



# Agenda

June 1, 2020

**Valley Metro RPTA  
And  
Valley Metro Rail  
Executive Committee Meeting  
Wednesday, June 3, 2020  
Via Webex/Phone  
1:30 p.m.**

Action Recommended

1. COVID-19 Update

1. For information

Jim Hillyard, Chief Administrative Officer, will provide an update on transit operation impacts related to the COVID-19 pandemic.

2. Minutes

2. For action

Minutes from the previous Valley Metro Board Executive Committee meetings are presented for approval.

- ✓ April 2, 2020
- ✓ April 22, 2020
- ✓ April 29, 2020
- ✓ May 13, 2020

4. Possible Executive Session

4. For action

The Boards of Directors may vote to enter Executive Session for discussion or consultation and for legal advice with the attorney or attorneys of the public body and to consider its position and instruct its attorneys regarding the public body's position concerning matters listed on the agenda, personnel matters and contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation; all as authorized by A.R.S. Sections 38-431.03 A.1, A.3., and A.4.



The agenda for Executive Session involves discussion and consultation regarding contractual compliance related to the COVID-19 pandemic and potential impacts on transit operations and transportation-related workforce.

5. Executive Session Action Items

5. For action

The Board Executive Committee may take action related to items discussed as part of Agenda Item 4.

6. Next Meeting

6. For information

The next meeting is scheduled for Wednesday, June 10, 2020 at 1:30 p.m.

Qualified sign language interpreters are available with 72 hours notice. Materials in alternative formats (large print or flash drive) are available upon request. For further information, please call Valley Metro at 602-262-7433 or TTY at 602-251-2039. To attend this meeting via teleconference, contact the receptionist at 602-262-7433 for the dial-in-information. The supporting information for this agenda can be found on our web site at [www.valleymetro.org](http://www.valleymetro.org).

# COVID 19 Update

## June 2020



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## Our Priorities

**Provide essential transit service**

**Protect our operators and riders**

- Social distancing
- Strongly encouraging rider face coverings
- Exploring providing hand sanitizer: bus & rail

**Fiscal Responsibility**

- strategic use of CARES Act funds

### Service Options

- **Service Area** – maintain to support essential workers
- **Service Frequency** – balance ridership & social distancing
- **Service Hours** – balance the needs of essential workers with ridership



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## Bus Operations



- **Ridership\*** -- Express/RAPID: **NA**, Local: **-21%**
- **Changes Made:**
  - Restoring 50% of Express Bus Service: 7/27
  - Temporary driver area barriers:
  - VM Service Hour Reductions for Phoenix Routes: 5/18
  - Phoenix Service Hours Reduction: 5/4
  - ZOOM Rear Door Boarding: 4/13
  - Limiting bus ridership to maintain social distancing: 4/13
  - Suspended POGO: 4/9
  - Reduced ORBIT frequency: 4/6
    - Rear Door Boarding for ORBIT & BUZZ
  - Reduced Express/RAPID service: 4/6
  - Local Bus Rear-Door Boarding: 3/21
  - PPE for operators & enhanced cleaning: 3/1 & 3/18



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## Bus Operations – Contingencies



**Level 1** – reduces drivers required by approximately 20%

- Service Area – Maintain including Express
- Service Frequency -- decrease to 30-60 minutes on most routes. 60m for low ridership & all routes after 9:00 pm.
- Service hours – Maintain

**Level 2** – reduces drivers required by 44%

- Service Area – Maintain including Express
- Service Frequency – decrease to Sat levels (30-60m on most routes).
- Service Hours – Eliminate Fri & Sat service after 12:00 pm.

**Level 3** – reduces drivers required by 55%

- Service Area – Maintain Mon-Sat. Standard Sun area. Eliminate Express.
- Service Frequency – decrease to Sunday levels (60m most routes)
- Service Hours – 6:00 am to 8:00 pm

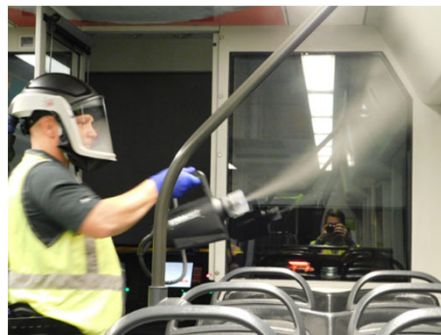
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## Rail Operations



- **Ridership: -48%**
- **Changes Made:**
  - Peak frequency increased from 12m to 15m: 4/11
  - Eliminated service after 11:00 pm: 4/11
  - Persistent fogging of vehicles & buildings: 3/22
  - Implemented social distancing for security: 3/13
  - PPE for operators & maintenance staff: 3/9



### Contingencies

Level 1 – implemented

Level 2 – reduces operators required by 25%

- Service Frequency: Sunday service level – 20 minute frequencies all day.
- Service Hours: reduce from current 3:30am to 11:00 pm to 4:00am to 11:00 pm

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## Paratransit / RideChoice



- **Ridership: -64%**
- **Passenger & Driver Protections**
  - Limiting vehicle occupancy (Caravan: 2+Driver; Cut-a-Way: 3+Driver): 6/8
  - Provide enhanced PPE to drivers
  - Encourage riders to follow CDC guidelines
    - Wear a mask in public
    - Stay home if you're sick
  - Providing grocery & medicine delivery to ADA customers to reduce high-risk travel
  - Transdev disinfecting vehicles between passengers
  - Suspended Eligibility for 30 days – presumptive eligibility during the period
- **TransDev furloughed 63 drivers**
  - Maintaining health insurance with support from Valley Metro

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# Recovery Planning

## Phases and Focus

	Budget	Operations, Safety & Security	Capital Construction	Riders	VM Internal (staff)	VM Contractors	Cities	Stakeholders / the Public
Containment (now)								
Phased Return								
Full Return with Precautions								
New Outbreak								
Post Pandemic								

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# Prop 400 Revenues

Month	FY 2019 Actuals	FY 2020 Budget	FY 2020 Actuals	Budget Variance	Comparison to Prior Year
Jul-Mar	\$114,849,629	\$120,659,040	\$124,323,876	\$3,664,836	\$9,474,247
April	14,490,737	15,158,439	13,728,393	(1,430,046)	(762,344)
Totals	\$129,340,366	\$135,817,479	\$138,052,269	\$2,234,790	\$8,711,903

*April revenue is based on March activity*

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## Fare Revenues

<b>Fare Revenue</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Variance</b>
Bus	\$8,174,470	\$8,905,000	-\$730,530
Light rail	\$8,005,792	\$10,013,000	-\$2,007,208
<b>Total</b>	<b>\$16,180,262</b>	<b>\$18,918,000</b>	<b>-\$2,737,738</b>

*Valley Metro operated service only*

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## Questions



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# Executive Committee Minutes

June 1, 2020

AGENDA ITEM 2

**Valley Metro Board  
Executive Committee**  
Thursday, April 2, 2020  
Via Webex/Phone  
11:30 a.m.

## **Members Present**

Mayor Kevin Hartke, City of Chandler  
Mayor Kate Gallego, City of Phoenix  
Councilmember Robin Arredondo-Savage, City of Tempe  
Councilmember Lauren Tolmachoff, City of Glendale  
Councilmember Francisco Heredia, City of Mesa

Chair Hartke called the meeting to order at 11:36 a.m.

Mr. Smith provided opening comments regarding the focus of the Executive Committee which is to act on behalf of the boards on all issues related to acts required to address the impacts of COVID-19 on transit operations and employee and rider health and safety. It also allows the CEO, in consultation with the Executive Committee, to take the actions necessary to address the impacts of COVID-19 on transit operations and employee and rider health and safety.

## 1. **COVID-19 Update**

Mr. Smith said so we're going to go turn it over to Jim who's going to give you an update. I think we received somewhat of an update in the Board Meeting before. This is an update to that update and this thing literally, as you all know, not only changes daily, but sometimes twice a day or three times a day. So Jim's going to go give you an update to the update and answer any questions you have in the open meeting. And then we will ask to move into Executive Session to talk specifically about the contractual issues related to these changes. Jim, I'll turn it over to you.

Mr. Hillyard said good morning, everyone. As Scott said, this is really just an update to the presentation that you saw at our last meeting. I'll also mention that it was shared with the TMC, RMC members yesterday. As a result, I won't go through each slide in great detail, but will key on the things that are changed since our last discussion; beginning with slide 2, our priorities remain the same providing vital transit service to those who are depending on us and protecting our operators and riders. Moving to slide 3, for bus operations, we continue to coordinate daily with Phoenix. Our





latest ridership numbers show a 65 percent decline in Rapid and Express ridership and roughly a 35 percent decline in local ridership. As a result, we have coordinated with Phoenix and will be jointly reducing Rapid services levels starting on Monday, April 6th to a level that is roughly 50 percent of standard service levels while maintaining a minimum of two trips to localities that might otherwise fall below that threshold.

Mr. Smith said we do have a couple of routes that are going down to one, but we're not eliminate -- I don't believe we're eliminating any routes.

Mr. Hillyard said no.

Mr. Smith said all routes will have it. Most of them will have two, I think, were there two routes that are experiencing extremely low ridership that are going to a single run.

Mr. Hillyard said so, in addition, we continue to work on contingency plans should we arrive at a point where labor shortages are forcing us to scale back service levels. We are working right now at Valley Metro on three levels of potential impact and contingency plans associated with those. We have been in touch with your transit staff on sort of specific more local impacts like circulator services and will continue to be in close touch with your transit staff on the specifics of those contingency plans as they're available.

Between Phoenix and Valley Metro, we operate more than 30,000 particular runs a week and the level of complexity here is high as a result, you know, we're working through all of those as we go.

