



**Joint Transit Advisory Board (JTAB)
May 19, 2020 Meeting Minutes**

Advisory Board Members in attendance:

Summit County

Councilwoman, Kim Carson
Councilman, Chris Robinson

Park City

Councilman, Tim Henney
Councilman, Steve Joyce

Summit County Staff

Tom Fisher
Caroline Rodriguez
Jamie Dansie

Park City Staff

Matt Dias
Margaret Plane
Sarah Pearce
Kim Fjeldsted
Jerry Benson
Vinny Nguyen
Brian Beckstrand
Scott Burningham
Robbie Smoot
Alexis Verson
Cindy Stockley

Public

Mike Lewis

I. ROLL CALL

Upon confirmation that quorum was connected to Zoom meeting, the meeting was called to order by Mrs. Fjeldsted at 9:08 AM. All in attendance were recorded and announced by Cindy Stockley who individually stated their name and role within their respective organization.

II. PUBLIC COMMENTS: None

III. DISCUSSION ITEMS

A. Review/Acceptance and approval of April 21, 2020 meeting minutes-minutes approved

B. Revenue Assumptions

Kim Fjeldsted reviewed strategy to cover loss of revenue off budget prediction of 5.4 million short falls due to loss of revenue (as Transit is funded by sales tax) due to the pandemic we are facing. We have to go day to day to review service due to the pandemic, because of the all the unknowns. We do not have the revenue we did in the past. Right amount to serve our customers as well as cost savings. Dealing with social distancing throws in other obstacles in service. This is an overview of categories with the estimated loss of revenue without having to dip into the transit fund. We will be receiving CARES ACT funding, we were conservative in our estimate because we do not know how much we are going to get.

Steve Joyce-Question on chart on expectations of cuts and coming back in 90 days are you using the same numbers that the finance department's plan? The forecast that they have their numbers based on has high hopes on the provisional budget.

Matt Dias-Because of the way our fiscal budget lines up compared to yours we are running on a projecting budget and will come back in 60 to 90 days to ask for a concession from council a month ago for using a provisional budget. Full recession budget mode hiring freezes, leaving position vacant and hiring freeze, this budget is intentional provisionally budget at this time until we know more of the impact. We do not know how much federal funding to rely upon; we work with Jim Barker and Ryan Leavitt whom are helping Park City with delegating federal funds. Did not want to be too optimistic about the amount we will be receiving and stayed on the conservative side with the rural funds coming.

B. Federal Cares conservative on amount we will be receiving.

Kim Fjeldsted-We came before this meeting last month about retaining our full time operators beyond what we currently need to run the service instead of laying off operators to be able to come back to a regular service, this will save us training time and training costs estimated \$7,000.00 to train new operators. We will realize a savings by keeping these operators onboard. They are helping with cleaning and other operations in the system. Currently running same service all day, not peak service, but we do not need to run all day peak service. We are looking into ways to see savings by not running the same service all day, looking into ways to save cost with different changes.

Tim Henney- It would be interesting to know how we come up with the routes. Did the county request the routes that they deemed essential and the amount county wants to spend?

Tom Fisher-It has been a collaborating process. Operating. Our routes have no redundancy in our routes, park city staff provides us with data as they have more information about service.

Caroline Rodriguez-Moving so quickly we look to our staff to recommend the changes needed in service. Do we change the Brown line? We started reviewing and discussing how do we balance the resources and drop. We are looking into changing routes and what are the necessities and balance the cutting back the service.

Tim Henney-Who makes the decision on an informed decision? Review source for the city and runs through the county. We need to drill down into all the routes and review all. Is the Brown required or can we change it that is the county's call?

Chris Robinson-Does the county have the funding to pay for the service?

Tom Fisher- Great questions, currently we do have opportunity to review all the routes.

Matt Dias-Our staff will be working with the county staff in terms of looking at particular routes. Route efficiency and ridership levels now we can review to provide core commutes and efficient.

Tim Henney- Role of JTAB exploring these types of projects/issues. Core component conversation and convene more often to provide more vetting.

C. Operating Efficiency Improvements:

Kim Fjeldsted- PC Transit will analyze and adjust all aspects of operations to create efficiencies and budget savings:

- Route alignments and frequencies
- Hours of service-we are running an On Demand for the evening. I think we are still running too much service in PM and morning times. Would like to review.
- Peak hour service
- Non-driving paid time
- Driver scheduling-We did a bid for the first time this last year.
- Clock-in and clock-out procedures want to get to a real time accounting.
- Overtime-We are not going to staff up as we have in the past

Tim Henney- Are we running electric buses more it seems the cost savings would be better?

