

**Meeting of Board of Directors
1:00 PM, Tuesday, June 15, 2021**

MOVE

Due to Covid-19 the meeting will be held utilizing “GoToMeeting” online conferencing.

Email Stacie Morales for meeting Link

staciem@movestanislaus.org

MOVE Board of Directors may attend the meeting at the following location:

**MOVE Office
3500 Coffee Road, Suite 15
Modesto, CA 95355
Conference Room 114/115**

AGENDA

1. Call to Order

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Joe Madden
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.

4. Approve Minutes

Action: Approve minutes of May 18, 2021, Board Meeting

5. Approve Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE Stanislaus Transportation – Stacie Morales

Action: Authorize the CEO of MOVE to negotiate and take any steps required to execute any and all documents necessary to execute the Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE Stanislaus Transportation.

6. Nominate MOVE Board of Directors Vice Chair and Treasurer – Stacie Morales

Action: Nominate Board of Director _____ as Vice Chair and Board of Director _____ as Treasurer effective June 15, 2021, through December 31, 2021.

7. Financial Report Update - Stacie Morales/Miller Consulting

8. CEO Report

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

10. Comments by Board Members

11. Information Items

- a. The following items are for information only.
May 2021 Program Reports

12. Adjourn

Next Scheduled Board Meeting:

July 20, 2021 (Tuesday) @ 1:00 PM
Stanislaus Veterans Center
3500 Coffee Road, Room 114/115
Modesto, CA 95355

Due to Covid-19 the meeting may be held on-line via “GoToMeeting” conferencing

DATE: June 15, 2021

TO: MOVE Board of Directors

RE: Minutes of May 18, 2021

Agenda Item: 4

MEETING MINUTES

Important Notice Regarding COVID 19

In accordance with Governor Newsom's Executive Order N-29-20, the MOVE board room was closed, and the MOVE Board of Directors and staff participated in this meeting via GoToMeeting. In the interest of maintaining appropriate social distancing measures, members of the public were provided the opportunity to participate in the meeting electronically and had the right to observe and offer public comment during the meeting.

PRESENT: Director Jenny Kenoyer
Director Jeff Lambaren
Director Pat Maisetti

ALSO PRESENT: Stacie Morales, Hayley Vieyra, Karen Kincy, Edith Robles, Tracy McMillan, Jean Foletta-Morales, Laura Coutrakis

1. Call to Order – Meeting called to order May 18, 2021, 1:04 p.m.

2. Roll Call –

Jenny Kenoyer
Jeff Lambaren
Joe Madden - Absent
Pat Maisetti
Lupe Aguilera - Absent

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 March 30, 2021, Board Meeting

Discussion: None

Motion made by Director Lambaren, Second by Director Maisetti to approve March 30, 2021, Board Meeting minutes.

Passed: Unanimous

5. Presentation: Public Transit Human Services Coordination Plan - Edith Robles

Tracy McMillan, Project Manager from Nelson Nygaard, gave a presentation on the Stanislaus Council of Governments (StanCOG) Human Services Coordinated Plan which is intended to provide enhanced mobility for individuals within Stanislaus County. Nelson Nygaard is partnering with StanCOG and MOVE to update the plan from 2016. Ms. McMillan gave details regarding the purpose of the plan as well as the scope of work involved, the projects, and timeline with an estimated completion date of February 2022.

6. Approve Contract with Stanislaus Council of Governments (StanCOG) for legal services for MOVE - Stacie Morales

Action: Authorize the CEO of MOVE to negotiate and take any steps required to execute any and all documents necessary to enter into a contract with Stanislaus Council of Governments (StanCOG) for legal services.

Discussion: Stacie Morales shared that Monica Streeter was employed at Neumiller and Beardslee and has provided legal services to MOVE since 2017. Ms. Streeter was instrumental in assisting MOVE while becoming a non-profit agency. Ms. Streeter has been legal counsel for StanCOG while she was with Neumiller and Beardslee and has recently taken a position with StanCOG. Ms. Streeter has expert knowledge of transportation, Measure L, grant funding, and Caltrans policies. Her experience with transportation funding and contracts is extremely valuable. On occasion MOVE uses other legal counsel when processing contracts with StanCOG to avoid any conflict of interest.

Director Lambaren expressed that we always want to avoid the appearance of a conflict, are there other experts we could utilize?

Stacie Morales replied that we do have a contract with Neumiller and Beardslee. She can contact them to see if they have someone else familiar with transportation, or we can search for another legal counsel with transportation contract experience.

