

**GOLDEN EMPIRE TRANSIT DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS**

**JUNE 16, 2020
5:30 PM**

**1830 GOLDEN STATE AVENUE
BAKERSFIELD, CALIFORNIA 93301**

DIRECTORS PRESENT:

Carlos Bello
Rueben Pascual

Leasa Engel

Cindy Parra

DIRECTORS ABSENT:

Jim Baldwin

ATTORNEY PRESENT:

Jim Worth

STAFF PRESENT:

Karen King
Steve Barnes
Jill Smith
Ricardo Perez

Deidre Brown
Candra Cheers
Robert Williams
Sharon Pierce

Jeanie Hill
Chris James
Victor Honorato

OTHERS PRESENT:

Bob Snoddy
Levern McElveen

Elaine McCloud

Bill McCloud

The Chair called the meeting to order at 5:34 p.m.

PLEDGE OF ALLEGIANCE: None.

PUBLIC HEARING – PROPOSED FY 2020-21 BUDGET

Director Parra opened the public hearing on the FY 2020-21 Proposed Budget at 5:35 p.m. and stated that the Golden Empire Transit District would now receive public testimony. Any person wishing to present testimony related to the FY 2020-21 Proposed Budget may do so at this time. Persons were asked to state their name and address for the record. If they wished their statements to be verbatim, they must be in writing for inclusion in the official record of this hearing. Notice of the hearing was placed in *The Bakersfield Californian* and *El Popular* newspapers, on the GET website, and on GET's Facebook page. Director Parra asked for public testimony.

No comments were made on the FY 2020-21 Proposed Budget. Director Parra closed the public hearing at 5:43 p.m.

APPROVAL OF CONSENT AGENDA

Director Engel moved and Director Pascual seconded a motion to approve the consent agenda (Agenda, Minutes of May 19, 2020, Accounts Payable Check Disbursements, and San Joaquin Valley Air Pollution Control District; RYDE Expansion Resolution. The motion carried on the following roll call vote:

AYES:	Bello, Engel, Parra, and Pascual	NOES:	None
ABSENT:	Baldwin	ABSTAIN:	None

PUBLIC COMMENTS: None.

TRANSPORTATION AGENCY SAFETY PLAN (ASP)

Ms. Brown introduced Ms. Elaine McCloud with McCloud Transportation + Associates, LLC. Ms. McCloud introduced Bill McCloud and Mr. Levern McElveen and shared their experience and connections with GET's Agency Safety Plan project. Ms. McCloud gave a presentation on the development of the Agency Safety Plan (Attachment A). The Administration and Finance Committee met on June 8, 2020 and reviewed the Agency Safety Plan.

Director Pascual moved and Director Engel seconded a motion to adopt a resolution approving the Public Transportation Agency Safety Plan (PTSAP) to meet the requirements of the Federal Transit Administration's (FTA) Final Rule 49 C.F.R. Part 673. COG. The motion carried on the following roll call vote:

AYES:	Bello, Engel, Parra, and Pascual	NOES:	None
ABSENT:	Baldwin	ABSTAIN:	None

ADOPTION OF FISCAL YEAR 2020-21 BUDGET (BUDGET RESOLUTION NO. 2020-12) AND AUTHORIZATION TO APPLY FOR TDA AND FEDERAL FINANCIAL ASSISTANCE

Mr. Barnes commented that a public hearing took place at the June 16, 2020 meeting of the Board of Directors. Chairperson Parra conducted the hearing and no comments were offered. All available financial information that may impact the fiscal year has been considered as well as the latest changes to the estimates received from various state and federal agencies.

After some discussion, Director Engel moved and Director Pascual seconded a motion to adopt Resolution No. 2020-12 and authorize the CEO to file and execute TDA and Federal funding agreements. The motion carried on the following roll call vote:

AYES:	Bello, Engel, Parra, and Pascual	NOES:	None
ABSENT:	Baldwin	ABSTAIN:	None

FUTURE AGENDA ITEMS/BOARD COMMENTS

Director Parra stated that Ms. King's review is moving forward. Any questions should be directed through P A S.

