

Agenda Item No. (6)(A)

#### **REPORT OF THE GENERAL MANAGER BOARD OF DIRECTORS MEETING OF APRIL 24, 2020**

The Honorable Board of Directors Golden Gate Bridge, Highway and Transportation District

Honorable Members:

#### UPDATE ON IMPACTS OF THE COVID-19 PANDEMIC ON DISTRICT OPERATIONS, RATIFY AND AUTHORIZE ACTIONS BY THE GENERAL MANAGER, AND CONSIDER POSSIBLE ACTION TO TERMINATE THE SUSPENSION OF BOARD PROCEDURAL RULES AND POLICIES FOR COVID-19 RELATED EMERGENCY ACTIONS

At the March 27, 2020 regular meeting of the Board of Directors, the Board reviewed as a special order of business, the impacts of the COVID-19 pandemic on District operations, and received an extensive briefing on District activities. By Resolution No. 2020-017, the Board ratified and authorized the General Manager to continue to take necessary and appropriate actions in response to the pandemic, and suspended Board procedural rules and policies to allow the timely execution of emergency actions, subject to the Board's review and consideration at each subsequent regularly scheduled meeting.

This report provides an update on the impact of the COVID-19 pandemic on District operations since the March 27, 2020 meeting, and provides recommendations for Board action.

# A. UPDATE ON IMPACTS OF THE COVID-19 PANDEMIC ON DISTRICT OPERATIONS

On March 31<sup>st</sup> new, updated Shelter in Place Orders were issued by County Public Health Officers that replaced the prior Orders. The new Orders will remain in effect, at this time, until May 3, 2020, and among other things, the updated Orders placed additional limitations and restrictions on construction projects.

Subsequent to the new Orders, and not surprising since the Orders further limit essential travel, we have seen an additional decline in Bridge traffic and transit ridership, so staff has made additional reductions in the amount of bus and ferry service that we operate, in order to better match the amount of service with demand, while providing for physical distancing.

## A. UPDATE ON IMPACTS OF THE COVID-19 PANDEMIC ON DISTRICT OPERATIONS (continued)

Week of April 5, 2020									
		Bridge	% change		Bus	% change		Ferry	% change
	A	or 5 - Apr 11		Ар	r 5 - Apr 11		Apr	5 - Apr 11	
Weekly Ridership/Traffic		107,515	-71.52%		6,980	-88.27%		362	-99.25%
Weekly Revenue	\$	823,565	-70.20%	\$	22,765	-92.24%	\$	2,044	-99.45%
Weekly Revenue Loss	\$	(2,068,353)	-71.52%	\$	(270,425)	-92.24%	\$	(367,827)	-99.45%
2019 Weekly Ridership/Traffic		377,535			59,530			48,023	
Notes:									
*State Shelter in place started 3/17									
**Percentage changes are based on	Year	over year equ	ivalents						

On March 31<sup>st</sup> the General Manager declared that the construction of the Physical Suicide Deterrent System Project is a project of Essential Governmental Function as defined in the new Orders, and the San Francisco City Administrator concurred in that determination. In furtherance of the construction, and consistent with the Orders, the contractor has implemented site specific Social Distancing Protocols, so work is ongoing.

On April 8, the San Francisco Municipal Transportation Agency (SFMTA) rolled out significant reductions in MUNI service. Only 17 out of 89 MUNI routes are still running. In light of this, the District's bus operators are picking up and dropping off passengers within San Francisco along our regular routes. This helps those San Franciscans, living along the corridors where our buses operate, who require essential travel, such as going to grocery stores, pharmacies and to essential jobs.

On Friday, March 27, House Resolution 748, known as the <u>Coronavirus Aid, Relief and Economic</u> <u>Security ("CARES") Act</u> became law, implementing several changes, including Stimulus funding for transit agencies, including the District. District has realized a drop in our combined revenues from Bridge tolls and transit fares of over \$3 million per week during the Shelter-in-Place Orders. Under the CARES Act, the Bay Area will receive \$1.3 billion in new federal money to assist Bay Area transit agencies by offsetting a portion of the lost revenues they are (and will be) experiencing due to the COVID-19 pandemic, so the CARES Act is welcome news.

The Metropolitan Transportation Commission (MTC) is the agency that will decide how this new money is allocated among the over two dozen transit agencies in the Bay Area, and they will vote on allocating the first tranche (about 60 percent of the money) at its April 22<sup>nd</sup> meeting. Tentatively, this first vote may provide about \$30 million to the District.

