



Board of Directors Meeting

AGENDA

Directors: Jennifer Donofrio (President, City of Davis); Rosie Ledesma (Vice-President, City of Woodland); Ken Bradford (Ken's Bike-Ski-Board); Gabe Gandara (CalSTRS); Claudine Schneider (Capitol Yards); Jeff Bruchez (UC Davis); Marta Wada (Cache Creek Resort); Steven Rosen (City of West Sacramento); Kristen Wraithwall (Yolo County); Cody Hess (YSAQMD)

May 7, 2024 / 9:30 - 11 am

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmE1NmJkMWEtMmNiNS00MmJlLtk5NTMtZjc4ZmQ1NDQzN2Yx%40thread.v2/0?context=%7b%22id%22%3a%226b5558b6-8dd7-4179-8212-329f8f133013%22%2c%22oid%22%3a%22637016cb-9895-43d3-a642-689c6b83c1b9%22%7d

- 1. Call to Order, Recognize Quorum, Introductions and Announcements**
 - A. Board Announcements
 - B. Staff Announcements
- 2. Approve Meeting Minutes: 3/5/2024**
- 3. Operations:**
 - A. Staff Activities
 - B. Bi-Monthly Financials
 - C. FY 2024/25 Draft Budget & Management Services Extension
- 4. Member Services**
 - A. May is Bike Month Update
- 5. Other Business / Member Updates**
- 6. Long Range Calendar**

Month	Item
June	Yolo County TDM Program Organizational Study FY 23-24 Accomplishments FY 24-25 Goals & Objectives
July 2	FY 2023/24 End of Year Financials Reappointments of Directors: <ul style="list-style-type: none"> • Bradford • Bruchez • Holliday
August 6 (optional)	Election of Officers Yolo County TDM Program Organizational Study
September 3	Yolo County TDM Program Organizational Study Annual Report
October 1	Yolo County TDM Program Organizational Study
November 5	Yolo County TDM Program Organizational Study

Next Meeting Date: June 4, 2024

Attachments:

Agenda Item:

2: Meeting Minutes

3A: Staff Activities

3B: Bi-Monthly Financials

3C: FY 2025 Draft Budget & Management Services Agreement

4A: MIBM 2024 Incentive Update



Board of Directors Meeting MINUTES

Directors: Jennifer Donofrio (President, City of Davis); Rosie Ledesma (Vice-President, City of Woodland); Ken Bradford (Ken's Bike-Ski-Board); Gabe Gandara (CalSTRS); Claudine Schneider (Capitol Yards); Jeff Bruchez (UC Davis); Marta Wada (Cache Creek Resort); Steven Rosen (City of West Sacramento); Kristen Wraithwall (Yolo County); Cody Hess (YSAQMD)

March 5, 2024 / 9:30 - 11 am

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZmE1NmJkMWEtMmNiNS00MmJlLTk5NTMtZjc4ZmQ1NDQzN2Yx%40thread.v2/0?context=%7b%22Tid%22%3a%226b5558b6-8dd7-4179-8212-329f8f133013%22%2c%22Oid%22%3a%22637016cb-9895-43d3-a642-689c6b83c1b9%22%7d

Directors Present: Jennifer Donofrio (President, City of Davis); Rosie Ledesma (Vice-President, City of Woodland); Heather Conway (CalSTRS); Claudine Schneider (Capitol Yards); Jeff Bruchez (UC Davis); Marta Wada (Cache Creek Resort); Steven Rosen (City of West Sacramento); Kristen Wraithwall (Yolo County); Cody Hess (YSAQMD)

Directors Absent: Ken Bradford (Ken's Bike-Ski-Board)

Staff Present: Brian Abbanat (Director); Brenda Lomeli (Coordinator); Sophia Linnevers (Intern)

Other Present: Eryca Dinsdale (WSP), Jef Nazareno (WSP), Andrew Nelson (WSP), Lauren Tsoi (WSP), Elaine Geng (Velotric)

1. Call to Order, Recognize Quorum, Introductions and Announcements

The meeting was called to order at 9:35 am with Quorum.

A. Board Announcements

Director Schneider shared that The ATC West Coast Summit will be on April 3rd and 4th in South San Francisco.

B. Staff Announcements

2. Approve Meeting Minutes: 1/9/2024

Director Schneider made the motion, seconded by Director Hess to approve the Minutes from the January 9, 2024 board meeting.