With respect to rail operations, our rail ridership is down roughly 50 percent. As we talked about in our last meeting, rail's less -- the less complex nature of rail operations, the fact that we essentially have, you know, a single route gives us more options to adjust to changes in our labor levels or the ability to maintain vehicles.

One of the changes that we're proactively game planning is an increase in headways from the current 12 minutes to 15 minutes. We anticipate that will be necessary sometime before April 20th. The effect of that change is to pull one train out of production per day and the real purpose is to free up -- per hour, I'm sorry, is to free up those operators to be able to fill in as we begin to see greater impacts on the rail operations workforce.

Then lastly, in paratransit, paratransit ridership is down approximately 65 percent. In our last meeting we talked about a number of proactive steps that we were taking to reduce potential exposure of paratransit passengers as they are probably many of the most



vulnerable we serve. We have suspended shared trips by Transdev. Transdev continues for disinfect every vehicle between passengers.

On our last presentation we mentioned that we were exploring when customers call us seeking trips to grocery stores or to pharmacies, we were exploring being able to simply pick up those groceries or pick up those prescriptions and deliver them in lieu of the customer, him or herself traveling. We've, in fact, implemented that change it's available just to ADA customers so we don't see this as increasing trip counts. It's simply preventing a high-risk trip by a vulnerable customer. And we have suspended eligibility for the next 30 days. We are taking down -- when folks call for eligibility, we are registering those individuals, declaring them presumptively eligible and then we'll come back and determine full eligibility, you know, once the epidemic has passed.

As I mentioned, Transdev continues to provide normal service levels, however, demand for service is down approximately 65 percent.

And then lastly, on slide 6, we have aggressively implemented teleworking at Valley Metro locations, you know, in the 101 on any given day, there's probably not more than is dozen folks onsite. We've also restricted visitors to all Valley Metro locations and have suspended public events. Should a mandatory event come up, we plan on using teleconferencing and Webexs.

And we're preparing communication to ridership to riders should a change in service levels be necessary which include the dedicated web page and a banner across our home page drawing folks attention to those schedules. I think you saw pictures in some -- earlier in the presentation of signage that we've put up making folks aware that changes may be necessary and directing them to [valleymetro.org](http://valleymetro.org). So with that we would be happy to answer any questions.

Mr. Smith said if there are any questions. If -- let me just add one thing, as we're working with the City of Phoenix on the bus service, one of the things we're trying to balance is the need to meet the reduced demand and anticipate financial realities while also maintaining safety, primarily social distancing.

We are in daily contact with other agencies around the country. We're closely monitoring throughout the, what's happening and we -- just today there was 2 or 3 articles that came out where some systems that significantly reduced their schedule ran into problems because they all of a sudden created crowded buses. So we're you know we're trying to balance between providing basic services while also providing



the ability to distance and we are airing on the side of safety. And I know everyone around the country is trying to figure out how to balance those two demands.

If you don't have any questions or we want to save the questions, I will turn it over to Paul Hodgins who will talk about the CARES act and also talk about a phone call we participated in this morning with the Federal Transit Administration and Secretary Chao,

Secretary of the DOT. Paul.

Mayor Gallego said just to confirm you said light rail ridership is down 50 percent and bus is down 65 percent?

Mr. Hillyard said Mayor, our latest data shows Rapid and Express ridership is down 65 percent. Local bus ridership is down about 35 percent and rail ridership is down about 50 percent.

Mayor Gallego said perfect. Thank you so much.

Mr. Smith said and that's combined that includes -- that's a combination on the bus of Phoenix and Valley Metro.

Vice Mayor Stipp said okay. Can you speak to the reporting that's being done on Fox News regarding the buses not being cleaned every day and, you know, the complete opposite of what we're being told. Can you talk to that?

Mr. Smith said Ray Abraham's on the line. Ray, you want to address that?

Mr. Abraham said I certainly will. Thank you, Scott. We are cleaning the buses. We are sanitizing the buses either by a fogging method or by a physical wipe down. Three days a week we fog the bus and fleet the other four days a week we just go through the buses and wipe them down with a sanitizer. And the fogging product is supposed to have a residual value of 2 to 3 days, what we use on the buses.

Vice Mayor Stipp said so these comments made by various bus drivers who I'm assuming are not Valley Metro employees, but rather contract employees are wrong?

Mr. Abraham said I did not see the actual news broadcast. I heard they talked about roaches or bugs on -- what we're talking about here. We do clean the buses, the floors and mop the floors, but what we're fogging with is just for virus and bacteria.



Vice Mayor Stipp said okay. So we obviously have a communication issue with our providers and their drivers. You know, we're already dealing with a difficult enough situation and then people to be fearful that if they are getting on a bus they're not clean or even just the public perception so if -- I'm assuming you'll look for those Fox 10 reports. They came out -- they were on last night. I don't know if they were on at 6, but I know they were on at 9 and 10. If we can, you know, kind of circle back to that and make sure that we've got that -- the last thing we need is a public confidence issue in the transportation system.

Mr. Smith said absolutely. We agree with you and we'll look -- one thing is that this

cleaning takes place when the bus is -- the drivers aren't there. They show up to a bus that's already been cleaned so there could be just a misunderstanding or we'll make sure with the contractors that they're doing exactly what they see they're doing with it. We're in daily, obviously, in daily contact with them. We have staff on the ground to watch this, but they're not on every bus at every time. We'll follow up with that and make sure that that's happening.

Vice Mayor Stipp said I appreciate that and, you know, it's clear that this is an issue with a contractor, but obviously wanted to report it. It's not reported that its Transdev or somebody else. It's reported that it's a Valley Metro bus so....

Mr. Smith said yup. The bus has got our names on them.

Mr. Smith said and the operators have our name on their sleeves too so we take it as whether it's a contractor or us we recognize it's our responsibility. So we'll follow up with them to make sure that what we've reported to you is accurate.  
Any other questions so far?

Councilmember Tolmachoff said I wanted to -- Ray said something about the residual effect of the cleaning. Is that? I'm not sure maybe I understood what he said.

Mr. Abraham said the product that we use has a residual effect that it will stay active on the surfaces on the fleet based on touch usage so it could be a week, it could be two days. I'm saying two days because it -- they get touched a lot, but it does have an anti-viral barrier on all the touch surfaces.

Mr. Smith said in other words, it doesn't dry up like you would with a wipe down. It sticks around.

Councilmember Tolmachoff said so then, basically, essentially, it's saturated sort of with



this viral whatever thing that kill us the viruses?

Mr. Abraham said yes, that is correct. It will stay on the surfaces for a prolonged period of time, but that time is reduced the more it's touched.

Councilmember Tolmachoff said we should probably have that message out too. I mean, at least that's my just opinion that we are -- how with we doing it? What are we? You know. I don't know if that can help with ridership, but it certainly would help probably with reputation.

Mr. Hillyard said and I think slide 4 of the COVID update deck includes a picture of the fogging on the light rail.

Councilmember Tolmachoff said I mean, yeah. I see that but I'm -- I just don't know where all that message. I mean, I don't know if it's on Twitter, on social media or we're, you know, contacting, you know, other media sources to try to get that out there all the stuff we're doing, you know, everything. We can't protect everyone 100 percent from this, but that we're doing everything we can.

Mr. Smith said Hillary was shaking her head so I'll ask her to comment on some of the efforts that we're doing especially on like social media and with press releases and things.

Ms. Foose said thank you for the question. This is Hillary. We have produced videos of both fogging on buses and trains and released them on social media. They get, obviously, as you can imagine a good response that we're taking that added step. We've also worked with media to give them access to be able to see that footage. Access to some of the solutions that we're using. And we have all of this also posted on our dedicated web page that's visible from valleymetro.org. It's organized by content areas and so you can -- if someone's curious about our cleaning they can see all the steps we're taking from a cleaning standpoint and we're certainly encouraging the public and media to visit that page so thank you.

Councilmember Arredondo-Savage said I've got the quick question for Ray. Hillary, I've seen some of our -- well, first, I just want to say. Hillary, I've seen some of your marketing stuff that's gone out and I thought it was really good so thank you for continuing to do that. And I think the more that we can put our riders at ease is better.

I was kind of want to ask in regards to what are we doing to protect the drivers and the staff and what is that looking like from your perspective, Ray.



Mr. Abraham said thank you for the question. We are trying -- First Transit has been trying very hard to get equipment, to get sanitizers, to get masks. I'm told that they have masks coming in today or tomorrow. We have roped off the front of the buses, as you know, to allow the operator at least six-foot, I believe it's closer to eight-foot space, from all the passengers. And on the rail side, we've done similar, Robin, we've roped off the high section with behind the operator cab so that the operators can (indiscernible) the cab without intermingling with the public.

We are trying to get hand sanitizer as it's available. I know in Tempe and Mesa we are change the facilities more often. Wiping down the touch points. Doing everything humanly possible. We're struggling with supply and I have a couple of calls to a couple of vendors that are trying to help us to get more hand sanitizer, wipes, masks, gloves.

Mr. Hillyard said and Ray maybe one thing to add to that. I know we were recently contacted by the union voicing some concerns about some of the cutaways that we're using for circulators. The door arrangement on those cutaways I know doesn't allow for the rear boarding the way we're now exercising on our larger fleet so I know that's a conversation that you've been having both with the union and with the impacted cities to see what we can do to address that concern.

Mr. Abraham said yes, Jim. Thank you. That is in the process. We are actually putting together new schedules for the Orbit so that we could remove all of the single door cutaways and use only the fleet that has a rear door.

Councilmember Arredondo-Savage said yeah. I certainly appreciate that and I know my staff has kind of brought me up to speed in regards to that so I think that's a good decision.

Mr. Abraham said thank you. Is there anything else I could add to that, Robin? Is there any other questions?