### **B. RATIFY AND AUTHORIZE EMERGENCY ACTIONS BY THE GENERAL MANAGER**

### 1. TEMPORARY ONSITE MEDICAL DRUG AND PRE-EMPLOYMENT TESTING SERVICES

#### **Recommendation**

It is recommended that the Board of Directors ratify the action of the General Manager to authorize emergency procurement of Temporary Onsite Medical Drug and Pre-Employment Testing Services with Pivot Onsite in the amount of \$255,600.

#### Background

In accordance with Public Contract Code Section 22050 and the District's Procurement Policy, the General Manager was granted the authority to waive the competitive solicitation process and to approve procurement of necessary equipment, services and supplies in the event of an emergency, when immediate action is required to prevent the interruption or cessation of necessary District services. Staff consulted with the Procurement and District's legal counseland confirmed that the circumstances described below meet the legal standard for an emergency procurement.

The recent COVID-19 virus crisis has had long-reaching impacts on District operations. One of these impacts has been compliance-related regulations affecting the District, specifically DOT drug testing compliance and commercial license certification. Over the last two weeks, the District has received notification from several of our contracted service sites (hospitals, collection center sites, etc.) that their ability to continue their services has been significantly impacted or even discontinued for an undetermined period of time. As a result, this could place the District's ability to stay in compliance with DOT testing requirements at risk.

In order for the District to remain in compliance with regulations, staff identified a potential solution to offer on-site drug testing and medical examination services. Pivot Onsite offers employers the opportunity to host an onsite occupational health clinic. In addition to workplace care, Pivot's Occupational Health team provides treatment and management of work-related injuries and employee health. Pivot will deploy one nurse practitioner, one medical assistant, and one medical director for use at the San Rafael Bus Facility site to provide DOT-related drug & alcohol testing (pre-employment, reasonable suspicion, post-accident and random testing), pre- employment physicals, DMV physicals (commercial license certification), and injury triage as needed. Without this option, it will severely impact and perhaps even compromise, the District's ability to remain in compliance with regulations. District staff have been unable to identify any other potential vendors in this service space that can perform similar on-site services.

This emergency procurement is for a two-month contract with 4 additional (1) month options for services which should help the District with meet its compliance obligations during this COVID-19 outbreak period.

## **TEMPORARY ONSITE MEDICAL DRUG AND PRE-EMPLOYMENT TESTING SERVICES (continued)**

#### **Fiscal Impact**

The average monthly cost for this emergency contract is \$42,600 for a total six months cost of \$255,600. This consists of contracted services of a Nurse Practitioner, a Medical Assistant, with oversight by a Medical Director, along with necessary associated equipment and supplies to perform the work for a period up to six months. The amount charged by Pivot Onsite is found to be fair and reasonable when compared to the current average monthly expenditures of \$52,243 the District incurs for similar services. During this emergency procurement, the contract will be directed by the Environmental, Health and Services Department as well as charged and absorbed in this Department for FY 19/20.

#### 2. REDUCTION IN RENT FOR KOSMOS KAFE (PREVIOUSLY CAFÉ SALUTE) AT THE SAN RAFAEL TRANSIT CENTER

#### Recommendation

It is recommended that the Board of Directors ratify the action of the General Manager to authorize a rent reduction for the business Kosmos Kafe (Previously Café Salute) renting space from the District at the San Rafael Transit Center.

#### Background

The Business Lease holder for Kosmos Kafe, Mr. Loukas Papanastasiou, initiated a conversation with Norma Jellison, Manager of Real Estate Services and Property Development, to discuss a reduction in rent. The District was willing to grant the requested one-time reduction in rent for the six-month period effective April 15, 2020 to October 15, 2020 or the termination of the Novel Corona Virus (COVID-19) Shelter-in-Place Orders, whichever first occurs.

#### **Fiscal Impact**

The rent for the period referenced and effective April 15, 2020 will be \$844 per month, to be prorated for periods of less than a full month. This rent reduction includes no Consumer Price Index adjustment on July 1, 2020. All other terms and conditions of the Lease remain unchanged.

#### C. CONSIDER POSSIBLE ACTION TO TERMINATE THE SUSPENSION OF BOARD PROCEDURAL RULES AND POLICIES FOR COVID-19 RELATED EMERGENCY ACTIONS

Resolution 2020-027 authorized the temporary suspension of Board procedural rules and policies to allow the timely execution of emergency actions during the COVID-19 pandemic, consistent with federal, state, regional and local public health mandates. Resolution 2020-027 provides that the Board will review and consider at each subsequent regularly scheduled meeting, whether to terminate the suspension of Board procedural rules and policies.

The public health orders for the Bay Area counties continue in effect. These orders have been further modified to impose additional requirements and restrictions to safeguard the public and to allow essential activities, essential businesses, and essential government function to continue. On a daily basis, the District must respond to changing conditions and modify its operations as circumstances warrant. It is crucial for the District to be nimble and responsive to real needs during this period.

