$5,545	\$0	\$0	\$10,397
COST AVOIDANCE SUMMARY (ALL AGENCIES)													
Total number of participants trained	4	2	3	3	2	1	0	6	20	7	0	0	48
Estimated Trips Avoided Monthly	60	80	112	80	80	40	0	105	186	134	0	0	877
Estimated Trips Avoided Annually	720	960	1344	960	960	480	0	1260	2232	1608	0	0	10,524
Estimated ADA Mthly Cost Avoidance	\$1,466	\$1,955	\$2,808	\$2,026	\$1,955	\$978	\$0	\$2,675	\$4,981	\$5,123	\$0	\$0	\$23,968
Accumulative Annual Estimated Cost Avoidance													
	21/22												\$156,529
HOURS WITH SUCCESSFUL TRAINEES													
Average Direct	4.95	9.25	8.50	12.25	6.63	17.75	0.00	3.50	2.86	7.45	0.00	0.00	8.1
Average In-direct	1.50	1.25	1.41	1.16	1.63	0.75	0.00	1.34	1.30	13.50	0.00	0.00	2.6
GROUP TRAVEL TRAINING													
# of sessions	0	0	0	0	0	0	0	1	1	0	0	0	1
# of trainees	0	0	0	0	0	0	0	4	16	0	0	0	4
EDUCATION AND OUTREACH													
Events/Presentations/Agency Contacts	59	52	4	28	6	1	1	16	2	33	0	0	202
# of Contacts	34	30	194	29	28	13	30	81	21	93	0	0	553

Apr-22										Mar-22										Feb-22										Jan-22										Dec-21										Nov-21																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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VetsVan Summary Report

Month	Service Days	Unique Riders	Unique Drivers	Timesheet Hours	Service Hours	Service Miles	Perf	Canc	No Show	Denials			
										Cap	NE	Vol	SN
TOTAL	207			2108	751.96	36,948.28	731	216	6	0	0	72	2
Jul 2021	21	22	4	186	73.43	3,647.89	58	6	0	0	0	0	0
Aug 2021	22	21	6	171	64.10	3,153.32	62	10	2	0	0	4	0
Sep 2021	21	25	7	227	76.02	3,776.87	69	24	0	0	0	6	0
Oct 2021	21	25	9	216	76.47	3,693.59	84	16	2	0	0	0	0
Nov 2021	19	27	8	261	66.58	3,269.99	76	20	2	0	0	2	0
Dec 2021	20	27	7	209	80.24	4,031.92	69	31	0	0	0	4	0
Jan 2022	20	29	7	216.5	81.60	4,048.93	81	30	0	0	0	14	0
Feb 2022	19	28	10	183	62.16	2,929.88	75	17	0	0	0	2	0
Mar 2022	23	39	9	217.5	84.05	4,079.39	79	32	0	0	0	30	2
Apr 2022	21	30	8	221	87.31	4,316.50	78	30	0	0	0	10	0

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