Councilmember Arredondo-Savage said I mean, I think that's really good. I think Jim mentioned it earlier is if we're going to make big sweeping changes it's going to be because we're looking for resources so the more that we can make sure people stay healthy I think that's, you know, one of the top priorities as we're moving forward and the actions that we take so thank you for that, Ray.

Mr. Abraham said that's our goal. Thank you.

Mr. Smith said okay. Unless there's more questions we'll turn it over to Paul.



Mr. Hodgins said thank you. So last Friday the President signed the CARES Act and included in the CARES Act was \$25 billion to support public transportation. We had a teleconference this morning with the USDOT and Federal Transit Administration staff. They announced that they had published the apportionments for that \$25 billion so just very quickly. Between the Phoenix-Mesa and Avondale-Goodyear urbanized areas which is our region here, it's about \$198 million which is significant. It's almost three times what our normal annual allocation is.

Those funds are intended to be used primarily to support operating expenses in response to, in their words, the economic conditions or other conditions caused by COVID-19 so it's fairly broad. It's intended to help us keep service and keep people employed. It's really somewhat of a short term fix. We don't know what the long term economic impacts will be, but certainly this is some funding that will support us in the short term with additional expenses and lost revenues.

We are meeting with the City of Phoenix Public Transit staff and Maricopa Association of Government staff tomorrow to talk a little bit more about how to get these into grants quickly. I know FTA wants the grantees to get them in grants very quickly and get the money flowing so we are working very hard to figure out how to get that done quickly.

Mr. Smith said so what that means to us in the short term is that there is federal money available to maintain our current operating model if we have at labor to do that. We just don't know and this is why we're meeting Phoenix and MAG, you know, how long we want to stretch that out? Where we want to direct that? In the call this morning, they were very -- FTA was very, very, I mean, this is very broad. Operating expenses cover about anything and everything and so we're trying to narrow that down as to what that means for us and, basically, the two major providers which is Phoenix and Valley Metro. So we'll have more detailed information for you on at least the short term financial situation after we get out of that meeting.

Mr. Hodgins said right. And it certainly allows us the funding to bridge some short term gaps and give us some time to understand what longer term impacts might be so we can make good decisions about how to move forward based on whatever those impacts turn out to be.

Mr. Smith said okay. Any questions about that?

We know that all the cities, you know, we know that you are deep in conversations trying to figure out the impact of the lost sales tax revenue we'll have. We're certainly looking at what the impact that will be on the regional fund and at least we know we have a little bit of a soft landing in the short term from these federal moneys that will allow us to continue on. And as Paul said, give us a little breathing room as we make -- as we see how this





plays out long term so we'll give you more information as they release that. And we're moving ahead as though once again maintaining safety.

We'll maintain our service levels as much as possible as normal based on labor availability and continued health and safety considerations.

Councilmember Arredondo-Savage said just one quick question regarding the finances, I think we're all probably feeling this a little bit too and to have future discussion in regards to, I think, what Valley Metro is doing to reduce our expenses and what that might look like, you know, in not necessarily the long term, but really even the short term too. Because there might be some low hanging fruit and things that we can do and adjust because I think everybody's going to feel it. Even if we can bridge the gap for a little bit, I think anything that we can be doing to thinking about reducing our costs and expenses might be beneficial.

Mr. Hillyard said absolutely. Yeah. We had put a preliminary budget out on our website that we had started going through kind of the committee process. We've already pulled that back a little looking at retooling that to be at least a five percent reduction from what was published, but also to add some other longer term strategies for further reductions, if necessary. So we're already working on looking at some of those items that could easily, well, maybe not easily, but could be reduced.

So we have already put a hiring freeze on noncritical personnel. So anybody that's critical to support operations we are still continuing with hiring, but a hiring freeze on all others and any vacancies that come up we will look at individually about whether or not they're critical.

We've suspended all travel for the near future and certainly looking at any commitments that we've made or planned to make and whether they are critical to supporting operations.

Mr. Smith said if there's any other questions then I think we're ready to move into the Executive Session. So Pat you want to give the instructions on that.

It was moved by Vice Mayor Stipp, seconded by Councilmember Arredondo-Savage and unanimously carried to enter to executive session.

The regular meeting adjourned at 12:03 p.m. and was not reconvened.





# Executive Committee Minutes

June 1, 2020

AGENDA ITEM 2

**Valley Metro Board  
Executive Committee**  
Wednesday, April 22, 2020  
Via Webex/Phone  
1:30 p.m.

## **Members Present**

Mayor Kevin Hartke, City of Chandler  
Mayor Kate Gallego, City of Phoenix  
Councilmember Robin Arredondo-Savage, City of Tempe  
Councilmember Lauren Tolmachoff, City of Glendale  
Councilmember Francisco Heredia, City of Mesa

Councilmember Arredondo-Savage called the meeting to order at 1:40 p.m.

I do welcome everybody and with that I will go ahead and turn it over to Scott.

Mr. Smith said thank you, Councilmember and thanks to all of you for joining us here. I know you're all busy and these are not exactly the (indiscernible) times, but I really do -- the whole Valley Metro team, we appreciate taking your time to join us.

We wanted today to continue the communications and give one of the periodic updates that we committed to you. I believe all of the Valley Metro leadership team is on the call, on the Webex so if you have specific questions, we have them here. We're going to turn the time over to Jim and to Paul primarily to give you, first, the COVID-19 planning which is on your screen.

Paul will then talk about some of the financial aspects. We also have Hillary and Ray and Wulf and Alexis Mike and Penny and I think that covers about everybody on the call so if you have specific questions, please just speak up. Or else as we've gotten used to on this Webex, note on the chat that you would like to ask a question.

So if there aren't any questions before that -- and we're going to try and get you out of here with as little time as possible, but, obviously, leave it as wide open to questions or comments as you have them. So I'm going to turn it over Jim Hillyard to give you the latest update to where we are.



Mr. Hillyard said good afternoon, everyone. There are just a few updates from our Board meeting last week so I will fly through the standard deck and just highlight the things that have changed.

We had mentioned in some previous updates, challenges, I think, everyone was facing in obtaining adequate personal protective equipment. A little bit of good news there. We're seeing that situation improve both for Valley Metro and for our vendors.

In terms of bus operations, we did become aware recently that the City of Phoenix is looking at an RFP to establish Plexiglass barriers between drivers and the fare box to create some additional separation there. We think that makes sense and we'd like to collaborate with Phoenix on that RFP so that we have the option doing likewise, you know, depending on the results of the solicitation.

There are no changes in our current contingency planning. We have not implemented any of these three levels at this time.

We are aware that the City of Phoenix City Council will be meeting, I think, it's originally scheduled for April 27th. They're now looking at Monday to discuss a reduction of service hours to reduce costs. We've reached out to our other member cities to see their interest in reducing service hours changes. Tempe's been clear that it would like to maintain its current service hours.

There are no changes in rail operations at this point.

Paratransit also no significant changes since last week. You'll see that ridership remains about 70 percent below standard levels.

Mayor Gallego this week did raise a question. Walgreen's is looking at establishing a free testing site in the city of Phoenix. That site could be at a location that is not currently served by transit or paratransit so her question was are there ways that we could provide access to that site? One of the options that we briefly discussed was utilizing the surplus paratransit capacity of that contract to provide access. And with that, Mayor, if you'd like to speak to the issue more broadly.

Mayor Gallego said thank you so much and also wanted to note we are also at tomorrow's Council meeting going to look at making changes to our transit system so that's at 2:30.

So while working with the federal Health and Human Services Agency has selected a location in El Mirage for testing. It would be free testing. Eligible to a broad number of the population, but prescreened. I am concerned about the availability of testing in this community particularly for people who are transit-dependent. Most of the available



testing sights require a car and this being a site with federal support seemed like it might have the opportunity to serve a broader swath of the population. So a very challenging location for our transit system and we did reach out to Walgreen's and encourage them to pick something on an existing line.

We also are in contact with some entities who might be able to provide mobile testing, but I do want people who are transit-dependent to have access to testing. I think we need good data to make responsible decisions in this community and, right now, it does appear that the wealthier areas and our folks are kind of getting better access to testing. So I don't know that there's a good solution to this, but I think it's one that's worthy of our attention and I certainly would be supportive of Phoenix reimbursing for transit trips to this location in El Mirage.

Mayor Gallego said Jim said, I think El Mirage would take the lead or Alexis in expanding their paratransit service territory to this Walgreen's?

Mr. Hillyard said I think there's two different ways that this could be approached.

So for the paratransit population, specifically, the region could make a decision to designate free testing sites not currently served by paratransit as within the service area. The region would need to make that decision. El Mirage, obviously, as a member of the region would have to be comfortable with that decision. And then in our current process, the cost of those trips would be borne by the city of residence of the person making the trip. So that's one option that's specific to folks who are currently ADA-certified or paratransit.

There's a broader option where we could use the existing paratransit capacity to serve folks who are not currently paratransit eligible which obviously has broader implications and would also need to be a region decision.

Vice Mayor Stipp said so just to support what Mayor Gallego was saying. I think the expansion and the coordination with El Mirage is obviously important, but I think the expansion of the paratransit services to the testing sites are going to be important if that's going to be our method of determining how we move forward is via testing then we've got to do what we can to get these folks that otherwise won't be able to get there to a testing site.

And if we've only got two in the state and one's in El Mirage and one's in Tucson, I think we've got to do our part to help that out. I'm encouraged to hear that there's other locations being looked at particularly within the Phoenix area, centrally located in addition to being obviously the largest so I'm not sure that we're ready to expand it to everyone that everyone and anyone that needs a ride there, but certainly our paratransit community I know I would be in support of doing that and moving that forward.



Councilmember Tolmachoff said I was just going to say, Jim, do you want to expand upon what we know right now in terms of who would be eligible? How many they believe they would be testing per day? Because it really narrows the scope of who could be eligible and how many trips potentially could be made depending upon those eligibility requirements to do the testing.