Chair Kenoyer shared that she understands Director Lambaren's concerns, however, MOVE has other legal counsel which would be utilized in the event of any conflict of interest. She believes that there are not many transportation experts in the area.

Director Maisetti asked if there was a specific time the contract needs to be signed. She suggested contacting other cities, to find out who they are using for their transportation legal counsel.

Stacie Morales expressed that she would research to see if we can find legal counsel that is familiar with transportation. We could table this item for the time being.

Motion made by Chair Kenoyer, Second by Director Maisetti to table this discussion until further research is conducted to locate appropriate legal counsel.

Passed: Unanimous

7. Approve Amendment #1 to the Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE Stanislaus Transportation – Stacie Morales

Action: Authorize the CEO of MOVE to negotiate and take any steps required to execute any and all documents necessary to execute Amendment #1 to the Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE Stanislaus Transportation

Discussion: Stacie Morales shared that our Professional Services Agreement expired in November 2020, due to COVID-19 and the current process in place, it was overlooked. Funding for the fiscal year 2020/21 was fully funded in August 2020 and all requirements were met as agreed upon in the contract. As a result, new processes have been implemented. All attempts will be made to have contracts expire at the end of the fiscal year. A contract management system has been implemented to ensure the contracts are renewed prior to expiring. The new contract effective July 1st, 2021 is being presented to the Policy Board May 19, 2021, and will be brought to the MOVE Board of Directors at our next meeting, June 15, 2021.

Motion made by Director Maisetti, Second by Director Lambaren to authorize the CEO of MOVE to negotiate and take any steps required to execute any and all documents necessary to execute Amendment #1 to the Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE Stanislaus Transportation.

Passed: Unanimous

8. CEO Report – Stacie Morales

Travel Training – Virtual Travel training has been very successful. Salome Garcia has resigned. She has been a valuable MOVE employee for over ten years. Her contributions have made a difference in the community. This position will be filled immediately. The training process is lengthy, and this employee will be very important as the COVID restrictions are reduced and travel training requests increase.

Outreach – We are excited to be implementing our outreach project. It is very important to reach out to agencies and senior housing to remind them about the services MOVE offers and update their staff about transportation opportunities available in the county. This project will take approximately two months to complete.

Board Meetings – The Veteran Center is now available to hold in person meetings. The meetings must be limited to 10 people. The rooms are equipped with cameras and microphones. If the MOVE Board of Directors are interested, we could conduct in person meetings for the board members starting June 15th, 2021.

Chair Kenoyer would like to attend in person, however Director Lambaren would prefer not to attend in person at this time. Stacie Morales explained that we are in a county building and the mask requirement has not been lifted for us while we are in the building. All attendees would have to wear a mask. Director Maisetti would like to attend in person to meet everyone.

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

Karen Kincy provided a brief update on behalf of Ms. De León Park, who was unable to attend. StanCOG is still meeting virtually at this time, we are looking at future dates to potentially meet in person.

10. Comments by Board Members

There were no additional questions or comments from the board.

11. Information Items

- b. The following items are for information only.
 - March and April 2021 Program Reports
- c. MOVE Board of Directors Amended 2021 Meeting Calendar

12. Adjourn – Meeting adjourned May 18, 2021, 1:49 p.m.

Next Scheduled Board Meeting:

June 15, 2021 (Tuesday) @ 1:00 PM
Stanislaus Veterans Center
3500 Coffee Road, Room 114/115
Modesto, CA 95355

Due to Covid-19 the meeting may be held on-line via “GoToMeeting” conferencing

DATE: June 15, 2021
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: Approve the Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE Stanislaus Transportation

Agenda Item:5

Discussion:

As a newly established nonprofit entity on November 1, 2017, MOVE Stanislaus Transportation (MOVE) entered into a Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE, the designated Consolidated Transportation Services Agency (CTSA) for Stanislaus County. The agreement outlined the basic duties and responsibilities of the organization. The agreement specified details of the arrangement between the organizations including the Scope of Work to be provided by the CTSA and the annual funding levels.

The agreement was for a three-year period. On May 18, 2021, the MOVE Board of Directors approved Amendment #1 to extend the contract through June 30, 2021.

Since November 1, 2017, MOVE has successfully fulfilled the requirements as the CTSA for Stanislaus County. For this reason, StanCOG would like MOVE to continue providing transportation services for seniors, individuals with disabilities and veterans in Stanislaus County.

