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
ABSENT: Baldwin
NOES: None
ABSTAIN: None

PUBLIC COMMENTS: None.

TRANSPORTATION AGENCY SAFETY PLAN (ASP)


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
ABSENT: Baldwin
NOES: None
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
ABSENT: Baldwin
NOES: None
ABSTAIN: None
FUTURE AGENDA ITEMS/BOARD COMMENTS

Director Parra stated that Ms. King’s review is moving forward. Any questions should be directed through PAS.

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,

[Signature]

Secretary of the Board of Directors
**PTASD Requirements**

- Regulations apply to operators of public transportation systems that receive Federal or State funds under 49 U.S.C. 5307.

- PTASD requirements must develop and implement safety plans that establish standards and procedures to support implementation of safety management systems (SMS).

- Only eligible operators must develop an ASP that documents procedures and processes necessary for implementing a SMS.

- Transit operators must review, update, and certify their plans annually.

**PTASD Requirements (con.)**

- PTASD regulations apply to large transportation providers that operate 100 or more vehicles in peak revenue service and have a public transportation agency safety plan.

- Small transit providers such as GET that operate 100 or fewer vehicles in peak revenue service across all non-fixed-route nodes, or in any one non-fixed-route mode.

**Role of Accountable Executive**

- The Accountable Executive must designate a Chief Safety Officer (CSO) or SMS Executive who has the authority and 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.

**PTASD Requirements by Provider Type**

<table>
<thead>
<tr>
<th>Provider Type</th>
<th>Minimum Hourly Rate</th>
<th>Maximum Rate</th>
<th>Owner's Plan Safety Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Urban Transit Providers</td>
<td>$10.15</td>
<td>$13.00</td>
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<tr>
<td>Medium Urban Transit Providers</td>
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<tr>
<td>Large Urban Transit Providers</td>
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<td>$25.00</td>
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</tbody>
</table>

**Role of Accountable Executive (con.)**

- 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 6735.5 and 675.35(d)(1)

- The Accountable Executive ensures that the SMS is effectively implemented; and

**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 signs the document? GET
- Who approves the document? Accountable Executive
- Who approves? GET Board of Directors

- The Accountable Executive ensures that the SMS is effectively implemented; and

- 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.
- 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.

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**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**