

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

MINUTES

March 19, 2020

[Clerk's note: Except where noted, public, staff and board member comments are paraphrased].

1. Roll Call

Chair Fletcher called the Board meeting to order at 9:04 a.m. A roll call sheet listing Board member attendance is attached.

61. Chief Executive Officer's Report (TAKEN OUT OF ORDER)

Paul Jablonski, Chief Executive Officer, provided an update to the Board regarding MTS's response to COVID-19. He stated that MTS is in constant communication with riders and employees. There have been a series of COVID-19 updates provided to employees. MTS has developed a stay-at-home work policy for employees that are able to work at home. MTS has also developed a texting group and employee web pages for employees to stay up to date on information. He noted that staff has been active on social media and providing news releases. Mr. Jablonski stated that staff is analyzing the ridership numbers closely, and noted that service cuts may go into effect to match service demands. At this time, all service is being maintained at normal levels. Mr. Jablonski stated that staff has ideas on how to keep all employees whole if service cuts go into place. MTS is working closely with the Unions on ideas to keep all workers without layoffs. He noted that staff is also working to make sure that employees will be paid if they are sick or are caring for someone who is sick. Mr. Jablonski said that the implementation of new social distancing tactics are being taken on buses, including moving the limit line back to increase social distance between the driver and passengers. He stated that he enacted emergency procurement rules, which will allow us to purchase necessary items quickly such as personal protection equipment, hand sanitizer, masks, etc. Mr. Jablonski stated that MTS has sufficient reserves available if needed, and are also working to secure Federal assistance. Lastly, he noted that MTS will continue to work closely with the County and the health department.

Ms. Sotelo-Solis asked if any routes will be downsized and, if so, how that decision would be made. Mr. Jablonski stated that if we need to implement reduced service, we would switch to an enhanced Saturday schedule for the system. MTS will monitor the situation daily to determine the necessary service adjustments. The decision to adjust service levels would be determined by the Chair and the Board will be notified.

Mr. Ward asked a series of questions. He asked for an update on operational reserves for keeping the system as robust as possible. He asked about the prognosis of state or federal aid projections. He asked about the turnaround time for service changes to alert the public. He also asked about the on demand service for riders, and if that service could be used for the public. Mr. Jablonski stated that MTS has \$35 million in reserves. He stated that we are monitoring the fiscal year impact due to passenger revenue loss. Mr. Jablonski stated that we have been working with both the state and federal government in terms of advocating for funding due to increased costs related to COVID-19. Mr. Jablonski stated that the timing for service changes would take approximately a week and a half to make changes. Mr. Jablonski stated that Access

ridership is approaching an 80% reduction at this point. He noted that staff has been communicating with the Access riders to let them know that they are providing full service to customers.

Ms. Gomez asked about managing the social distancing of passengers. Mr. Jablonski stated that most passengers are taking the initiative to social distance. Ms. Gomez recommended for MTS to take the initiative to ensure passengers are social distancing. Ms. Gomez asked if MTS has reached out to other transit agencies regarding their plans for their systems. Mr. Jablonski stated that he has had multiple calls this week with other transit agencies around the country. He noted that every transit agency is responding differently when it comes to their operations, depending on their local situation.

2. Approval of Minutes

Ms. Salas moved to approve the minutes of the February 13, 2020, MTS Board of Directors meeting. Mr. Hall seconded the motion, and the vote was 13 to 0 in favor with Ms. Frank and Mr. Sandke absent.

3. Public Comments

T.E. Caballero – Mr. Caballero provided a written statement to the Board prior to the Board meeting. The full written statement is included in the final meeting packet posted on the MTS website.

CONSENT ITEMS

6. Property Insurance Renewal

Action would authorize the Chief Executive Officer (CEO) to renew the property insurance coverage for the San Diego Metropolitan Transit System (MTS), San Diego Transit Corporation (SDTC), and San Diego Trolley, Inc. (SDTI) with the California State Association of Counties – Excess Insurance Authority (CSAC-EIA) Property Insurance Program, effective March 31, 2020, through March 31, 2021, with various coverage deductibles of \$25,000 (real estate and personal contents property), \$100,000 (bus fleet), \$250,000 (light rail fleet) and \$1,500,000 (roads, bridges and tunnels).