Mr. Hillyard said certainly. So I think the information that we have at this point is that Walgreen's is talking about being able to provide an average of about 200 tests per location per day. So with a base number of 200 per day and the number of folks in our paratransit program that would likely have a need for that testing is relatively small.

Meaning that the cost implications of making those sites eligible to paratransit service would be fairly modest in spite of the fact that a round trip from that individual's home to the test site and back under the current contract would be between \$90 and \$100. The cost of any given trip relatively significant, but with a fairly limited number of total trips.

Councilmember Tolmachoff said okay. So because of the paratransit a lot of the trips require, basically, it's door-to-door service so it requires the driver to come in very close contact with the customer. So I don't know what discussions have already happened where literally they're having to help the person, you know, from their door on to the ride, off the ride. Although I think the testing site I don't think you would -- I'm not exactly sure how you would do (indiscernible) windows down so I don't know exactly how that would work either. But whether there's even -- whether they're willing to have the drivers in that position and then what is our risk. That's probably a question for Mike. What exactly would we be taking on as an organization? And I believe it's the right thing to do. We certainly need to make sure that we understand what the risks are with doing it.

Mr. Minnaugh said yes, Chair and Councilmember. Certainly we have an obligation as a government entity (indiscernible) in contract with working (indiscernible) safe to keep an environment that is safe and secure. The way we do that is through following CDC (indiscernible) some protective -- certain protective equipment and the separation aspect between the driver the person that is needing to service to get to the medical facility.

We would certainly be obligated to create that type of safety environment.

Councilmember Tolmachoff said okay. Is Transdev willing to do this? Has there been any conversation already with them as far as their willingness to provide?

Because you're, basically, if somebody's going to get tested, they believe they're infected. Right? And they've gotten an authorization already to be tested so they



passed that, whatever that protocol is that you must pass in order to actually get an appointment to be tested.

Mr. Hillyard said Councilmember, this really just came up yesterday so we have reached out to Transdev to kind of talk to them about the possibility in a very general sense. I don't have a report for you on that.

Councilmember Tolmachoff said okay.

Mayor Gallego said we also could write to the Department of Health encouraging them to look at the transit system in selecting future locations.

Councilmember Tolmachoff said yeah. The location is probably problematic as far as the cost goes; right? I mean, it's pretty far from everywhere except for maybe Surprise.

Mr. Smith said Councilmember, before we go ahead with anything, we will coordinate with Transdev and any other provider. And we would limit whoever would provide a service such as this to those who receive some sort of additional or special kind of training, but also make sure that they were provided with whatever equipment would be necessary to maintain distancing. We wouldn't jump into this without making sure that those who are doing it know what they're doing, understand what they're doing, and we provide them enough to protect them.

So we have not had -- as Jim said, we have not had that conversation. I'm not sure that's a hurdle we can get over. What we want to do is put it on the table for this committee to see if that's something that you would like us to move forward and get this additional information and report back to you with? Or if you think that the hurdles are maybe too high that we can't -- we shouldn't take on this kind of responsibility and liability? Because there's no doubt that it does put us in a different position than what we're trying to do which is to avoid that kind of contact and, in this case, we would actually be inviting it in with protections.

We're looking for the group to give us -- to see if we should go to the next level and do this kind of detail discussion with Transdev and the health professionals to see if we can make this work.

Councilmember Tolmachoff said I have a question for Mayor Gallego. Are we looking at the possibility of doing this on-demand like we do with paratransit? Or, basically, like, you know, set up, like, you know a morning run and an afternoon run? Or, I mean, I just wonder how far have we thought it? Because doing this on-demand seems to me anyway to be really difficult, but if we had -- if we were going to move forward with it at least to say, you know, we -- it's going to be twice a day on these days a week or whatever (indiscernible) information that Alexis was saying on the certain days that are



that's testing not, but it's not like you can call and somebody's going to run over there and come and get you. It's, like, if you don't call by 7:00 a.m. then you can try for the afternoon appointment or you can try for the next morning, but it's not going to be, like, on-demand like our normal paratransit service is.

Mayor Gallego said my understanding is that Walgreen's tries to do this by appointment so they would probably prefer, I think, we could never fill a paratransit vehicle like you'd need to have the distance thing to protect everyone, but you could certainly define the number of people on it.

Mr. Smith said I'd like it expand on that. One thing we were assuming that and in our internal costs that we would not do this without Walgreen's scheduling and they would have to schedule with us well in advance to make sure that we had the proper equipment and the proper operator to make this run. So we would control it with protocols and it would not -- you couldn't call and we go pick you up in an hour. We would have protocols in place that would form with what Walgreen's or whatever company, we're setting a policy whether it's Walgreen's or anywhere else, we're setting somewhat of a policy. Wherever it is we would have the passenger follow those protocols and then we would have our own to ensure that we have the right people in our (indiscernible) place.

Councilmember Arredondo-Savage said I've been hearing, I mean, there's been a lot of really good questions. Obviously, this is something that hasn't been fully vetted out, but I think it had a lot of possibilities to be super innovative. So I would love to see us like at least continue those conversations with Walgreen's and really would want to make sure that those drivers are willing to do that because I know that's probably going to be one of the things putting them at risk just a little bit.

And maybe we think about incorporating an opportunity for the drivers to be tested through Walgreen's too as you talk and have those negotiations. Because I think the last thing we want to do is even reduce our workforce even more. And then also, you know, being in the insurance world, if they do get sick how does that work? And who's ultimately responsible for that? So I think it's a really get idea, I just think we need to vet it out a little bit more and make sure that we're taking care of everybody and first and foremost providing the services that I know we need to. But I think this seems like something that would be good for us, you know, being a good partner within the community and helping those people that aren't going to have access to get to testing services really any other way so it makes sense, but my two cents.

Mayor Gallego said the LA (indiscernible) health just announced that they got a rapid testing system. I don't know for whom they will use it, but that -- they have locations on the transit system and I think work with some of the population we serve so that is a promising sign.





Could I propose or maybe make the motion that we send a letter to Maricopa County Public Health encouraging them to consider the transit system and people without cars when they pick locations? Or at least consider the transit system, but people without cars when they design the testing system. Many cities have solved this with mobile testing.

Councilmember Arredondo-Savage said yeah. I think that's a good idea. I support that.

Councilmember Tolmachoff said I think it's a great idea. And, I mean, I would think that the County Health Department would be looking at least having some testing sites available along transit lines. Although, I mean, we certainly don't want somebody who thinks they're infected getting on one of the regular buses so this is, obviously -- I think, an obvious next step for us to at least be looking at. How do we? How do we make sure that we connect those people to the testing sites without having them use our regular transit?

Mr. Smith said yeah. And I'm not sure we need a full motion Mayor. If we can just get the directions and we already have three of you, we will go ahead and prepare that and run it around so all of you can look at it and we can send it out under the signature of either this committee or Valley Metro staff however you'd like to do it. I don't know. I'm not sure we need a formal motion just you're direction and we'll go ahead and prepare that.

Councilmember Arredondo-Savage said I'm supportive.

Councilmember Heredia said me too.

Vice Mayor Stipp said me as well.

Mr. Smith said okay. All right. We'll go ahead and do that then. Pat, Alexis, we'll start working on it. We'll work with Mike also and we'll continue on with some of our -- if I'm hearing you. We'll continue on to answer some of the good questions you've raised as far as operation and liability and responsibility. If there isn't one that's along transit if we can fill that gap. And we'll get back -- report back to you about what we find when we look more closely at it.

Mayor Gallego said and you had also maybe talk to APTA and other experts about how other communities have solved this and for people who don't have cars they recommend getting to testing. We are certainly not the first community to face this and we could probably benefit from that information.

Mr. Smith said that's a great idea and we'll certainly include them in our question.



Mayor Gallego Speaker said thank you. Thank you all for intention to this important issue. I really think this testing data is going to be able to get our community back to where we want it to be.

Mr. Hillyard said well, thanks everyone. That concludes my update so I can hand it back to Scott and Paul.

Mr. Smith said and unless there's other questions about our services and what we're doing, I'll turn it over to Paul.

Mr. Hodgins said thank you. So I just have a quick update on some of the CARES Act funding just to let you know where we stand. As you know, we received about a \$198 million for the region in both the Phoenix-Mesa and Avondale-Goodyear urbanized areas. Today, the MAG regional council approved an allocation for those funds to go to the different transit operators and the City of Phoenix Public Transit Department grant staff actually applied for the grants today with the FTA. So that's typically a 30 to 60 day process, we're hopeful that the FTA will expedite these CARES Act grants. So (indiscernible) by Mayor (indiscernible) will have access to the funds.

We met with our financial working groups which are financial staff from all of the cities for both Valley Metro Rail and RPTA and had a good discussion yesterday about how quickly we can use the funds and what our priorities are. There's a general consensus if not (indiscernible) in focusing most of the funds in fiscal '21 so next year. So for the region we're looking at drawing down maybe \$25 million to \$30 million this year to support any lost revenues or additional costs which would leave somewhere in the neighborhood of \$160 million or so available for next year for fiscal '21. And that's for the region so between Phoenix and Valley Metro and Glendale and Scottsdale and some funds as well.

So we believe that is sufficient at least to cover what we believe our revenue shortfalls, sales tax, Prop 400 revenues, and fare revenues for next year to give us sufficient time to really work with all of your cities, all of your staff to develop what would be longer term solutions to any service reductions or changes to the system to address those long term.

So that's just a quick update for where we stand today. And I'd be happy to answer any questions. Do you have anything you wanted to add, Scott?