AYES: Director Schneider, Director Wada, Director Wraithwall, Director Ledesma, Director Rosen, Director Bruchez, Director Hess, Director Conway

NOES: None

ABSENT: Director Bradford

ABSTAIN: None

Discussion: None

3. Operations:

A. Staff Activities

Staff shared that they are continuing member relations and promotion with newsletters, social media giveaways, and quarterly update emails. Staff also shared The Lumberyard Development in Davis's commitment to joining Yolo Commute.

B. Bi-Monthly Financials

Staff provided an update on Bi-monthly financials

C. Yolo County TDM Program Organizational Study

Jef Nazareno from WSP explained the Yolo Managed Lanes TDM Organizational Study objectives and walked through questions, deliverables, and the 4 key steps towards identifying the preferred new model. Other staff present were Eryca Dinsdale from project development, Lauren Choi from Planning Division, Andrew Nelson from long-term strategic plans.

Yolo Commute staff explained that Yolo Commute has committed to providing VMT mitigation through a county wide voluntary trip reduction program for the Yolo I-80 Managed Lanes project as outlined in the EIR. Directors asked questions and provided feedback about the scoping on WSPs study.

Going forward, there will be monthly meetings regarding the study in addition to the bi-monthly board meetings.

4. Member Services:

A. Update on Lease-A-Bike Program and YSAQMD Clean Air Funds

Staff shared that YSAQMD will allow Yolo Commute to wait out the delay with Lease-A-Bike.

B. Consideration of Partnership with Velotric Bicycles

Elaine Geng from Velotric presented on Velotric's history and growth, and explained the 3 options for partnership with Yolo Commute.

Director Ledesma made the motion, seconded by Director Schneider to approve the purchase of two (2) e-bikes from Velotric and receive one (1) for free.

AYES: Director Schneider, Director Wraithwall, Director Ledesma, Director Rosen, Director Bruchez, Director Hess, Director Conway

NOES: Wada

ABSENT: Bradford

ABSTAIN: None

Discussion: None

Director Hess made the motion, seconded by Director Schneider to develop partnership with Velotric, contingent on Velotric reaching out to local bike shops and establishing a partnership with one Yolo County bike shop.

AYES: Director Schneider, Director Wraithwall, Director Ledesma, Director Rosen, Director Bruchez, Director Hess, Director Conway

NOES: None

ABSENT: Bradford

ABSTAIN: Wada

Discussion: None

C. MIBM Incentive Program Revisions

Director Ledesma made the motion, seconded by President Donofrio, to approve staff recommendations, with the addition that the Bike Accessories Incentive amount will go up to \$150 and the new policy will include a definition of "local bike shop."

AYES: Director Schneider, Director Wada, Director Wraithwall, Director Ledesma, Director Rosen, Director Bruchez, Director Hess, Director Conway

NOES: None

ABSENT: Bradford

ABSTAIN: None

Discussion: None

D. E-Bike Loan Program Update:

- CalSTRS through February
- Yolo County NIL
- UC Davis 2NIL

5. Marketing:

- A. May is Bike Month Update

6. Other Business / Member Updates

7. Long-Range Calendar & Upcoming Activities

Moving forward, there will be monthly meetings to discuss exclusively the county-wide TDM study. The first one will be in April.

Staff will also be attending the employee picnic in May for City of Davis and UC Davis's "Thank Goodness for Staff" event.

8. Adjourn

The meeting was adjourned at 11:11 am.