7. Middletown – Switch 9 and 11 Construction Management Services – Work Order

Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. WOA2017-CM05 to MTS Doc. No. G2017.0-17 with Jacobs Engineering Group, Inc. for the Middletown - Switch 9 and 11 Construction Management Services.

8. Douglas Fir Railroad Wood Ties – Contract Award

Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1526.0-20, with Gemini Forest Products (“Gemini”), for Douglas Fir Railroad Wood Ties as detailed in the scope of work, in the amount of \$140,893.24, effective April 1, 2020.

9. Task Order Contract Approval to Provide Design Services for South Bay Maintenance Facility (SBMF) Electric Bus Concept Layouts

Action would authorize the Chief Executive Officer (CEO) to execute Work Order WOA2075-AE-50 to MTS Doc. No. G2075.0-18 with Dokken Engineering (Dokken) in the amount of \$328,320.14 to provide design services for the SBMF Electric Bus Concept Layouts.

10. Fare Media Retail Network – Contract Award
Action would authorize the Chief Executive Officer (CEO) to include in MTS Doc No. G2287.0-19, with Ready Credit Corporation (RCC), items from their original proposal that were not previously presented to the Board of Directors. The total amount of these items will not exceed \$196,000 for the design and integration services and \$3,962,000 for the card fees, over a 20 year term.
11. Hill Street Slope Repair Construction Services – Change Orders 1 – 9
Action would: (1) Ratify Construction Change Orders 1 - 6 to MTS Doc. No. PWL246.0-18 for \$18,555.78, which was previously issued under the Chief Executive Officer's (CEO) authority, for the Hill Street Slope Repair adjacent to Hill Street in El Cajon along the MTS's Orange Line; and (2) Authorize the CEO to approve Change Orders to MTS Document No. PWL246.0-18 - Change Orders 7 - 9, with Hazard Construction Company for \$251,543.69
12. Fire Extinguisher Maintenance and As-Needed Repairs – Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWG308.0-20, to Fire Service Corp, for the provision of fire extinguisher maintenance and as-needed repair services for a period of five years in the amount of \$184,758.01.
13. California Department of Transportation (Caltrans) Program of Projects for Federal Fiscal Year (FFY) 2020 Federal Transit Administration (FTA) Section 5311 Funding
Action would approve Resolution No. 20-3 authorizing the use of and application for \$323,826 of FFY 2020 Section 5311 funds for operating assistance.
14. California Department of Transportation (Caltrans) Program of Projects for Federal Fiscal Year (FFY) 2020 Federal Transit Administration (FTA) Section 5311(f) Funding
Action would approved Resolution No. 20-4 authorizing the use of an application for \$300,000 of FTA Section 5311(f) funds for operating assistance in non-urbanized areas.
15. Fiscal Year 2019-2020 Low Carbon Transit Operations Program (LCTOP) Funding
Action would adopt Resolution No. 20-5 in order to: (1) agree to comply with all conditions and requirements set forth in the Certification and Assurances Document, and applicable statutes, regulations, and guidelines for all LCTOP funded transit projects; (2) authorize the Chief Executive Officer (CEO), or designated representative, to execute all required documents of the LCTOP and any amendments thereto with the California Department of Transportation; and (3) authorize the use of, and application for \$225,193 in Fiscal Year 2019-2020 LCTOP funding for capital projects which reduce greenhouse gas emissions and approve mobility with a priority on serving disadvantaged communities; (4) authorize the carry-forward of \$6,003,201 in Fiscal Year 2019-2020 LCTOP funding for capital projects in FY 2021-2022 which reduce greenhouse gas emissions and approve mobility with a priority on serving disadvantaged communities; and (5) certify that at least 50% of the total LCTOP funds received will be spent on projects or services that will benefit Disadvantaged Communities (DAC) identified in Section 39711 of the Health and Safety Code.
16. Mount San Miguel Antenna Sublease with IWG Tower Assets II, LLC
Action would authorize the Chief Executive Officer (CEO) to: (1) Ratify the original agreement L1395.0-17, Addendum 9; (2) Execute Addendum 10, with IWG Towers Assets II, LLC for a 5 year base period (February 1, 2020 to June 31, 2025) plus 4 five year option periods, in the amount of \$39,601.80 for the initial year of the Addendum with subsequent increases to the base year of 5% per year totaling \$1,890,079.02 if all the options to extend the sublease are exercised; and (3) Exercise option periods at the discretion of the CEO.