Mr. Smith said this is a unique budgeting situation because as you -- as individual cities, your staff, are being very diligent in following the instructions of either the council or the city manager in preparing proposed budgets. A lot of that is, you know, what if type situations and they are, you know, giving percentages, 5 percent, 50 percent, whatever





it is and they're going through that process. We're also trying to recognize from our side how things will happen and take into account what Paul just described to you as the CARES Act money that's available. We don't want to be, you know, very, very flippant about that or lose and say, "Oh, we've got CARES money."

The purpose of the CARES money, specifically, was to maintain levels of service and levels of employment. We have committed that that is what we want to do and we're still trying to figure out how to balance the needs of the cities coming from one end with what would be available coming from the other end with CARES and combining those two and bridging that in a process that meets the needs of both transit system, takes full advantage of whatever resources we have through the CARES Act, and also somewhat sets us up for the long term. We don't know when or how we will recover, but we're setting that up so we just to want make you aware of this. We will have much more, Paul will have much more detail discussion with the Audit and Finance Subcommittee.

We are all, frankly, somewhat -- we're watching in the process in your our cities. We are somewhat leery of blanket budget proposals which we've been asked to prepare only because we appreciate and respect need to get this information. We don't want it to override or overwhelm what we have to do on our side and how that will fit in with the realities that you have and the CARES Act. I don't know if that makes sense, but we're really trying to walk a fine line and bridge that gap between the two. And I just wanted you all to be aware of that so that when it comes up you can ask questions of your staff and of us as to how we'll mix and match the realities of city budget and our revenue stream with what's available at least short term with the CARES Act money.

Councilmember Tolmachoff said I have a question. The CARES ruling is basically for operational, but also intended -- all of the intended use of the CARES funding is for COVID-related so would that -- any of that money be eligible, I think, eligible, but yes. But available for -- to cover the cost of what we are just talking about a few minutes ago about, you know, transportation to testing sites.

Mr. Hodgins said yes. I believe those would be costs that are eligible for CARES Act money. Absolutely.

Vice Mayor Stipp said Scott, this is Bill. I've got two questions that are somewhat similarly related. You talked the other day at the Board meeting about current projects not necessarily being affected by the current financial situation, but I want to just probe just a little bit, one degree deeper than that. Is the social distancing requirements going to have an adverse impact on some of these projects, more specifically on the fare collection system. Are we finding that this is being impeded by those, you know, by the social distancing guidelines and as we move forward?

Mr. Smith said the existing fare collection system?



Vice Mayor Stipp said no, the new system we were looking at and, you know, we're all doing this work remotely so theoretically to quote people from my church, "nothing is changing." But I can't help but think that things are changing and since the updating of the fare collection system is so important for us moving forward. I just -- I think that's one I really wanted to know that we're still able to stay on, you know, somewhat on track with that.

Mr. Smith said and I'll take a shot at it and, Paul, if you can fill in gaps that I have. Yes, we are moving ahead. Simply, one of the reasons is because the time frame is really more than a year or two away from the actual implementation so hopefully we've gotten through this and we're on to the next challenge.

The second thing though is that the design of the new system is pretty spectacular in that if -- one of the great advantages of it is that through mobile ticketing and other things, we literally will have a system that would be capable of purchasing tickets and collecting fare without any contact whatsoever. Meaning you could literally buy a ticket on your mobile phone, your Smartphone and simply walk on to the bus or the light rail through any door and through a sensor that would automatically collect the fare. You would not touch anybody or come into contact with anyone so that's one of the beauties of the new system is the ability to in many ways eliminate the need to physically or to physically pay money. We'll still have those capabilities, but as you saw in one of the studies that came up over 80 percent, almost 90 percent of our riders now have Smartphones and that's the way of the future and that literally will make it a touch-free system. Paul, did I explain that correctly?

Mr. Hodgins said yes, I agree.

Mr. Smith said okay.

Vice Mayor Stipp said it's not slowing down? I mean, it may slow down, but it hasn't been -- the timeline hasn't been adversely affected?

Mr. Smith said not that I'm aware of; no.

Vice Mayor Stipp said okay. Great. Thank you. So my second question is really more about practical approach, is it's my understanding that we were not getting weekly passenger counts on the Express buses and for those of us in the outlying areas, the Express bus is the number one thing we offer to bring people in to work those that have to go into downtown to work. It is possible to start getting that information again? It seems to have been kind of in suspension. I think decisions being made moving forward is going to really be dependent upon what that passenger count looks like.



Mr. Smith said and once again, I can have Ray. Ray, if I don't explain it adequately, please step in.

One of the reasons that we -- well, there's two things in play here. First of all, were not determining all of our value based on passenger counts. It's based on service needs. So at the present time as long as we have available operators and equipment to provide service, we will provide service whether there's 20 people on a bus or 5 people on bus. That's our driving factor because we recognize that even if there's only 5 those 5 we're considering them critical. Now, that may change in the future, but that's what we're doing right now.

The second thing is that with the rear entry it's somewhat difficult to have accurate counts because the driver is basically looking at them through a counter. That's one reason why we didn't stop counting, we just didn't know if we had any confidence in the numbers that were coming in. Whereas in light rail, for example, we have automatic counters that count people as they go through the doors and we have that capability on some other things. So that's the combination of the two, is we would not remove service from Goodyear, for example, if we said, "Gee, we just don't think we have enough riders there, we're going to cut it." We're going to continue that until, for example, if we don't have operators, that's a different story. So we're not doing it -- we're not basing it based on the number of riders at this time.

But I can also throw out to Ray. Do you want to add in as to what we can ask the operators and our contractors to do to maybe get as much good information as we possibly can, Ray?

Mr. Abraham said thank you Scott, members of the board. We were getting ride counts from the operators. I don't think we've been focusing on that since we reduced service because ridership's been so limited. We certainly could go back and have the operators doing the counting, but it's -- it was very low. Ten people, eight people on a trip.

Vice Mayor Stipp said that was my understanding and, obviously, that ridership was not significantly, in trying to just base future decision on it, perhaps it's something that we may need to have that information when we get to, I think, you refer to it as the Level 2. Because I think it goes away in Level 3 in your contingency planning. So perhaps that's something we can look at once we start initiating decrease in service that we become aware of what those numbers look like as we get ready to eliminate them so that we can get ahead of it before it actually happens. I think somewhere in the middle of the road I will -- will benefit the entire system that way.

Mr. Smith said we'll reach out to our operators and (indiscernible)



Mr. Abraham said we can do that. Yes.

Mr. Smith said and just so you know our levels are based on our ability to put out service. The one reason why Express service disappeared is we're assuming that we may have a problem either through maintenance or operators in actually manning that. We do consider Express service as a premium service. We also know that at this time those are the type of riders that most likely can work from home or they have other options. As we look to go back to a new normal, we're certainly not going to look at Express and say, "Oh, they didn't have any riders during now." That will not be a factor as we move back to the normalcy in deciding what routes we have. Because it's information that's simply, I don't know what it means right now. And so we're not -- that's one reason why we're not that diligent, but we'll ask our operators to do the best they can to count especially on Express since there are not a lot of people to count anyway.

Vice Mayor Stipp said, you know, Scott, I absolutely agree with you that sometimes the numbers and that information is merely interesting and that perhaps not counting it until we get to, like I said, until we actually take action at Level 1 then perhaps it's time to count. I absolutely agree with you. Right now probably is not the time it doesn't mean anything, but as we start to -- if we -- this turns into the worst-case scenario and we have to start going through it. I think, I think the initiation is where we do -- when we get to Level 1 then we start counts so that we know in anticipation of what are we really looking at. I wouldn't do it until then and if we never get there then this conversation will have been a complete waste of time. (Indiscernible)

Mr. Smith said no. I'm not sure, like, Ray said, it's not that difficult to have them do it so we'll just have them start doing it. And we'll start being more diligent in collecting it.

Vice Mayor Stipp said I think that's awesome. Anything we can do in the middle of the road is always up my alley so thanks.

Mr. Smith said, you know, I've found that it never hurts to have too much information.

Vice Mayor Stipp said you and I will have a discussion about that.

Mr. Smith said I didn't say anything about disclosing too much information. I just said having.

Vice Mayor Stipp said no, I know. It goes back to my information person knowledge thing that's what this COVID thing is all about, too much information and not enough knowledge.



Mr. Smith said I do want to make it clear so that everybody because this is perhaps a misnomer. Right now our decision and it was a lot based on some general guidance that we got from the full board is that we are trying the best that we can to maintain the system and the service levels as is. We believe that provides the greatest safety, it continues to provide the service to critical personnel, and we will do that as long as we have the personnel and the equipment to do that. So in many ways those levels 1, 2, 3 are based on what if we dip below the levels that we have for -- of available personnel.

For example, on light rail, we didn't reduce our light rail because of ridership. We reduced it simply as a precautionary measure in case we got down to low levels. We have been fortunate knock on wood. We have not had either COVID-19 or other related issues that challenge our workforce, but we were stressed on the light rail side on the maintenance especially even before we started so we did that to give them a little bit of cushion. And we don't think it's -- because of the ridership we don't think it's had a significant impact.

But that's the approach we're taking. It's based on our ability to produce service as opposed to how many riders on each route.

Now, within our system, we and the City of Phoenix obviously make decisions, we don't do everything as just across the board. We look at individual routes and if we're going to have to adjust routes and I know this one we were working with City of Phoenix on and that they will be reporting to their council is we do look at those routes that are higher ridership. And we certainly make decisions within the system and within both our system and their system as to high ridership and low ridership, but that's simply a shuffling deck to make sure that we can provide safe environments and continue to provide enough service that we'll be able to have social distancing.

Vice Mayor Stipp said Scott, thank you so much and I'm often the first to criticize and generally the last to compliment, but I wanted to be one of the first. I know that all of the Valley Metro staff from top to bottom is working very hard and very diligently at trying to maintain a system that is absolute flux right now and I appreciate everyone's effort and your leadership through it, but that goes all the way down to just everyone's commitment to keeping public transit moving for those that need it the most. And I really appreciate that.