STAFF ACTIVITIES: March-May 2024

Date	Activity	Category
5/2/2023	Meet with WSP & YoloTD Executive Direcotr re: Countywide TDM Organizational Study Scope of Work	Operations
5/1/2024	LoopaLooza Davis	Marketing & Promotions
4/28/2024	3rd Annual BREATHE Bike Festival West Sacramento	Marketing & Promotions
4/24/2024	Social Media Post: May is Bike Month	Marketing & Promotions
4/25/2024	Commet Letter fo City of Davis: Shriner's Propery	Operations (Membership Development)
4/25/2024	Meet with a Velotric Representative to locate a dealer in Yolo County	Marketing & Promotions
4/24/2024	Meet with Lease-a-Bike re: Program Status	Operations
4/19/2024	Meeting with WSP re: Countywide TDM Organizational Study	Operations
4/18/2024	Association for Commuter Transportation: Northern California Q2 Meeting	Operations
4/18/2024	Social Media Post: Yolo Commute Infographic	Marketing & Promotions
4/17/2023	Member Outreach: Cache Creek	Marketing & Promotions
4/11/2024	Meeting with Carly Hoyt, Fehr & Peers, research on TDM programs in region	Operations
4/11/2023	Delivered New E-Bikes to City of Woodland	Marketing & Promotions
4/3/2024	Social Media Post: "Walk to Work Day"	Marketing & Promotions
3/28/2024	Social Media Post: "May is Bike Month"	Marketing & Promotions
3/27/2024	Traffic Safety Stakeholder Meeting for the City of Woodland	Operations
3/25/2024	Meeting with WSP re: Countywide TDM Organizational Study	Operations
3/22/2024	Exploring Careers in Sustainability River City HS West Sacramento	Marketing & Promotions
3/19/2024	Social Media Post: We're growing! New E-bikes have been added to our loan program	Marketing & Promotions
3/19/2024	Member Outreach: Unitrans	Marketing & Promotions
3/13/2024	Comment Letter to City of Davis: Palomino Place Development & Yolo Commute Membership	Operations (Membership Development)
3/13/2024	50 Corridor & Sacramento TMA Member Meeting	Marketing & Promotions
3/1/2024	March Newsletter: "Traveling Through History"	Marketing & Promotions

Bi-Monthly Financials
May 7, 2024

**YOLO TMAYOLO COMMUTE
FY 2024 Budget**

Item	Budget	Actual	Balance	Cleared	Uncleared
REVENUE					
Starting Balance	\$ 3,209.52	\$ 3,209.52		\$ 3,209.52	
Membership Dues	\$ 21,600.00	\$ 21,600.00	\$ -	\$ 21,600.00	\$ -
YSAQMD Grant	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	
Adjustments		\$ 4.68		\$ 4.68	\$ -
TRIP Reimbursements		\$ 100.00		\$ 100.00	
Corpay One Rebates		\$ 33.72		\$ 33.72	
Total Revenue	\$ 34,809.52	\$ 34,947.92	\$ -	\$ 34,947.92	\$ -
EXPENSES					
Member Services					
E-Bike Lease / Lease-to Own Program	\$ 12,500.00		\$ 12,500.00		
E-Bike Loan Program (Velotric Bike Purchases)	\$ 3,000.00	\$ (2,985.69)	\$ 14.31	\$ (2,985.69)	
Incentives & Programs 2024	\$ 13,000.00	\$ (900.00)	\$ 12,100.00	\$ (900.00)	\$ -
TRIP 2024		\$ (450.00)		\$ (450.00)	\$ -
GRH					
Bicycle Education					
MIBM 2024 Incentives		\$ (450.00)		\$ (450.00)	
Total	\$ 28,500.00	\$ (3,885.69)	\$ 24,614.31	\$ (3,885.69)	\$ -
Marketing and Promotions					
Website Maintenance	\$ 500.00	\$ (101.33)	\$ 398.67	\$ (101.33)	\$ -
Promotional Materials		\$ (306.22)	\$ (306.22)	\$ (306.22)	\$ -
Member Survey	\$ 400.00	\$ -	\$ 400.00		
Quarterly Giveaways	\$ 350.00	\$ (243.42)	\$ 106.58	\$ (243.42)	\$ -
Social Media	\$ 500.00	\$ (24.00)	\$ 476.00	\$ (24.00)	
Mailchimp Subscription	\$ 318.00	\$ (244.78)	\$ 73.22	\$ (244.78)	
MIBM	\$ -	\$ -	\$ -		
HR Brunch	\$ -	\$ (152.39)	\$ (152.39)	\$ (152.39)	
Total	\$ 2,068.00	\$ (1,072.14)	\$ 995.86	\$ (919.75)	\$ -
Operations					
E-Bike Maintenance & Repair	\$ 500.00	\$ (379.61)	\$ 120.39	\$ (379.61)	\$ -
Dues & Subscriptions (non-marketing)	\$ 675.00	\$ (675.00)	\$ -	\$ (675.00)	\$ -
Insurance	\$ 500.00	\$ (500.00)	\$ -	\$ (500.00)	\$ -
Postage and Shipping	\$ 200.00	\$ (39.33)	\$ 160.67	\$ (39.33)	\$ -
Taxes & Licenses	\$ 1,000.00	\$ -	\$ 1,000.00		
Total	\$ 2,875.00	\$ (1,593.94)	\$ 1,281.06	\$ (1,593.94)	\$ -
Total Expenses	\$ 33,443.00	\$ (6,551.77)	\$ 39,994.77	\$ (6,399.38)	\$ -
CARRYFORWARD					
Carryforward (Revenue - Expenses)	\$ 1,366.52	\$ 28,396.15	\$ 39,994.77		
Balance		\$ 28,396.15			
Reserve %	4%				