Director Engel asked whether the bus wash has been completed and if a plexi-glass prototype for the shields has been finalized.

Director Pascual asked about the status of the solar project in GET's employee parking lots. He thanked staff for all they have done during this challenging time.

Director Bello complimented staff on the extensive resources GET has provided on its website regarding GET's response to COVID-19. He thanked employees who work with the public and said he agreed that they are heroes. Director Bello asked if shadow buses were still operating. He also asked when the driver partitions would be installed.

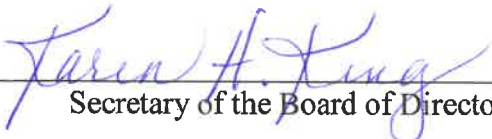
CHIEF EXECUTIVE OFFICER'S REPORT/COMMENTS:

Ms. King shared that she spoke with Diana Gomez with the CHSRA today. Ms. Gomez advised that the CHSRA's Business Plan is scheduled to be on the agenda for the next meeting on June 25, 2020. Ms. Gomez will be meeting with Brian Kelly the following week and one of the items she will be discussing with him is the early acquisition of GET's property. Ms. King informed Ms. Gomez that GET is proceeding to look for property for GET to relocate to and anticipates having a preferred location by August. Ms. Gomez informed Ms. King that she has accepted a position with Caltrans and that her last day with the CHSRA will be July 13, 2020. The Zero Emission Bus Plan will be ready to submit in July 2020. The CSUB project is under construction. There have been a few setbacks which may require change orders, but the project should be completed mid fall.

ADJOURNMENT

There being no further business, Director Parra moved that the meeting be closed. The meeting concluded at 6:51 p.m.

Respectfully submitted,


Secretary of the Board of Directors



Presentation Overview

1. Project Team
2. Project Approach
3. Project Timeline
4. Safety Management System (SMS) Overview
5. Public Transportation Agency Safety Plan (PTASP) Final Rule & Requirements
6. Plan Approval Requirements
7. Plan Certification Requirements
8. Plan Annual Review and Update
9. Next Steps

Project Team



- Project team brings 19 years of transit experience
- Highly experienced safety professionals
- Provide safety audits throughout the U.S.
- Expertise in meeting FTA compliance
- Team members serve as FTA safety subject matter experts

Project Approach

- McCloud Transportation's approach included:
- Documents request
 - Literature review (analyzed over 148 documents)
 - Secure cloud-based project collaboration website
 - Project Management Plan & Schedule
 - SMS Readiness Assessment
 - One-on-one GET staff interviews
 - Weekly project update meetings
 - FTA template, checklist to ensure all information is included
 - FTA/National Transit Database (NTD) consultation
 - Draft & Final Agency Safety Plan
 - USB drive with all documents (must be maintained for 3 years)
 - On-going collaboration with GET
 - Presentation of ASP to GET Board of Directors
 - SMS Training Program for GET employees

Project Timeline



Safety Management System (SMS)

- SMS is a comprehensive, collaborative approach to managing safety, bringing management & labor together to control risk better, detect & correct safety problems earlier, share & analyze safety data more effectively & measure safety performance more precisely
- SMS means the formal, top-down, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation.
- SMS includes systematic procedures, practices, and policies for managing risks and hazards.

SMS Components of a Safety Plan

1. Safety Management Policy
2. Safety Risk Management
3. Safety Performance Targets
4. Safety Assurance
5. Safety Promotion

PTASP Final Rule

- The Public Transportation Agency Safety Plan (PTASP) final rule took effect on July 19, 2019
 - GET must have its ASP in place by July 20, 2020
- NOTE:** On April 23, 2020, FTA extended the compliance date to 12/31/2020 due to extraordinary challenges presented by the COVID-19 public health emergency, however, FTA expects recipients to continue to work toward meeting the July 20, 2020 effective date to the extent possible

PTASP Requirements

- Regulation applies to operators of public transportation systems that receive FTA's 5307 Urbanized Area Formula Program funds under 49 U.S.C. 5307
- FTA grant recipients must develop & implement safety plans that establish processes & procedures to support implementation of Safety Management Systems (SMS)
- All eligible operators must develop an ASP that documents processes & procedures necessary for implementing a SMS
- Transit operators must review, update & certify their plans annually

PTASP Requirements (cont.)

