



**Joint Transit Advisory Board (JTAB)  
June 2, 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  
Cindy Stockley

**Public**

No public present

**I. ROLL CALL**

Upon confirmation that quorum was connected to Zoom meeting, the meeting was called to order by Mrs. Fjeldsted at 9:02 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 May 19, 2020 meeting minutes-minutes approved**

## **B. Staff Report FY21 Provisional Draft Transit Budget**

**Kim Fjeldsted**-Last month we recommended a high level summary of recommended budget cuts due to the \$5.4 million revenue short fall we are anticipating due to COVID. We are still estimating the same \$5.4 million short falls and still have the same recommendation as far budget of taking \$1.2M reduction in Operations reductions, \$2.7M in Capital deferrals and \$1.5 Million credit in Cares Act funding we are assuming to make up for the \$5.4 M short fall. Staff recommends a series of proposed capital project deferrals and capital reductions for FY20 and FY21; as well as a \$1.2M reduction in Operating Budget from FY20 to FY21 in order to balance the respective transportation budgets to continue to provide core public transit commitments and services. Bottom table of the staff report it is a summary reminder of where the monies are coming from to get to \$5.4M.

**Kim Fjeldsted**-Shown on the next graph is how we come about the assumptions of the \$5.4M shortfall. As well as strategies on how we are going to achieve operational savings we are getting to the \$1.2M. We are breaking savings in two categories one is the current services for spring, summer, and fall season what we can do to save money and then we will have winter season to see what we can do to save money. Reduced service is where we are going to see our savings. In previous JTAB meeting in April we discussed retaining 20 additional headcount even though we did not need them with the reduced service we could get by without them. We have executed on that plan and that amount is calculated into these figures realizing that the benefit would save money later on recruitment, training, etc. down the road. Initially we anticipate \$400,000 savings with reduced service miles and hours, even with retaining the headcount we have right now. We are looking at changes to drivers scheduling with lunch relief and such and we think we will be able to save an addition \$35,000. We are not paying any overtime right now which has resulted in about \$65,000 in savings in this time frame.

**Kim Fjeldsted- Operators and personnel budget** - presented in provisional budget last JTAB shows where the budget cuts would take place in the operational budget to get us to the \$1.2. The first line item Contract Services/software was not calculated correct. We increased the line item and removed it from other line items.

**Chris Robinson**-Ask why Contracts/Technology increased?

**Kim Fjeldsted**-We had not budgeted this category adequately last year and reduced the other line items to be able to not only save money but also get this line item accurate since we were given the opportunity go over the budget more thoroughly and make budget more proficient.

**Kim Fjeldsted**-Overall trying to save the most amount of money in service, in an operations budget in comes down to head count and it is a very delicate balance. Operations budget is headcount; between the two tables it shows reduced services. We know that there will be increased service in the winter service hours. We want to continue efficiencies in scheduling, but concentrate on peak services, realizing where we can save money. We would just add service where we see needs, service where we see the majority of service needed. We will not have the training expense and we

will not offer overtime because we will not have to stock up on operators this winter as we have had to in the past and with unemployment where it is at do not anticipate any problems.

**Tom Fisher**-Can we get a detail out of each of the different taxes and funding sources in the graph

**Jerry Benson**-First row is transit sales tax is the initial tax that both parties have had in place for a while. They are projecting around 38% reductions in sales and as a result a 38% reduction in sales tax receipts. Second is for special resort tax coming into Park City expecting to be down \$1.1M which is about 36%. Third is for Business licenses collected by the city that are applied to transit, down about \$140,000. Fourth is Federal grants varies from year to year as city is projecting the projects related or construction related grants expected for city, there was an amount expected for federal grants for 2021 for normal operating expenses which is typically around \$2M plus another \$5.5 million, we are expecting to get all the federal funding going forward. We do not anticipate losing the federal funding. Kim will explain more with the Cares Act funding. Regional payment- all the collections from the city, it includes the 4<sup>th</sup> quarter funds as well. The expectation is it is related to sales in the region and we will see a reduction of 37%. What can the county expect; the city is forecasting a reduction in sales revenue across the whole region; however, the actual county expenses will be more closely related to the level of service that the county is running. In general if it is sales tax revenue the city is forecasting it is going to be down 36 to 37% reduction.

**Tom Fisher**-We have a task coming up on sales tax revenue 36-38% reduction, service level piece & reduction versus revenue sources is something we need to work on and figure out.

**Jerry Benson**-April data did not show the impact of the service changes. We are just starting to see it for May and we saw a 10% reduction in employment cost. Sick days and covid-19 really clouded the savings. We will share once we can show you actual savings in costs; we are just starting to see the savings.