YOLO TMA/YOLO COMMUTE	
FY 2025 Budget	
Item	FY 24/25 Budget
REVENUE	
Starting Balance	\$ 11,366.52
Membership Dues	\$ 20,500.00
Total Revenue	\$ 31,866.52
EXPENSES	
Member Services	
E-Bike Lease / Lease-to Own Program	\$ 12,500.00
Incentives & Programs 2025	\$ 13,000.00
<i>TRIP 2025</i>	
<i>GRH</i>	
<i>Bicycle Education</i>	
<i>MIBM 2025 Incentives</i>	
Total	\$ 25,500.00
Marketing and Promotions	
Website Maintenance	\$ 500.00
Promotional Materials	\$ 300.00
Member Survey	\$ 400.00
Quarterly Giveaways	\$ 350.00
Social Media	\$ 200.00
Mailchimp Subscription	\$ 318.00
MIBM	\$ -
HR Brunch	\$ 175.00
Total	\$ 2,243.00
Operations	
E-Bike Maintenance & Repair	\$ 750.00
Dues & Subscriptions (non-marketing)	\$ 675.00
Insurance	\$ 500.00
Postage and Shipping	\$ 200.00
Taxes & Licenses	\$ 1,000.00
Total	\$ 3,125.00
Total Expenses	\$ 30,868.00
CARRYFORWARD	
Carryforward (Revenue - Expenses)	\$ 998.52
Balance	
Reserve %	3%



STAFF REPORT

Date: May 7, 2024
To: Yolo Commute Board of Directors
From: Brian Abbanat, Director
Subject: FY 2025 Draft Budget & Management Services Agreement

Recommendations:

1. Approve FY 2025 Budget
2. Approve and authorize the President to execute the Yolo TMA Management Services Agreement Amendment #3 with Yolo Transportation District (YoloTD)

Background and Analysis

FY 2024 Budget

Yolo Commute's FY 2024/25 proposed budget is similar to previous years. Notable exceptions include the following:

- **YCTD Financial Support:** With pending approval of the FY 2024/25 budget, the YoloTD Board will again approve staff resources to continue managing Yolo Commute at no expense to the organization. This financial support-equivalent helps ensure adequate funding is available for meaningful member programs.

YoloTD is also providing funding for a countywide transportation demand management program organizational study to expand TDM programming resulting from expected Yolo 80 Managed Lanes VMT mitigation funding and which must be implemented by fall 2027. This effort is valued at over \$100,000.

- **E-Bike Lease / Lease-to-Own Program:** Due to circumstances beyond staff control, the Lease-a-Bike program was not able to launch in FY 23/24. Therefore, this budget item

carries over into FY 24/25, where staff is optimistic the program can launch.

Management Services Agreement

Staff propose to the Board Agreement for Management Services Amendment #3 that will extend YCTD staffing services for an additional year through June 30, 2025. No other substantive changes are proposed.