Kim Fjeldsted-We are running the buses that have had shields installed. Diesel fleet was the first fleet completed because they were the only ones equipped to install.

Sarah Pearce-Kim can you talk about the social distancing transit is working on?

Kim Fjeldsted-With the Health Department commitment, we can only have 6 to 8 people on the buses. We have the seats marked; however, it is not very efficient with the buses to ensure people are not getting sick. NY is requiring operators and clients who ride the bus to wear a mask. It will be hard to maintain the social distancing moving forward as we get more riders. Taking a request/proposal to council to require masks to ride the bus.

Tom Fisher-Phased approach does not ouch the transit department. Looking a FTA and APTA standards and think it is appropriate. Review FTA/ APTA standards and bring back to JTAB upon implanting the new policy.

Matt Dias-Is there a standard or county facilities to wear masks? **Tom Fisher-**All customers/employees wearing masks. We cannot have staff getting sick as we offer a lot of services to residents.

Tim Henney-Do we have feedback or tracing on the people riding the bus and association with contact tracing?

Tom Fisher-Indoors and outdoors there is a difference. Need to review studies on casual passing is less risky that spending a long time with a person.

Kim Carson-With having people on the buses it's going to be hard to track unless they are regular riders.

Caroline Rodriguez-Does Ride Amigos track riders on bus?

Alexis Verson-We could try and track the riders; the app is for tracking employees to resorts and city employees.

Jerry Benson-How JTAB can be more effective in reviewing, analyzing on service changes. Winter service will have a service reduction of at least a 30% reductions and need to make sure city is ok with the services. Service, miles and hours going into winter services.

Steve Joyce-We need to start communicating reduction in services soon to allow the resorts plan for winter services.

Chris Robinson-Have we really thought through the counties routes can we compress the process to review county routes?

Matt Dias-Proposal come back and fully review the strategies presented. Next JTAB meeting to fully review the budget strategy next week and then do deeper dive on our routes and their efficiencies and next step on what needs to be done to be better efficiencies moving forward on next JTAB meeting.

Chris Robinson-Contribution from the county, is the regional transit fund 37% down on the budget? Before we are confident that we are ok with the amount you are billing county, how was the amount driven? Was the amount revenue driven or route driven? Was it a good place to spend the money? Feels we could be wasting money while waiting for the budget running service. He wants it reviewed sooner then waiting 60-90 days. We need to take advantage of situation and review services.

Tom Fisher-It was a collaborative approval of the amount. We are comfortable with the amount is showing based on current information. Park City planning that what they adopt on the budget in June is a provisional budget and will be coming come back in 60 to 90 days and will be coming back to their council that include their cut for 2021 budget.

Chris Robinson-Are the routes revenue driven or strategic expense driven? Concerned that we will be wasting money running services we do not need during the time.

Tim Fisher-County's service is revenue driven.

Matt Dias-We are currently running a lowest level of service we have run in a decade. We asked for a concession for 60-90 days, concurrently with that our spending and our services is reflective of less than this because of the full recession mode we are in with no non-essential expenditures, non-essential capital expenditures, purchases and equipment. With the recession mode that we have implemented we will derive the savings over the course of the 60-90 days. We do not have the information to dive deeper currently because of the unknown. But we are already seeing saving money currently due to being in this full recession mode we are in at this time. The number was a collaborative effort between my finance team, Mike Leavitt's county team and transit teams based on revenue projects on an interim basis. Concurrently we are on a full recession mode offering the lowest level of transit services we have offered in a decade.

Chris Robinson-Would not like to wait 90 days to adjust the routes that county would like adjusted.

Matt Dias-County could come in and advise what routes they would like dropped and expenditures would go down accordingly.

Chris Robinson-This is a good time to refocus our business and refine our system to make it better going forward.

D. Budget FY21 Operating Request

Kim Fjeldsted-Variance on budget for savings

- Contract/consulting/software- We are asking for an overall increase in this area. We have not allotted enough money in this area. Various air cards that give us our Avail capability on bus, battery lease expense, needs to adjust to be more accurate and allow us to stay on budget.
- Materials, supplies, and service-savings. We will not have the recruitment, no travel, training expense down, fewer uniforms, service cuts and we did not print summer brochures.
- Parts/maintenance reduction-no marketing/signs-Not as much marketing and signage.
- Personnel services-no overtime and reduced head count. But saving on training.
- Special service, contract services-will be saving in this area
- Utilities-Because of the delay in billing not seeing this yet, but we will start seeing savings. Electricity we use to charge the buses we will start seeing savings.
 - Interfund transfers-estimate the same as years past. Vehicle maintenance, gas
 - Conservative estimate we have in total
 - 1.2 million from operating expenses combined with 1.5 million from CARES ACT federal money and 2.7 million from Capital expenditures delays to make up for the 5.4 million reduction.