**Chris Robinson**-Is \$1.2M showing in the Cares Act grants money? The federal grants money showing the 19%? Is it included in the \$1.5 million-this will be meeting 5.4 million?

**Tim Henney**- It is not included in the variance; we show that the Cares Act money will help with meeting the \$1.5M and helping us with meeting \$5.4M short fall of the basic budget. Cares Act grant money is separate from the basic federal grants we would receive.

**Jerry Benson**-City budget expectation of the \$1.2M, Kim budgeted \$1.5M but that is conservative and we will be getting it back. Cares Act will go into the basic budget of federal funding to meet the short fall of \$5.4M.

**Kim Fjeldsted**-Capital project reductions and cleaning up. We have \$2.7 million in delays. We did further clean up on the capital budget line items. The 14 electric bus purchase has been delayed and we will not be able to spend money on buses for a couple of years. Basically with the moving around of the funds it took and additional \$6.2M of FY2020 plus the \$2.7 million to get to the \$8.9 million of movement. They are also moving out \$1.9M further into FY 2021 to get the budget right. Where we are not spending that money now there would not be a local match at this time. We have been doing a lot of clean up.

**Steve Joyce**-What happens if we get zero money from the Cares Act? Do you have alternative plans in place if we do not get money from Cares Act?

**Kim Fjeldsted**-We would have to do further reductions and reduce headcount if we do not get any. We are very confident and have calculated the amount very conservative in our estimates that we will be getting. Also there is another act that was just passed called the Hero's Act calling for \$15 billion in funds to be distributed to rural agencies. We have not assumed any of that money in our calculations at this time.

**Matt Dias**-We have done a lot of work on our side and are being very conservative on the amounts that we will be getting. I decided to go way more conservative than Jim Barker and Jerry Benson think we will end up.

**Tom Fisher**-From the stand point of the money from the Cares Act funding to allocate it to service, how will the money be distributed because our funding comes from a variety of sources?

**Brian Beckstrand**-Cares Act is money for emergency response they are converting the 5311 money that has already been awarded to us, that money is for anything Covid related. The Cares Act funding is just for operational administration and are giving us 6 months' worth of operations and administration together and that is how it should be distributed throughout the system.

**Jerry Benson**-The process for accounting for the funding the city needs to show is that they have operating expenses equal or greater than the grant money they received. It can be everything from wages, fuel, and sick leave, extra for employees reassigned to keep them employed.

**Caroline Rodriguez**-What you just described, does that apply to the operating funds that we have requested to be converted or to the additional funding?

**Jerry Benson**-It applies to all of the funds. We thought it could apply to FY 2017, but found out we have to close out FY 2017 and can only use FY 18-19 and that is what would be converting emergency relief funding.

**Caroline Rodriguez** -Can we put a place hold for a clear understanding of the existing allocations to discuss further?

**Jerry Benson**-Agrees that the city and county need to have a clear understanding on.

**Matt Dias**-The funds for the emergency funds has already been funded. With the Cares Act we need to distribute quickly. Federal government wants money distributed for emergency assistant and they then will come back and offer grants to then go back and restore. It will be a lot of work between Summit County/City. Federal Cares conservative on amount we will be receiving.

### **C. Attachment A**

**Kim Fjeldsted**-Vision on how we have reduced services. Graph shows the reductions of service changes before and after. We are still covering the same routes but really cut back. So far the service has been adequate for now.

**Tim Henney**-What is the threshold that will trigger us to adding additional drivers and adding routes back into system?

**Kim Fjeldsted**-We have a couple variables, the current system can handle more people. The concern is the 6 ft. social distancing is the problem. Bus can hold 40 people; we have flexibility to haul more people. If we go to green we will have to re-evaluate.

**Tim Henney**-On the left hand side typical spring, off peak, low service, what will the level of service for summer? Would we move to a low service off peak spring service once COVID restrictions lifted? Will our next level phase to our normal spring service?

**Kim Fjeldsted** -We will ramp up service as the demand comes on board. We are looking into items that we will be presenting to the county on in more detail as service demand increases. Scott Burningham monitors it daily to ensure we are keeping up with demand.

**Tim Henney**-I hope that the county has done some work on what level of services is essential and what they are paying for and being offered outside city limits.

**Chris Robinson**-When is a peak service time and what service is the Black route? Is that the counties requested service? Was it getting ridership prior to COVID?

**Scott Burningham**-Kamas commute, we are only sending two buses in the morning and three times in the afternoon. It was seeing an increase in service prior to COVID.