Mr. Smith said thank you. We appreciate that and we'll share that with the team. And I think that's all we have. Unless there are any other questions or comments or items that someone would like us to look into and report on next get together.

Unidentified Speaker said no, Scott. I just want to say, you know, I really do appreciate the opportunity I think for all of us to come together and have this discussion, you know, weekly to touch base and just kind of talk out loud on some of the these ideas and



thoughts and decisions moving forward. So thank you for giving us, you know, for giving me the opportunity to be a part of that. I think this is going to be really helpful. I do know and I know you mentioned something earlier and I think it was Vice Mayor that mentioned the new normal moving forward.

And I know it seems far down the road, but one of the things I think that we're going to have to start talking about is, you know, what is it going to look like when the Governor does say okay, we're open. We're open for business. And, you know, how does that impact us. I'd rather us have a game plan moving forward and making sure we're all on the same page and ensuring what that looks like so one of the things I think to be putting to the list is as we move forward.

But again, I just want to say thanks to all the Valley Metro staff, everybody on the call, thank you for everything that you're doing to keep everything together and still provide great services to our customers so thank you for that.

Mr. Smith said thank you.

Councilmember Arredondo-Savage said as long as there are no other further questions or discussions I say we are adjourned. Thank you everyone. Stay safe.

With no further discussion the meeting adjourned at 2:21 p.m.



# Executive Committee Minutes

June 1, 2020

AGENDA ITEM 2

## **Valley Metro Board Executive Committee**

Wednesday, April 29, 2020

Via Webex/Phone

1:30 p.m.

### **Members Present**

Mayor Kevin Hartke, City of Chandler

Mayor Kate Gallego, City of Phoenix

Councilmember Robin Arredondo-Savage, City of Tempe

Councilmember Lauren Tolmachoff, City of Glendale

Councilmember Francisco Heredia, City of Mesa

Mayor Hartke called the meeting to order at 1:32 p.m.

Mr. Smith said than you and welcome everyone. Thank you so much for taking time out of your busy schedules to join us here. We're trying to make this as quick as possible and we'll endeavor to only provide you with information that is new that may give you an update as to where we are and what we're doing.

So we have expended a lot of money to do extra things and I'll turn it over to Paul and he can walk you through those expenditures to-date on what we've spent on COVID-related activities. Paul.

Mr. Hodgins said thank you, Scott. I have some updates on this slide. I broke it out between expenses incurred directly by Valley Metro both RPTA, Valley Metro Rail and expenses incurred by the contractors. Hopefully in categories that make sense. Larger categories are, obviously, personal protective equipment. We've been working very hard to try and get all the personal protective equipment to protect both our staff and our contractors staff. And then the cleaning and sanitizing supplies. You can see the fogging. We've spent a fair amount mostly to contractors for fogging of vehicles and facilities to try to keep both our employees and our passengers safe.

Overall, this is up-to-date information that I received as of this morning, about \$316,000 that we've spent on COVID-19 expenses. All of these are reimbursable through the CARES Act funding.





That's kind of a summary of where we stand today. If you have any questions, I'd be happy to answer them. I am not going to read the whole slide to you.

Pat said okay. Are there any questions from committee members?

Councilmember Tolmachoff said we have for the PPE and sanitizing supplies, I mean, do we have a long-term supply of those things? Are we, you know, we have a 30-day supply? 60-day supply? We're going to have to go spend another \$150,000 in another 30 days or where are we with that stuff?

Mr. Smith said Pat, do you want? I think in some areas, for example, on personal protective equipment, Pat is basically our door keeper on that and I would say we have a good supply of that. Thousands of mask, sanitizer wipes, and sanitizing which will probably take us through the next at least 60 days, 90 days. Pat, would you maybe update as to other things we have?

Ms. Dillon said sure. We've received two shipments of masks. We have a large supply of hand sanitizer and we are expecting another shipment of gloves and that we will be able to distribute to our staff so we have an ample supply probably longer than a 90-day supply available to us.

Mr. Smith said those masks include both regular or, I say, basic masks, surgical and also KN95 masks.

Ms. Dillon said yes. And so the KN95 masks those can be reused for a few days and then we have, like Scott mentioned, the disposable ones that we have available also. And we are supplying them to our staff at the OMC and the MOE and our bus facilities. And we have a supply here for some of our construction staff that work out in the field on a daily basis so all they need to do is make a request to their supervisor and I can usually get them the supplies the same day.

Mr. Smith said we've also made the masks available for paratransit. We're trying to make it mandatory, but since there's no way to avoid personal connection and contact with a ADA customer, we are providing the drivers with supplies of masks too to give to a customer rider that they don't have one on themselves. We are at least moving in that direction, moving there because we simply can't avoid close contact. We want to make sure that both driver and passenger are protected.

Mayor Gallego said have we provided -- have we been asked what is our next policy? And what have we said?

Mr. Smith said we have -- it has been an issue that has been brought up as far as our mask policy. It's an issue that is nationwide is somewhat in flux right now. We are





encouraging riders to use masks, but we have not made it mandatory and I would say that nationally that has become an issue based on the incident in Philadelphia. You saw about a week and a half ago where they implemented a hard "wear your mask" policy. And they had a couple of riders that refused to put theirs on and the video that hit the internet was 6 police officers without masks on dragging a person off the bus or a train because he didn't have a mask. And the Philadelphia system changed their policy immediately to be one of encouragement.

I think the sense across the country with the CEOs I've talked to is that while we would prefer that everyone wear masks, we are somewhat reluctant to be in a situation where we hear a lot of people have a policy that would allow people that sets us up for criticism. Or we try to enforce and we have the same kind of situation we had in Philly. It's sort of a no-win situation. So for right now while we have been asked we have not aggressively pursued making masks mandatory although we're going to step up our communications and strongly encourage that riders have masks. That, of course, could change with your input and as it goes day-to-day, but that's where we are right now.

Mayor Gallego said I think strongly encourage makes sense. I know that yesterday Jet Blue become the first airline to require masks for both its' staff and riders. And I would guess we are going to see across most of transit that becomes even more common. So if our short term (indiscernible) can accommodate it, I think the more we can have masks everywhere available for our riders makes sense to me and is a responsible way to make the public transit system safe for as many people as possible.

Mr. Smith we agree with you, Mayor, and we'll do as much as we can. It's a challenge out there. We have -- I will tell you that we got a report this morning and we are having issues with some of our riders who are not essential riders those that have decided to park out on our system that we are trying to remove because they've become a health hazard and they're not, obviously, not there for essential work. And we have had behavioral issues that have escalated even with reduced ridership so we try and find that bull and it's getting tough. We simply have people in our system that don't want to follow the rules so we're going to do what we can.

Vice Mayor Stipp said thanks. I have two quick questions. First, are we able to claim as COVID-19 expenses our portion of the health insurance that we're paying for -- is it Transdev? I think it's Transdev.

Mr. Hodgins said absolutely.

Vice Mayor Stipp said okay. And is that reflected in this chart or is that something additional?



Mr. Hodgins said it's not reflected on the chart yet I don't have the numbers from Transdev as soon as I get those we'll update the chart.

Vice Mayor Stipp said okay. Great. Quite honestly, I forgotten what the second question was so we have to go back. I'll save it for another time. Thanks.

Pat said okay. Are there questions from anyone else? Okay. I don't hear anyone asking anything. Alexis, you had a comment you wanted to make.

Ms. Tameron Kinsey said sure. I just wanted to update the group on, as you probably saw in your email, we sent a letter off that was requested from last week's discussion to the County Health -- the Executive Director of Public Health encouraging future partnership and work at locate for public testing and/or director testing sites that were located on transit for those who are -- who wanted to be or could be tested, but otherwise couldn't get to a facility. So that went out and you should have received a copy of that in your email earlier this week.

So one thing I did want to bring up and ask questions of this group, given that shortly thereafter the letter had been sent, we received word and I'm sure you saw the notification that the State is going to invest heavily over the next three weekends doing essentially a testing blitz across the Valley and across the state. ADHS has on their website a current list of the places in which they will be offering these tests over the next three weekends. A couple of them, I know, are located on transit routes in particular Banner here at UMC in Phoenix which is off of McDowell which had a pretty robust bus system through the City of Phoenix and from my perspective following up on the discussion of last week, would you encourage? Or do you have any other recommendations knowing that the State is moving forward on this testing blitz over the next three weekends? And kind of further steps you would like to take with regard to encouragement on partnership with governmental entities, private businesses, etc?

Mayor Gallego said I just want to thank everyone for the support. It was great to have this Board really care about making sure everyone gets tested including those who are transit users. I am comfortable now with the current steps. I do think our letter made a difference so thank you. Thank you to RPTO for sending it, but, I think, things are moving in the direction that you can now get a test if you do not have access to car which is important to me. And I understand Walgreen's is now looking at other locations and is considering transit so.... There aren't many victories in the COVID world, but I'm going to call this a small one that we did help increase awareness of something very important.

Ms. Tameron Kinsey said one other thing that I will bring up and I know that Jim touched on last week as well and we're moving forward on with the City of Phoenix is looking at joining with the City of Phoenix who would be leading an RFP effort for additional Plexiglass-like shields for cab fit buses on. I believe that they were going to look at it



more as like a pilot, but also will be potentially learning that beyond a pilot program and that's what the City of Phoenix is moving forward on and had asked and inquired of Valley Metro if we would be (indiscernible) and we had indicated that we would. So if there's any questions or concerns regarding -- to that, again, it's a procurement that many being led by the City of Phoenix. Thank you that was all I had.

Pat said okay. Are there any questions or comments from anyone else on the Executive Committee?