Jerry Benson-City's strategy is to preserve service given the demand and retain work force so the city and the county are prepared to support the recovery of the economy, the resort and the workers. Big part is reducing, realigning, delaying capital and taking advantage of some of the CARES Act funding. Balance heavy on short term or one time capital reductions and trying to maintain a reasonable level of service moving forward.

Tom Fisher-Business activity and what expectations will be. It is possible we get pushed very quickly through the stabilization phase to the Governor's plan. Resorts, lodging, restaurants are going to want to move and we are going to be challenged.

Kim Fjeldsted-We want to be prepared for this and responsible financially. We are trying to predict we hit the right number for the opening up of service as expectations will be high.

E. Kim Fjeldsted: Capital Projects would like to schedule a meeting next week to go over capital projects.

F. Sarah Pearce: Going to Park City council Thursday with a staff report that is speaking specific to capital projects over entire organizations. Note regarding Budget re-alignment specific to Transit and wanted to make sure you understand what those numbers are so it is not confusing in regards to the conversations we have been having.

The budget department took all of our open grants and looked at what budget year they were tracking and re-aligned it make sense. We conducted a big technical clean up and went through all line items. They are not a budget cut and re-alignment to the correct budget year.

-6.2 million adjustments in FY20

-1.9 million adjustments in FY21

It is not a shortfall but it is a realignment on amounts.

Chris Robinson- Where does it show the increase in other departments, you need to show the increase in other departments?

Sarah Pearce- Specific not outlined but she can get those numbers and location. How do you want to meet moving forward? Would like to propose a meeting as soon as possible to review the budget in full and to move forward on budget. To map out the best path forward on how to move forward with our capital budget.

Tom Fisher- JTAB meeting within next two weeks, final proposed budget items and discussion on the ILA items.

Steve Joyce- We would like a packet and go through the packet for a copy of days.

Caroline Rodriguez- Our team needs more time to review the information; we need to push it out to get useful information to Park City.

Tom Fisher- Place holder on capital and understanding time restrains. Desire to dig into route efficiencies are going to need to be held until JTAB meeting in July.

Matt Dias- Summarized meetings as a group. Next JTAB meeting to summarize on June 2 will be to focus on the budget. June 16th JTAB meeting we will focus on ILA and capital budget. In July JTAB we focus on route efficiencies and route re-alignment efficiencies in July. As a group we will meet next JTAB budget Tuesday the 2nd focus on budget. June 16 JTAB on capital budget and ILA. July JTAB we will focus on route running and efficiencies/cuts.

G. Ridership Report:

Robbie Smoot review presented Ridership down 81%, cost per rider cost savings still not in as the numbers have not come in. This month will be the worst amount due to the reduced amounts of ridership.

Chris Robinson - Cost per passenger expensive. Before pandemic what was the cost?

Robbie Smoot - Previously we were sitting \$11.43 per passenger in April and current 2020 \$49.20.

Tom Fisher - We have gone through two reductions of service. These numbers do not show second phase of reductions at this time.

Tim Henney – Broader expanding of the report will give a better outlook. Need to look at full year to see full cost of service per rider for better understanding.

Steve Joyce - Look at difference on ridership.

Robbie Smoot - Previous reporting has a lot of combining routes. As we move forward we are changing the way we are reporting and get to the place where we can separate routes we will have better reporting.

Tim Henney - How far out are we from better reporting? To get clear report to compare apples to apples.

Robbie Smoot - We are 6 months away from clean reporting with separate routes to show cost per rider.

H. Feedback- Robbie Smoot- review feedback report. The amount of positive feedback 12% but indicates that our level of customer service and engaging with community. We have never had it that high it is usually around the 1-2% range.

Kim Carson - Thank you Chris Robinson for bringing up the question on the request to deep dive into the routes and find out if we can come up with better routes and going over budget. We at the county have wanted to do this for a while.

Steve Joyce – County do you have a list of items that you are requesting in the deep dive from Park City staff to bring to have a more productive meeting to discuss deep dive request?

Caroline Rodriguez - Has sent the list to Park City Staff on requested information they have questions on.

Caroline Rodriguez-Can we get a Zoom meeting in the invite for the next JTAB meeting instead of the individual URL's?

Andy Stevenson-Will work on a new Zoom invite for next meeting.

No further comments meeting adjourned at 10:25 am

Respectfully Submitted:

Cindy Stockley-Park City, Transit Department, JTAB Recorder