**Steve Joyce**-I have question on the service levels. Have you looked at other transit agencies to see what they are doing to move forward with the next steps?

**Kim Fjeldsted**- We try to stay within the state guidelines and what the Health Department recommends, and what is happening in the field. We will need to discuss how we want to proceed.

**Tom Fisher**-Trying to do it ourselves we are trying to keep up with it. There is no recommendation in the Utah Health Department for transit agencies.

**Jerry Benson**-There are studies showing that being on a bus with other people increases exposure and we are hoping we can get more guidelines for future. The county health department did show us some guidelines. Requiring masks is causing conflicts with riders and operators.

**Kim Fjeldsted** -We will continue practicing safety, sneeze guard, cleaning, providing them with hand sanitizer, social distancing, etc. to keep the exposure rate down.

**Matt Dias**-We will continue with the guidelines of keeping everyone as safe as possible to protect when it goes to green. Are we following the same guidelines that the county is following in all of our departments within the city?

**Tom Fisher**-We will continue to have people wear masks even when we move to green phase to protect our work force even if the guidelines change.

**Steve Joyce**-When we move to green we will have to make decisions on how to proceed. To only allow less people on the bus, to do spacing, or more buses- it's going to be a big decision.

**Matt Dias**-Particularly with requests for special events and request for huge demands for a short period of time, which is going to be hardest to manage.

**Tom Fisher**-As well as looking at the budget reality, do we even have the flexibility to offer that service.

**Kim Fjeldsted**-We want to move people but we might not have the financial flexibility like we have had in the past.

**Kim Fjeldsted**-In the staff report we did have a suggested next agendas topics. The next JTAB agenda we will be looking at the ILA amendments.

**Tom Fisher**- Do we want JTAB panel to say that we are good with the budget and move to approve to be able to take to the council and know that we will be coming back at later date to go over this provisional budget?

**Kim Fjeldsted**-We are asking for the approval of the recommendation to council.

**Chris Robinson**-It is a good plan.

**Kim Carson**- Accepts the budget and moves to approve to take it to council.

**Chris Robinson**-Second

**Kim Carson**-We need to cast vote. I

**Chris Robinson**-I

**Steve Joyce**-I

**Tim Henney**-I

**Tim Henney**-For clarification what is the timeline on the Cares Act funding. We high level of confidence that in 2 to 3 months out we will definitive amount of the first round of Cares funds allocation distribution more information to follow. Notes that we accept the provisional budget but will need to have further discussion when the grants money, etc. start coming in.

**Kim Fjeldsted**-We will definitely have further discussion once we have more stability. And we will have further discussions on further funding we are receiving such as the Hero's Act.

**Jerry Benson**-Processing of grant money is consistent process of collecting data with operating expenses and we need to make sure that the expenses are above grant money requesting. Part of the wait is just UDOT being able to process through with all the rural operators.

**Brian Beckstrand**-There will not be a question on the amount as we are requesting for the FY2018-2019 as there was higher amount in 2019 which is about \$4M. We are additionally applying for the Cares Act because we are taking our FY2019 which is \$7M for operations in FY2019.

#### **Discussion for next JTAB meeting June 16, 2020 items.**

**Kim Fjeldsted**-on the staff report there are some recommended topics. For the next for June 16<sup>th</sup> the discussion items will be ILA amendment, open federal grants and capital projects for JTAB to weigh in on. Is there any additional items to discuss in future JTAB meetings?

**Kim Carson**-Wants update on COVID-19 regarding events or any information we have received.

**Matt Dias**-He feels that it is a good idea to have it a standing item on agenda for the next 6 months at least.

**Kim Fjeldsted**-Does anybody have a COVID update at this time to share with the group?

**Tom Fisher**-County council agenda for tomorrow will talking about the emergency declaration and that it currently permits any special events in the county.

**Kim Fjeldsted**-Deer Valley resort sent out that they may be opening June 26<sup>th</sup>. We will be monitoring this to be able to adjust service to meet demand and safety.

**Scott Burningham**-His concern for the system will be when the resorts start to open.

**Kim Fjeldsted**-Are there any further items you would like to add the agenda for future meetings?

**Chris Robinson**-Moved to close the meeting.

**Steve Joyce**-Second

**Tom Fisher**-Wanted to thank the park city staff on all their hard work on the budget this year and this has been the most transparent year they have ever had.

**Kim Fjeldsted**-No further comments meeting adjured at 10:01 am

**Next meeting:**

**Tuesday, June 16, 2020**

Respectfully Submitted:

*Cindy Stockley-Park City, Transit Department, JTAB Recorder*