Councilmember Tolmachoff said I do have a question, Pat, back to the PPE. A lot of places where there's a lot of customer contact which is the situation with our transit drivers and personnel that are interacting all day long with the public. Have we considered or are they doing it in other cities using the face shields? Because I know that the eyes are also source where the virus can get in. And I don't know whether there's been any discussion about doing anything like that. I think they're relatively ready, available -- readily available face shields and I just don't know whether they're being using in other places where somebody's literally, you know. And in the event that it takes some time to actually roll out these partitions that might be a way to protect the - our employees and contractors in the meantime until we can get all of that installed. Pat said okay.

Mr. Smith says said Councilmember, it has not come up. We feel that our operators are now adequately distanced and that is not one of the bigger issues, but we do have personnel, like you said, security and some others would do are closer proximity to operators. We have cleaners and things like that to riders and don't have contact. I have not heard of anyone else that has done that, but I will put the word out and look into it.

Councilmember Tolmachoff said okay. Yeah. Even some people in some grocery stores are starting to roll that out for their cashiers and stuff because they just have so much contact with the public.

Mr. Smith said yeah. We can see what we can do with, for example, there are some of our positions that are -- that can't avoid being in proximity. We have security and other type of CECs and things like that. We'll look into that. Of course, if everybody who was in the system had a face mask on (indiscernible) it would certainly make it a lot easier on us. That's why we're going to strongly encourage.

Ms. Dillon said okay. Are there any other questions or comments or information that you would like to receive from us?

Mr. Smith said if there is none from the committee I'll just give a quick update. I got a long call with FTA, Washington, (indiscernible) today. We have been sort of



disconnected from them for the past couple months so it's good (indiscernible) we had a plan for the later part of March. It was good to touch base with the FTA national staff and give them an update on where we are on projects, what we're doing with the CARES Act and the funds, and I thought it went very well. And there are some long-term issues related to our capital projects as it relates to timing on grants and openings which the COVID has certainly put into flux, let's say. So it was good to touch base with them and identify issues (indiscernible) they had and tell them what we were concerned about. It was a good phone call and we'll let you know if there was anything else that comes from it. This was more of less just a touching base. First time we've talked to them since the crisis really. Again, it was good to have that discussion.

Mr. Hodgins said I just wanted to say that we'll keep this expense chart updated as new information comes in, but we're also tracking the revenue loss. So probably next week we'll have a good idea of what our fare revenue loss is for April and then in the next several weeks we'll get our PTF sales tax revenue that will reflect March activity so we'll get an hint of what kind of impact the closures and the stay-at-home orders had on our revenue so we'll be sure to start reporting revenue side as....

Thank you. We will meet again the same time next Wednesday. Have a great day everyone.

Mr. Smith said thank you very much.

With no further discussion the meeting adjourned at 1:51 p.m.



# Executive Committee Minutes

June 1, 2020

AGENDA ITEM 2

**Valley Metro Board  
Executive Committee**  
Wednesday, May 13, 2020  
Via Webex/Phone  
1:30 p.m.

## **Members Present**

Mayor Kevin Hartke, City of Chandler  
Mayor Kate Gallego, City of Phoenix  
Councilmember Robin Arredondo-Savage, City of Tempe

Mayor Hartke called the meeting to order at 1:35 p.m.

## **COVID-19 Update**

Mr. Hillyard said thanks for joining us everyone. We just have a few things to update you on since our last meeting. As we go through the deck they're highlighted in blue. So one of our major activities right now is launching a campaign to strongly encourage rider face coverings in recognition that we're likely to see ridership begin to rebound with the expiration of the stay-at-home order. We want to make sure that riders and operators can do so as safely as possible so our marketing and communications team are putting together materials to make the case that this is something we all have to do for each other at this time.

Other priorities haven't changed. Moving on to bus operations. Ridership is starting to rebound very slightly while Express ridership remains down approximately 90 percent the same level we saw in May. Local has bounced back a couple percent. It was down 42 percent in May closer to 40 percent for the most recent week. We have data available for this month.

Three things to highlight on this slide. I'll start from the bottom. I think as everyone knows the Phoenix City Council recently voted to reduce early morning and late night service hours. Phoenix put those changes into effect on May 4th. Valley Metro will be making comparable changes with routes within the City of Phoenix that Valley Metro operates on the 18th. That's giving our contractors time to work the schedule and drivers time to bid on those schedules.



Next major emphasis at the moment is enhanced driver-area barriers to allow us to return at some point to front row boarding. We're really looking at this in two steps. Temporary barriers that we can move quickly on and then trying to find ways to expedite the installation of permanent barriers and for this I'll hand off to Ray Abraham for more discussion.

Mr. Abraham said okay. Thank you, Jim. Thank you, members of the Executive Committee. What we're doing right now is Phoenix is going to put out an RFP for a permanent-type barrier on all the bus fleet. We are participating in the RFP as an option though once we get the proposals in we'll take a look at it and try to decide on some type of permanent barrier. That process is going to take months, four months to find a vendor and probably a year to a year and a half after we choose a vendor to have them installed. So in the meantime, to try to expedite front door boarding and so that we could start to collect fares again, but the more importantly so that we could start to enforce the rule of law on our buses and trains better. We are coming up with a prototype, for lack of a better word, a shower curtain modelled barrier that we will hang along side the operator by their seat. It will be hung on a metal cable and it's heavy gauge, clear plastic similar to what you see in a walk-in cooler or freezer. And Phoenix is on board with it. We're on board with it. We're going to work further with labor and the union to get their concurrence and would like to move forward with it.

For our fleet, the cost would be between \$50,000 and \$75,000 to outfit our fleet with this barrier. Once it's in place, it would allow for us to go back to front door boarding while still protecting the operator from the COVID and I'd be happy to answer any questions on that.

Mr. Smith said Committee this is Scott. What we're looking for here is not a formal motion, but since this is a temporary and would ease us into a more permanent. We'd just like some direction from the Executive Committee as to is this -- if this is a goal that it's worthwhile you believe we should pursue. These expenses could be covered with CARES Act funds. Of course, those aren't never ending and so it's still an expenditure, but as Ray said, it's a temporary safety measure that is primarily not to enhance safety. We believe that we have adequate separation with the operator, but we would like to get back to front door boarding as quickly as we can. There's a lot of downsides as Ray said to our rear door boarding and so that's the main impetus is to maintain as Ray said, maintain the driver's safety while allowing us to move forward.

So we'd just like some general direction from the members of the Committee as to whether we should move forward and we will come back with you when we have an actual proposal or an actual fix. But we just, we don't want waste time if it's not something that you would be interested in. Spending this money and going through this process for a temporary barrier that could last anywhere -- could be anywhere from six months to a little over a year.





Vice Mayor Stipp said I like the idea of putting a barrier in because as we all know this isn't over. And this is going to be a much longer process than probably the RFP so I think doing something to protect not only the driver, but also the fare because really that's part of this as well. In fact, I think it's essential.

The question, concern that I have is the amount of time that it's going to take to go through this. Eighteen months seems like an awfully long time to have something out there that I cannot imagine that we are the first bus system in the world to install something around the driver so is there anything we can do to speed this up?

Ray said well, what I said earlier is our plan is to put these temporary barriers up probably in a month if everybody feels that it's prudent. The permanent barrier will take a year to a year and a half. We can put the temporary shower curtain type model in place within a month to 45 days then collecting fares, boarding from the front door, and more importantly enforce the rule of law on the buses and trains.

Mr. Smith said and Councilmember that 18 months is the far outside. We're thinking that, you know, going through normal RFP process is a 60 to 90-day process. You choose a winner or successful bidder, proposer, I guess. And then the manufacturing and install for both ours and Phoenix combined fleet is over 900 buses so that's why we're thinking 6 to 12 months is probably a more likely, but, you know, who knows? Since every other system is also trying to procure these, there have been some strains on supply like Plexiglass glass and things like that. We just don't know what's out there. That's why we say the 12 to 18 months. We think it will be more like 9 to 12, but it could stretch so we just wanted to lay that out there.

Vice Mayor Stipp said yeah. Either way I'm -- personally I'm okay with that. I don't know how the rest of the Committee feels, but I think it's important to get this done, get it done quickly. And I would kind of imagine that we would not have to go through the entire RFP process as this could be declared an emergency and we can -- Mr. Smith said Paul, you want to answer that?

Vice Mayor Stipp -- pull somebody out, but just a thought.

Mr. Smith said yeah. Paul Hodgins you want to address that?

Mr. Hodgins said sure. Yeah. I mean, we'll work with Phoenix to look at, I mean, we already started discussions about how we could expedite the procurement process to get through it as quickly as possible. We'll find every means we can to -- whether it's using, you know, the emergency or some other reason, we'll figure out how to expedite that process. What we don't have control over is the supply and how quickly the manufacturers would be able to get it to us, as Scott mentioned.

Vice Mayor Stipp said no, I appreciate everyone looking out for our drivers and the system. Just a few thoughts. Thank you.



Unidentified Speaker said but I would just piggyback on that too. I think the Vice Mayor's right. I certainly agree. I think something temporary if that's what we need to do, but an 18 month implementation seems extreme and if there is some type of an emergency-type RFP, this would be the time to be able to do it. It seems exactly what the CARES Act money is for. I would say whatever we need to do to move forward to create something that's a little bit more permanent and something that we may find (indiscernible) with the (indiscernible) for as long as (indiscernible) look at it that way so I support moving forward (indiscernible) with what we're doing, for sure.

Unidentified Speaker said so one thing I would wonder is again within this time as seemingly information continues to change and if what we didn't know two months ago to now is -- is there some amendment possible? And in this whole process if information changes with this. I realize it's just a barrier and probably, maybe that's not even relevant for this. But are we able to either nullify or modify this if 3, 6 months down the road that information changes to us?