The term of this agreement will be for three fiscal years with two one-year extensions.

The StanCOG Policy Board approved this agreement on May 11, 2021.

Fiscal Impact:

StanCOG shall compensate MOVE an amount not to exceed the annual amount claimed by the CTSA under Article 4.5 (Public Utilities Code 99233.7) of the Transportation Development Act and Measure L approved projects in Fiscal Years 2021/22, 2022/23 and 2023/24. Should the two one-year options be exercised, the same compensation applies.

Recommendation:

It is recommended that the Board of Directors:

Authorize the CEO of MOVE to negotiate and take any steps required to execute any and all documents necessary to execute the Professional Services Agreement between Stanislaus Council of Governments (StanCOG) and MOVE Stanislaus Transportation.

DATE: June 15, 2021
TO: MOVE Board of Directors
FROM: Stacie Morales
RE: MOVE Board of Directors Vice-Chair and Treasurer for 2021

Agenda Item:6

Discussion:

The MOVE Stanislaus Transportation (MOVE) Bylaws, Article IV, Section 1 states that the MOVE shall elect from among its membership a chair, vice-chair, secretary, and treasurer. The vice-chair and treasurer position were previously held by Mickey C. Peabody who resigned from the MOVE Board of Directors. Jenny Kenoyer is currently the chair and secretary. The term of these positions will end on December 31, 2021. Nominations for 2022 officers will take place at the MOVE Board of Directors meeting, November 16, 2021.

The vice chair shall chair committees on special subjects as designated by the Board. In addition, the vice chair shall chair the MOVE Board of Directors meetings when the chair is unavailable.

The treasurer shall make a report quarterly to the Board on the financial statement of the corporation and more frequently as requested by the Board.

Fiscal Impact:

There is no direct fiscal impact from the appointment of officers on the MOVE Board Directors.

Recommendation:

Nominate Board of Director _____ as Vice Chair and Board of Director _____ as Treasurer effective June 15, 2021, through December 31, 2021.

Move Stanislaus Transportation Statement of Financial Position

As of March 31, 2021

	Total
ASSETS	
Current Assets	
Bank Accounts	
101100 Checking - Oak Valley Operating	406,350
101110 Savings - Measure L	1,470,917
101200 Petty Cash	190
Total Bank Accounts	\$ 1,877,457
Accounts Receivable	
102100 Accounts Receivable (A/R)	58,001
Total Accounts Receivable	\$ 58,001
Other Current Assets	
103110 Prepaid Expenditures	1,182
Total Other Current Assets	\$ 1,182
Total Current Assets	\$ 1,936,640
Fixed Assets	
111000 Capital Assets	
111100 Furniture & Fixtures	14,519
111200 IT Equipment	46,349
111300 Vehicles	15,000
119000 Accumulated Depreciation	-46,873
Total 111000 Capital Assets	\$ 28,995
Total Fixed Assets	\$ 28,995
TOTAL ASSETS	\$ 1,965,635
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
201100 Accounts Payable (A/P)	587
Total Accounts Payable	\$ 587
Credit Cards	
203150 Credit Card - 3390 SM	1,186
203155 Credit Card - 4265 HV	1,024
Total Credit Cards	\$ 2,210
Other Current Liabilities	
203200 Vacation Accrual Liability	23,526
203210 Employee Retirement Accrual Liability	7,647
203400 Unearned Measure L Advance	1,241,796
Total Other Current Liabilities	\$ 1,272,970
Total Current Liabilities	\$ 1,275,766
Total Liabilities	\$ 1,275,766
Equity	

301200 Retained Earnings	318,871
Net Revenue	370,998
Total Equity	<u>\$ 689,869</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 1,965,635</u>

Monday, Jun 07, 2021 09:16:45 AM GMT-7 - Accrual Basis

Move Stanislaus Transportation
Budget vs. Actuals: FY 20-21
 July 2020 - March 2021