- FTA's regulations apply to large transportation providers that operate 101 or more vehicles in peak revenue service; and
- Small transit providers such as GET, that operates 100 or fewer vehicles in peak revenue service across all non-rail fixed-route modes, or in any one non-fixed-route mode

PTASP Requirements by Provider Type

Provider Type	Applicability Criteria
Rail Transit Mode	<input type="checkbox"/> Public transport system <input type="checkbox"/> Under FTA's State Safety Oversight Program
Bus Transit Mode	<input type="checkbox"/> Public transport system <input type="checkbox"/> Provider is a recipient or subrecipient of an open Section 5307 grant
Small Public Transportation Provider	<input checked="" type="checkbox"/> Provider of public transportation <input checked="" type="checkbox"/> Provider does not operate rail transit <input checked="" type="checkbox"/> A recipient or subrecipient of an open Section 5307 grant <input checked="" type="checkbox"/> 100 or fewer vehicles in revenue service during peak revenue service across all fixed route modes <input checked="" type="checkbox"/> 100 or fewer vehicles in revenue service during peak revenue service in each fixed route mode

GET Agency Safety Plan



Role of Accountable Executive

- The Accountable Executive must designate a Chief Safety Officer (CSO) or SMS Executive who has the authority & responsibility for day-to-day implementation & operation of an agency's SMS.
- SMS Executive means a CSO or equivalent; the CSO or SMS Executive must hold a direct line of reporting to the Accountable Executive.
- The Accountable Executive ensures action is taken, as necessary, to address sub-standard performance in the SMS

Role of Accountable Executive (cont.)

- A single, identifiable person who has:
- Ultimate responsibility for carrying out ASP
 - Control or direction over human and capital resources needed to develop & maintain both Plans 673.5 and 673.23(d)(1)



Requirements for ASP Approval

- The ASP & updates must be signed by the Accountable Executive & approved by GET's Board of Directors
- The Accountable Executive ensures that the SMS is effectively implemented; and

Signature, Approval, Certification

Who develops the Plan?	Who approves the Plan?	Who certifies for FTA?
GET	Accountable Executive	GET (signature, approval, and implementation of the Plan)

- FTA does not approve ASPs
- FTA will review GET's ASP as part of its triennial process
- GET must certify compliance annually

Certification of the ASP

- GET must certify in the Transit Award Management System (TrAMS) that they meet relevant PTASP regulation requirements
- FTA's FY 2020 Annual List of Certifications and Assurances includes new Certification Item 2: Public Transportation Agency Safety Plans
- Certification means that GET has fulfilled all applicable PTASP regulation requirements

Plan Annual Review & Update

- GET must establish a process & timeline for conducting an annual review & update of the ASP
- GET's existing Plan will be reviewed & updated by the SMS Executive by July 1 of each year
- The Accountable Executive will review & approve any changes, sign the new ASP, then forward to the Board for review & approval

Why Update ASP Outside of Annual Cycle?

Major agency changes, such as:

- Operating characteristics (for example adding or removing a route; increasing or decreasing service)
- Infrastructure (for example, changes to asset inventory, condition assessment)
- Organization (for example, changes to structure)

Next Steps

- Provide ASP to Caltrans & Kern COG
- Train GET staff with SMS roles & responsibilities (July)
- Fill vacant position of Safety/Training Manager
 - Serve as SMS Implementation Manager
- Establish a formal SMS Implementation Committee
- Implement the ASP

SMS is a Journey, Not the Destination

A mature SMS has:

- Policies that are forward-thinking, achievable and consistent.
- Leaders that communicate clear & consistent direction, values, ethics, & culture.
- Competent employees that have knowledge, skills, & abilities needed to work safely.
- Actively involved employees in safety process development.
- Systematic implementation of processes to achieve safety objectives.

Questions & Answers