Mr. Hodgins said I would say we could, but the barriers, I mean, we're not just putting the barriers up for COVID-19 -- Unidentified Speaker said agree.

Mr. Hodgins said -- it would also protect operators from any other pandemic or seasonal flu, anything else out there, but it also provides and protects them against driver assaults which is another -- which happens occasionally so it's a multiple use barrier, I guess. If we move forward, I would think that union and everybody would be in favor of continuing to move forward and not cancelling it.

Unidentified Speaker said okay. I'm in favor.

Mr. Smith said okay. And we'll adapt and adjust as needed as we get more information both on the temporary and the permanent side, but as Paul said, this is an issue that's been before us with the union for about 2 or 3 years, the permanent barrier. I guess this has just sort of brought a new focus to it and with the COVID it provides an additional reason to move ahead. But you do have a problem with operator assaults, and this will provide protection, the permanent will provide protection on both fronts.

Mayor Gallego said I certainly support moving forward with it. And I think it's important to recognize that many, many other bus systems have already put in this type of protective equipment so it's not an unusual expenditure for bus systems, but one that makes a great deal of sense with COVID-19 and making sure that we protect driver health in that area and slow the spread of COVID-19.

Mr. Smith said and thank you, Mayor and just so you know we are actively involved as is your Phoenix department, Jesus and his team, in sharing notes and listening to what other systems have done. You know, we've got prototypes from 2 or 3 different systems around the country as to what they've done to react, so we are really using the (indiscernible) vehicle to get the best information and best practices as we go forward.





Unidentified Speaker said we've seen in other areas with protective equipment that our local companies have been willing to pivot and they may not have been bus supply companies before COVID-19, but we have (indiscernible) to make (indiscernible) in the Phoenix area that is now making (indiscernible) doctors and nurses performing intubations so (indiscernible) stepping up and (indiscernible) Mr. Smith said we will certainly make that priority.

Mr. Hillyard said and just with respect to being creative to find ways to expedite, I think one of the options that we and the Phoenix team are exploring is whether we might be able to partner with our current transit service providers in a procurement that they would conduct to be able to move more quickly to the installations so we're evaluating that as one option to expedite the (indiscernible) installation.

Mr. Smith so without being -- I think what I'm hearing is getting the (indiscernible) direction to move forward with the temporary and the permanent as we described it. And when we get a permanent solution, we'll bring that back to the Board and let them -- to you and the Board and let you know what's exactly going to be happening there. Is that okay? All righty. Okay, Jim. Turning it back to you.

Mr. Hillyard said thank you, sir. Moving to our next slide. Our staff availability contingency plans for bus have not changed nor have we found the need to implement those contingencies yet.

Moving to rail operations. Rail ridership is rebounded slightly in the last a couple of weeks. We were down (indiscernible) 57 percent at the point in time of our April meeting. We're now closer to 50 percent. As you can see, Level 1 continues contingency is implemented, we have not moved to our Level 2 contingency. And then lastly, paratransit ridership has probably bounced back the most of our modes. It's been consistently approximately 75 percent down. We're seeing 65 percent below normal levels of ridership nonetheless Transdev has found it necessary to furlough a further 30 drivers, total of 63 drivers now out.

### Valley Metro Recovery Planning

I'd like to quickly highlight for you the ways that Valley Metro is planning for the recovery phase. We're conceptualizing recovery planning in two dimensions. The first that you see in the column on the left-hand side is time. You know, we consider ourselves in a containment phase now where critical functions and containment are two major priorities. With the expiration of the stay-at-home order, we would anticipate somewhere around the beginning of June moving into what we're referring to as the

Phased Return. In Phased Return, you know, we begin striking a careful balance between containment and normal operations. During this period, we will be making heavy use of procedural steps to limit the spread where (indiscernible) will continue to



work at home. Where our facilities will allow for appropriate social distancing for folks coming back for the office, we'll use things like rotating schedules or split schedules to allow folks to work from the office on a part time basis while still maintaining appropriate cautions.

The next phase we anticipate we'll refer for as Full Returning with Precautions. In that phase -- we would anticipate that phase commencing summer, fall, and during this period we'd be returning really to normal operations. We will have had the time to make physical changes to support prevention, you know, while providing all of our normal services. We really sort of think of this as the new normal for the next year to 18 months.

We've inserted a phase for New Outbreak should there be a need to sort of revert to a higher level of containment, sort of fall back to one of our previous phases. We'll be doing some game planning around how we would do that. And then lastly Post-pandemic would reflect the period in which either a vaccine or a treatment was widely available and society was sort of really returning in a meaningful way to its post-pandemic operations.

Along the top, we've highlighted seven different focuses. Some are functions, some are audiences that we want to think through and you can see budget, operations, and safety (indiscernible) riders, our internal staff, our partner contractors, cities, and stake holders and the public at large. (Indiscernible) we're doing there.

Our number one focus has been on the VM staff before the Phased Return period because we know that's right around the corner and, of course, our ability to work effectively as a team will have a major impact on our ability to plan and execute in each of these other phases. So we work with each division to identify how divisions will strike a balance between containment and normal operation's in bringing folks back in a way that is risk conscious, but also moving us gradually back to normal operations. Right behind that we're now making a full inventory of where we think we have longer term issues that have to be addressed to allow us to move into that Full Return with Precautions for our staff, embedded contractors. That will really be the focus of our work over the next probably two months in making those preparations for that return.

With respect to budget, Paul has already shared with you the contingency planning that we're doing by the ten percent scenarios and the steps that we've taken for the current fiscal year in freezing nonessential hires, in (indiscernible) travel, etcetera.

With respect to safety and security, I think discussion of the temporary and permanent barriers installations are great examples of a phased return with a temporary barrier and a permanent barrier at full return. You know, we also know that, as Ray mentioned, the ability to begin managing our modes and as Ray said, reestablishing the rule of law in transit is going to be very important to being able to bring riders back to the system.



With respect to ridership, our Marketing Communications Group are beginning to work on messaging both in the short term that highlights the outstanding work that our transit operators and staff have done in keeping this vital service alive, but also in beginning to reengage riders in the hope that as the situation allows and it's safe to do so the folks will come back to transit ridership.

And then clearly there's significant feedback loop between those factors and other stakeholders in the general public especially as we look forward to Prop 400 extension and the perception of transit so we're also working on, you know, planning for communications in that area.

So, you know, we'll continue to plan in each of these domains and some of the others listed here as the situation shifts. If there are any questions, either for our recovery playing efforts or any of the other aspects of the COVID update, we'd be happy to answer them. All right. Thank you very much.

#### Extension of Board Executive Committee

Mr. Smith said yeah. Thank you, Pat. This is just an item if you'll recall when we asked the two Boards to create this Executive Committee, we asked for permission to do it with a time frame through May 31st. Well, May 31st is coming up pretty quickly. I appreciate all of you and your participation in this. I can tell you it's been a very, very nice for us to know that we have a place we can go to and we've set aside time each week for conversation like we had today, for direction that is more real-time.

We would propose that we go back to the Board in the next meeting to ask for an extension of this committee through August. And the reason we chose August is due to the fact that we don't have a Board meeting in July and probably not. We would like to at least have the capability that if we need to pull this committee together to give approval or an act on something during that time frame that just can't seem to wait rather than trying to pull the Board together in a special meeting in the month of July. So if we have your okay to put it on the agenda, we will move ahead. If there's a -- if you disagree with that or don't think that that's necessary, please let us know right now, but that's the ask.

Okay. Do we have anyone who is opposed to that? I don't see anybody. So Pat we'll move ahead and put it on the agenda.

Mr. Smith said once again, thank you to all. You know, we have this set aside each week we certainly don't need to get you together unless it's necessary. And we appreciate your willingness to take time out of your busy schedules to join us for these few short minutes. Thank you.



Ms. Dillon said there's nothing else on the agenda right now. We don't need the Executive Session so right now the next meeting is scheduled for next Wednesday at 1:30 and then we have the Board meeting on Thursday so if there's nothing urgent that comes up between now and Wednesday, we'll cancel this time and meet on Thursday as the regular Board meeting.

Does anyone have any other questions or comments before we close the meeting? Mayor Hartke said yeah. I would just with your last statement (indiscernible) to me it would have to be something pretty critical that if we're having a meeting 24 hours later (indiscernible) I'd be surprised if something would come up that would supersede us just doing our business at the regular Board, quite honestly.

Ms. Dillon said okay. If it's the preference of the Committee, we can definitely cancel next Wednesday since you are meeting on Thursday.

Mayor Hartke said I'm just reticent about -- I understand the -- when there's an emergency or a need for us to give guidance, but I again I don't want to supersede the role of the Board and all the cities involved so I -- that's my thought or concern on that. If it's -- since we're having one within, you know, another day to me it would have to be something pretty critical for us that would require us to meet.

Ms. Dillon said consider the meeting next Wednesday cancelled then. Is there anything else from the group before we adjourn?

Vice Mayor Stipp said I have one that probably pertains to the AFS on the packet that we got yesterday. Very generically, there was a lot of information in there particularly around the guiding documents for the AFS and the audit function. I know it's on the agenda to discuss, but the few days that we've had is certainly not enough to digest it. And I'm wanting just to get a feel for putting that on the next month's -- those particular items on the next month's agenda so we can at least review them.

Councilmember Arredondo-Savage said I can answer that. We created that agenda. We knew it was going to be kind of large so we left that open, but we wanted to give you that information so if we had some discussion we could talk about it. But definitely no intent or must to move forward with it so yeah. That's a great idea and we're very open to doing that.

Pat said okay. Are there any other comments before we adjourn the meeting today? Okay. Thank you all.

With no further discussion the meeting adjourned at 2:00 p.m.