	<u>Actual</u>	<u>Total Budget</u>	<u>% of Budget</u>
Revenue			
410101 PPP Loan Forgiveness	23,984		
410102 FFCRA Credits	7,311		
412000 JARC Revenue	103,457	114,575	90%
413000 Measure L Revenue	180,583	587,826	31%
414000 TDA Revenue	877,041	877,041	100%
415000 ARB Grant Revenue	33,427	36,059	93%
41600 Sustainable Communities Revenue	423		
Total Revenue	\$ 1,226,226	\$ 1,615,500	76%
Gross Profit	\$ 1,226,226	\$ 1,615,500	76%
Expenditures			
513000 Consulting			
513100 Accounting Services	32,113	47,861	67%
513110 Audit	7,615		
Total 513100 Accounting Services	\$ 39,728	\$ 47,861	83%
513200 IT Services	6,384	16,830	38%
513300 Legal Services	2,577	22,500	11%
513400 Management Consulting		18,750	0%
513500 Human Resources Svc	1,230	4,875	25%
Total 513000 Consulting	\$ 49,918	\$ 110,816	45%
514000 Employee Mileage	2,572	9,000	29%
514010 Employee Development	4,700	6,413	73%
515000 Facility Rent	24,710	24,710	100%
516000 Insurance			
516100 Directors & Officers		3,386	0%
516200 General Liability	3,546	6,807	52%
Total 516000 Insurance	\$ 3,546	\$ 10,193	35%
517000 Internet	5,439	5,660	96%
518000 Minor Computer & Software	6,339	17,453	36%
519000 Misc. Office Expense	10,115	18,207	56%
512000 Bank Charges	120		
Total 519000 Misc. Office Expense	\$ 10,235	\$ 18,207	56%
519010 Translation Services	2,835	7,500	38%
520000 Office Supplies	2,743	11,550	24%
521000 Payroll			
521100 Wage & Salary	377,089	396,142	95%
521200 Payroll Tax	30,641	31,691	97%
521300 W/C Insurance	1,637	1,981	83%
521400 Payroll Processing	1,762	1,962	90%
Total 521000 Payroll	\$ 411,129	\$ 431,776	95%

522000 Employee Fringe Benefits			
522100 Dental	15,336	14,681	104%
522200 Medical	140,609	135,511	104%
522300 Retirement	25,256	24,386	104%
522400 LT Disability Insurance		7,000	0%
Total 522000 Employee Fringe Benefits	\$ 181,201	\$ 181,578	100%
523000 Phones - Cellular	5,535	3,809	145%
524000 Phones - Desk	2,640	1,969	134%
525000 Postage	4,656	6,750	69%
526000 Taxes, Licenses, Permits & Dues	1,634	1,200	136%
527000 Travel		11,250	0%
610000 Program Expenses			
611000 BRIDGES Mileage Reimbursement	56,076	120,277	47%
612000 Community Services (Catholic Charities)	57,153		
614000 VetsVan Expenses	13,877	59,212	23%
615000 Measure L Programs & Projects		286,216	0%
616000 Senior/Disabled Fare Asst	70		
618000 Community Partners		75,000	0%
Total 610000 Program Expenses	\$ 127,175	\$ 540,705	24%
710000 Depreciation	8,219		
Total Expenditures	\$ 855,228	\$ 1,400,538	61%
Net Operating Revenue	\$ 370,998	\$ 214,962	173%
Net Revenue	\$ 370,998	\$ 214,962	173%
TDA Carryover Analysis			
Carryover through FY 19-20	320,201		
Net Revenue as of 03/31/2021	370,998		
Current Carryover	\$ 691,199		

Monday, Jun 07, 2021 09:21:14 AM GMT-7 - Accrual Basis



BRIDGES VOLUNTEER DRIVER PERFORMANCE RECORD : Year 9 : July 2020 - June 2021

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Ridership Statistics													
# of One Way Trips	1,552	1,645	1,760	1,788	1600	1652	1569	1552	1682	1716			16,516
# Miles of Service Provided	12,417	12,240	12,919	13,188	11932	11815	11556	13854	13648	14672			128,239
# of Drivers													0
# of Riders	73	75	80	76	73	71	72	73	69	75			67
# of Service Hours													0
Avg. Reimbursement Per Trip	\$4.00	\$3.72	\$3.67	\$3.69	\$3.73	\$3.58	\$3.68	\$4.46	\$4.06	\$4.28			\$3.88
Reimbursement	\$6,209	\$6,120	\$6,459	\$6,594	\$5,966	\$5,907	\$5,778	\$6,927	\$6,824	\$7,336			\$64,120
Trip Purposes													
Medical	470	423	442	477	454	447	405	533	532	510			4,693
Grocery/RX	498	566	597	567	516	512	562	447	483	492			5,240
Life Trips	584	656	721	744	630	693	602	572	667	714			6,583
Other													0
Demographic Information													
Senior 55+ / Disabled													0
Disabled													0
Data Entry													
Online	16	15	16	15	14	13	14	13	13	13			142
Manually by staff	57	60	64	61	59	58	58	60	56	62			595