ATTACHMENTS

- A.** Draft 2025 Budget
- B.** Draft Amended Agreement

YOLO TMA/YOLO COMMUTE	
FY 2025 Budget	
Item	FY 24/25 Budget
REVENUE	
Starting Balance	\$ 11,366.52
Membership Dues	\$ 20,500.00
Total Revenue	\$ 31,866.52
EXPENSES	
Member Services	
E-Bike Lease / Lease-to Own Program	\$ 12,500.00
Incentives & Programs 2025	\$ 13,000.00
<i>TRIP 2025</i>	
<i>GRH</i>	
<i>Bicycle Education</i>	
<i>MIBM 2025 Incentives</i>	
Total	\$ 25,500.00
Marketing and Promotions	
Website Maintenance	\$ 500.00
Promotional Materials	\$ 300.00
Member Survey	\$ 400.00
Quarterly Giveaways	\$ 350.00
Social Media	\$ 200.00
Mailchimp Subscription	\$ 318.00
MIBM	\$ -
HR Brunch	\$ 175.00
Total	\$ 2,243.00
Operations	
E-Bike Maintenance & Repair	\$ 750.00
Dues & Subscriptions (non-marketing)	\$ 675.00
Insurance	\$ 500.00
Postage and Shipping	\$ 200.00
Taxes & Licenses	\$ 1,000.00
Total	\$ 3,125.00
Total Expenses	\$ 30,868.00
CARRYFORWARD	
Carryforward (Revenue - Expenses)	\$ 998.52
Balance	
Reserve %	3%

AGREEMENT NO. 2024-01

Third Amendment to Agreement for Management Services

This Third Amendment to Agreement No. 2020-02 ("Third Amendment") is made and entered into this 1st day of July, 2024, by and between the **YOLO COUNTY TRANSPORTATION DISTRICT**, a transportation district created pursuant to the laws of the State of California ("District"), and **Yolo County Transportation Management Association**, a California non-profit corporation ("YCTMA"), jointly referred to as the "Parties" herein and who agree as stated below.

WHEREAS, on or about July 1, 2021, the Parties entered into Agreement No. 2020-01 ("Agreement"); and

NOW, THEREFORE, in consideration of the mutual promises and conditions herein contained, TMA and District agree as follows:

Section 1 of the Agreement is hereby amended to read as follows:

1. SCOPE OF SERVICES

District will provide management services to TMA described below ("Scope of Work"). District shall report on key performance indicators associated with these services as specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner of reporting and scope of services to be provided by District and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or condition of any document prepared or provided by District and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail. Activities to be performed by the District for the TMA shall include:

a. Financial

- i. Maintenance and payment of all accounts payable
- ii. Maintenance and collection of all accounts receivable
- iii. Reconciliation of all checking accts
- iv. Bi-monthly reports
- v. Preparation of Annual budget and bi-monthly budget updates to Board
- vi. Preparation and submission of annual tax filings/non-profit filings

b. Program Management

- i. Preparation and participation in May Is Bike Month activities
- ii. Commute Club Activities
- iii. Preparation and participation in other regional and local trip reduction programs and activities

c. Board of Directors

- i. Set-up meeting venues
- ii. Prepare Notices/Agendas/Minutes/Materials for bi-monthly meetings
- iii. Attend and present information to Board bi-monthly meetings
- iv. Advise President and Board members as needed
- v. Prepare a bi-monthly "Activity Report" to include
 1. Quantifiable trip reduction goals and measures taken by TMA
 2. Commuter Club Activity status

3. Grants status
4. Significant projects/meetings/conversations

d. Membership

- i. Preparation and delivery of annual dues billing
- ii. Collection of delinquent dues
- iii. Membership recruitment
- iv. Preparation of collateral materials
- v. Preparation of membership materials
- vi. Preparation of plan and implementation of a program to increase membership

e. Grants

- i. Manage TMA grant program
- ii. Bill granting organizations accordingly
- iii. Write mandated reports
- iv. Assist Board of Directors with securing future grants
- v. Manage other grants and subrecipient grant activities

f. Communications

- i. Develop/maintain websites, email/ mailing lists, databases
- ii. Develop/continue quarterly eNewsletters
- iii. Create collateral materials as needed
- iv. Serve as point-of-contact

2. Paragraph 2.a of the Agreement is hereby amended to read as follows:

a. TMA shall pay District for Management Services rendered pursuant to this Agreement at a rate not to exceed:

- i. July 1, 2024 – June 30, 2025 - \$0

District shall submit bi-monthly statements to TMA which shall itemize the services performed as of the date of the statement and set forth a progress report, including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number of hours each worked during the period covered by the invoice, the hourly rate for each person (see current rates below), and the percent of the total project completed. Services performed outside the Scope of Services (Section 1a-f) shall be defined this agreement shall be separately defined

District Hourly Rates

Executive Director:	\$114.19/hour
Senior Planner:	\$77.12/hour
Assistant Planner:	\$48.09/hour

3. Paragraph 11 a. of the Agreement is hereby amended to read as follows:

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until June 30, 2025, unless sooner terminated as provided herein.