COMMENTS – CONSENT ITEMS

Ms. Moreno requested for Consent Number 15 to be pulled for further discussion.

Action on Recommended Consent Items, excluding No. 15

Ms. Gomez moved to approve Consent Agenda Item Nos. 6 – 16, excluding No. 15. Ms. Sotelo-Solis seconded the motion, and the vote was 13 to 0 in favor with Ms. Frank and Mr. Sandke absent.

COMMENTS – CONSENT NO. 15

Ms. Moreno asked how MTS determined that the disadvantaged communities would benefit from the LCTOP funding if the projects have not been identified. Ms. Cooney stated that the funding will be used to purchase zero emission buses (ZEBs), which will be operated throughout the MTS service area. Ms. Moreno asked if MTS is meeting the LCTOP community outreach program requirements. She also asked for details on the outreach that was conducted. Ms. Cooney replied that the outreach process has been included in the Elevate SD 2020 outreach, as well as the Iris Bus Rapid Transit project outreach efforts. Ms. Moreno stated that going forward, MTS needs to do a better job at meeting the goals of this program, and would like to see a more specific allocation of funding in the future, and a more robust outreach program.

Action on Recommended Consent Item No. 15

Ms. Moreno moved to approve Consent Agenda Item No. 15. Ms. Montgomery seconded the motion, and the vote was 13 to 0 in favor with Ms. Frank and Mr. Sandke absent.

CLOSED SESSION

24. None.

NOTICED PUBLIC HEARINGS

25. None.

DISCUSSION ITEMS

30. None.

REPORT ITEMS

45. None.

OTHER ITEMS

60. Chair Report

Chair Fletcher commented that public transportation is classified as an essential service. He stated that we may have to make modifications and changes, but we will continue to operate and provide service to the public.

62. Board Member Communications

There were no Board Member communications.

63. Additional Public Comments on Items Not on the Agenda

There were no additional public comments.

64. Next Meeting Date

The next regularly scheduled Board meeting is April 16, 2020.

65. Adjournment

Chair Fletcher adjourned the meeting at 9:35 a.m.

/s/ Nathan Fletcher

Chairperson

San Diego Metropolitan Transit System

Filed by:

Approved as to form:

/s/ Julia Tuer

Clerk of the Board

San Diego Metropolitan Transit System

/s/ Karen Landers

General Counsel

San Diego Metropolitan Transit System

Attachment: Roll Call Sheet

SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
ROLL CALL

MEETING OF (DATE): March 19, 2020

CALL TO ORDER (TIME): 9:04 a.m.

RECESS: _____

RECONVENE: _____

CLOSED SESSION: _____

RECONVENE: _____

PUBLIC HEARING: _____

RECONVENE: _____

ORDINANCES ADOPTED: _____

ADJOURN: 9:35 a.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
AGUIRRE	<input checked="" type="checkbox"/> (Spriggs) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
ARAMBULA	<input checked="" type="checkbox"/> (Mendoza) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
FAULCONER	<input type="checkbox"/> (Moreno) <input checked="" type="checkbox"/>	9:00 a.m.	9:35 a.m.
FLETCHER	<input checked="" type="checkbox"/> (Cox) <input type="checkbox"/>	9:04 a.m.	9:35 a.m.
FRANK	<input type="checkbox"/> (Mullin) <input type="checkbox"/>		
GALVEZ	<input checked="" type="checkbox"/> (Diaz) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
GOMEZ	<input checked="" type="checkbox"/> (Campbell) <input type="checkbox"/>	9:05 a.m.	9:35 a.m.
HALL	<input checked="" type="checkbox"/> (McNelis) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
MCCLELLAN	<input checked="" type="checkbox"/> (Goble) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
MONTGOMERY	<input checked="" type="checkbox"/> (Bry) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
SALAS	<input checked="" type="checkbox"/> (Diaz) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
SANDKE	<input type="checkbox"/> (Donovan) <input type="checkbox"/>		
SOTELO-SOLIS	<input checked="" type="checkbox"/> (Quintero) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
WARD	<input checked="" type="checkbox"/> (Kersey) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.
WEBER	<input checked="" type="checkbox"/> (Arapostathis) <input type="checkbox"/>	9:00 a.m.	9:35 a.m.

SIGNED BY THE CLERK OF THE BOARD:

Julia Tuer

CONFIRMED BY THE GENERAL COUNSEL:

Paul Cox