TRAVEL TRAINING, EDUCATION, AND OUTREACH PERFORMANCE RECORD 2020/2021

TRAVEL TRAINING	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Total
Successfully Trainings	0	0	0	0	0	0	0	0	0	2	1		3
Unsuccessful Trainings	0	0	0	0	0	0	0	0	0	0	0		0
Continued	16	15	15	16	16	16	16	1	0	0	0		
PARATRANSIT													
ADA Certified Eligible	0	0	0	0	0	0	0	0	0	0	1		1
Seniors 65+ Eligible	0	0	0	0	0	0	0	0	0	0	0		0
Non-ADA Eligible	0	0	0	0	0	0	0	0	0	0	0		0
TRANSIT AGENCIES AND COST AVOIDANCE													
MAX													
#of participants trained	0	0	0	0	0	0	0	0	0	0	1		1
Estimated # of trips monthly	0	0	0	0	0	0	0	0	0	0	20		20
*Estimated Value of Trips avoided Monthly	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$489		\$489
Cost Avoidance for remainder of fiscal year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$978		\$978
START													
#of participants trained	0	0	0	0	0	0	0	0	0	0	1		1
Estimated # of trips monthly	0	0	0	0	0	0	0	0	0	0	20		20
*Estimated Value of Trips avoided Monthly	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$524		\$524
Cost Avoidance for remainder of fiscal year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,048		\$1,048
Turlock Transit													
#of participants trained	0	0	0	0	0	0	0	0	0	0	0		0
Estimated # of trips monthly	0	0	0	0	0	0	0	0	0	0	0		0
Estimated Value of Trips avoided Monthly	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Cost Avoidance for remainder of fiscal year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
COST AVOIDANCE SUMMARY (ALL AGENCIES)													
Total number of participants trained	0	0	0	0	0	0	0	0	0	0	1		1
Estimated Trips Avoided Monthly	0	0	0	0	0	0	0	0	0	0	40		40
Estimated Trips Avoided Annually	0	0	0	0	0	0	0	0	0	0	480		480
Estimated ADA Mthly Cost Avoidance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,013		\$1,013
Accumulative Annual Estimated Cost Avoidance													
20/21													\$12,156
19/20													
HOURS WITH SUCCESSFUL TRAINEES													
Average Direct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.44	0.33	1.50		
Average In-direct	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.95	1.45	2.50			
GROUP TRAVEL TRAINING													
# of sessions	0	0	0	0	0	0	0	0	1	1	0		2
# of trainees	0	0	0	0	0	0	0	0	9	18	0		27
EDUCATION AND OUTREACH													
Events/Presentations/Agency Contacts	0	0	0	1	0	0	0	0	1	2	37		41
# of Contacts	0	1	0	1	0	0	0	0	1	2	53		58

* Will update cost per trip when available

Due to Covid-19 All Travel Trainings were conducted via Virtual Trainings

Hours with Successful Trainees will vary when you have large group trainings

Group trainings do not always avoid a Paratransit, many are seniors that have group training

VetsVan Summary Report

Denials

Month	Service Days	Unique Riders	Unique Drivers	Timesheet Hours	Service Hours	Service Miles	Perf	Canc	No Show	Cap	NE	Vol	SN
TOTAL	228	1538.5	474.28	22,862.89	545	195	0	0	0	0	0	10	2
Jul 2020	23	16	7	153.5	45.77	2,177.66	60	12	0	0	0	0	0
Aug 2020	21	13	5	72	24.74	1,196.69	30	22	0	0	0	0	0
Sep 2020	21	18	6	90	31.97	1,590.80	35	24	0	0	0	0	0
Oct 2020	22	17	7	221	59.67	2,879.21	63	4	0	0	0	0	0
Nov 2020	18	18	6	144.25	39.52	1,851.15	50	16	0	0	0	4	0
Dec 2020	20	14	6	103.75	34.94	1,690.22	34	20	0	0	0	2	0
Jan 2021	19	14	7	73.5	22.38	997.63	32	12	0	0	0	0	0
Feb 2021	19	21	6	163.25	58.31	2,886.82	60	14	0	0	0	0	0
Mar 2021	23	24	8	221.5	64.59	3,070.41	77	24	0	0	0	2	2
Apr 2021	22	19	7	151	42.87	2,068.00	56	32	0	0	0	0	0
May 2021	20	20	8	144.75	49.52	2,454.30	48	15	0	0	0	2	0