4. All attachments to this Amendment are incorporated herein by this reference.

5. Except as specifically amended by this Third Amendment, the Agreement shall remain in full force and effect according to its terms.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above stated.

DISTRICT:

YOLO COUNTY TRANSPORTATION DISTRICT

BY _____
Executive Director or Designee

YOLO COUNTY TRANSPORTATION MANAGEMENT ASSOCIATION

BY _____
President/Vice President

APPROVED AS TO LEGAL FORM:

BY _____
Kimberly Hood
District Legal Counsel

**EXHIBIT A
KEY PERFORMANCE INDICATORS AND GOALS RELATED TO SCOPE OF SERVICES**

Scope of Services	Key Performance Indicators and Goals to include in Bi-Monthly* Progress Reports
<p><u>Financial</u></p> <ul style="list-style-type: none"> • Maintenance and payment of all accounts payable • Maintenance and collection of all accounts receivable • Reconciliation of all checking accts • Quarterly reports • Preparation of Annual budget and quarterly budget updates to Board • Preparation and submission of annual tax filings/non-profit filings • Bill quarterly according to TDM Agreement 	<ul style="list-style-type: none"> • Balance sheet showing the TMA's financial condition and a statement of receipts and disbursements for the bi-monthly* period.
<p><u>Program Management</u></p> <ul style="list-style-type: none"> • Preparation and participation in May Is Bike Month activities • Commute Club Activities • Preparation and participation in other regional and local trip reduction programs and activities 	<ul style="list-style-type: none"> • Bi-monthly* summary of activities (bullet list)
<p><u>Board of Directors</u></p> <ul style="list-style-type: none"> • Set-up meeting venues • Prepare Notices/Agendas/Minutes/Materials for Bi-monthly Board meetings • Attend and present information to Board Bi-monthly meetings • Advise President and Board members as needed • Prepare a bi-monthly "Activity Report" to include the following statistics on a monthly basis: <ul style="list-style-type: none"> ○ Quantifiable trip reduction goals and measures taken by TMA ○ Commuter Club Activity status ○ Grants status ○ Significant projects/meetings/conversations 	<ul style="list-style-type: none"> • Completion of meeting minutes by the following Board meeting • Develop trip reduction goals based on historic averages
<p><u>Membership</u></p> <ul style="list-style-type: none"> • Preparation and delivery of annual dues billing • Collection of delinquent dues • Membership recruitment • Preparation of collateral materials • Preparation of membership materials • Preparation and plan and implementation of a program to increase membership 	<ul style="list-style-type: none"> • Establish goal for number of businesses contacted per month <ul style="list-style-type: none"> ○ Report on actual vs. attempted vs. missed • Establish goal for number of new member sign-ups based on local license records and/or Chamber of Commerce enrollment

<p style="text-align: center;">Scope of Services</p>	<p style="text-align: center;">Key Performance Indicators and Goals to include in Bi-Monthly* Progress Reports</p>
<p><u>Grants</u></p> <ul style="list-style-type: none"> • Manage TMA program grant program • Invoice granting organizations accordingly • Write mandated reports • Assist Board of Directors with securing future grants • Manage other grants and subrecipient grant activities 	<ul style="list-style-type: none"> • Provide summary of grant opportunities as appropriate, and brief status of application(s) if applicable <ul style="list-style-type: none"> ○ Report/monitor for all open grants. Summary to Board.
<p><u>Communications</u></p> <ul style="list-style-type: none"> • Develop/maintain websites, email/ mailing lists, databases • Develop/continue quarterly eNewsletters • Create collateral materials as needed • Serve as point-of-contact 	<ul style="list-style-type: none"> • Conduct formal review of website and available information (monthly/quarterly/annually) • Newsletter development (TBD) • Develop and distribute minimum of one new collateral/promotional piece a month, more as needed for larger campaigns

*Bi-monthly = Every Two Months

MIBM 2024 Incentive Update

Incentive Type	Count of Incentive Type	Amount
ACCS - \$150	13	\$ 1,950.00
Bike - \$250	7	\$ 1,750.00
E-Bike - \$350	4	\$ 1,400.00
Repairs/ Tune-up - \$150	4	\$ 600.00
Grand Total	28	\$ 5,700.00