It is therefore recommended that the suspension of Board procedural rules and policies not be terminated at this time. The Board will again review this matter at the next regular Board meeting in May.

# SAN FRANCISCO FERRY TERMINAL FACILITIES AND THE M.S. SAN FRANCISCO FERRY

On November 23, 2018, the *M.S. San Francisco* Ferry ran into the District's Ferry Berths and the San Francisco Ferry Building Promenade. The vessel and facilities suffered significant damage, and immediate repairs of both the facilities and vessel were required in order to prevent the interruption or cessation of necessary District services. As reported to the Board at its December 21, 2018 and subsequent meetings, the District immediately commenced an investigation to determine the cause of the accident and an assessment of the extent of the damage to both the vessel and the District's and the Port of San Francisco's facilities.

In accordance with Public Contract Code Section 22050 and the District's Procurement Policy, the General Manager engaged the services of a number of firms. The vessel is back in service, and repairs to the District's facility will be underway shortly.

The repairs to the Port of San Francisco's promenade have not yet commenced and the costs have not been finalized. Moffatt & Nichol has performed the required inspections and is finalizing its repair recommendations. This portion of the work is also under review by our insurer.

Current costs to date for all activities related to the allision are \$2,425,913.65, a portion of which will be paid by the District's insurers. The General Manager will continue to provide the Board with regular updates on the status of this work, the costs, and the associated insurance reimbursements.

### PRESENTATIONS BY DISTRICT STAFF FOR THE MONTH OF MARCH

For the month of March, District staff made no speeches and/or presentations.

### SPECIAL EVENT/EXPRESSIVE ACTIVITY REQUESTS

Below are the dates and sponsoring agencies of special events and expressive activities for which permits have been sought. The following application was received since last reported to the Board in the March 27, 2020 Report of the General Manager:

Event Date	Event Title	Location	Type*	Expected No. Participants
May 31, 2020	Santa Barbara Middle School End of the Year Bicycle Ride	E-Sidewalk	SE	35

\*Permit Types: EX – Expressive Activity and SE – Special Event

### **BRIDGE TRAFFIC FOR THE MONTH OF MARCH**

Bridge southbound traffic for the month of March was 966,319 vehicles as compared to the previous year's total of 1,674,526 vehicles, which is a -42% change as compared to March 2019. FasTrak<sup>®</sup> usage is 87% overall for March 2020. This compares to 86% overall for the past rolling 12-months (April 2019 – March 2020) (Attachment).

#### VEHICLE TRAFFIC INCIDENTS FOR THE MONTH OF MARCH

Of the vehicles that crossed the Golden Gate Bridge in March, there were 16 traffic incidents detailed as follows:

GOLDEN GATE BRIDGE AND TOLL PLAZA								
Vehicle Traffic Incident	Occurrences	Vehicles	Injuries	Fatalities				
HB – Hit Barrier	2	2	1	0				
APPROACHES – (Waldo Grade, Alexander Ave., Doyle Drive & Park Presidio Blvd.)								
Vehicle Traffic Incident	Occurrences	Vehicles	Injuries	Fatalities				
RE – Rear Ender	3	8	0	0				
HB – Hit Barrier	5	5	0	0				
C - Collision	1	1	0					
SS – Side-Swipe	2	4	1					
R/O – Roll-Over	2	2						
O – Other	1	1	1	0				
TOTAL INCIDENTS	16	23	3	0				

#### **BICYCLE INCIDENTS FOR THE MONTH OF MARCH**

For the month of March 2020, there was 1 bicycle incident to report:

GOLDEN GATE BRIDGE AND TOLL PLAZA								
Bicycle Incidents	Occurrences	Bicycles	Injuries	Fatalities				
None	0	0	0	0				
APPROACHES – (Alexander Ave., Lower Conzelman Rd. & Lincoln Blvd.)								
Bicycle Incidents	Occurrences	Bicycles	Injuries	Fatalities				
SO - Solo	1	1	1	0				
TOTAL INCIDENTS	1	1	1	0				

#### FERRY – TRANSPORT BICYCLE STATISTICS

Listed below are the Bicycle Statistics for the Sausalito Ferry service:

Sausalito Southbound Bike Counts	
2012 Annual Total	110,397
2013 Annual Total	149,869
2014 Annual Total	192,080
2015 Annual Total	172,815
2016 Annual Total	169,685
2017 Annual Total	144,064
2018 Annual Total	116,248
2019 Annual Total	95,590
*January - March 2020	8,470

\*The Sausalito January - February total count was 7,190 and was reported incorrectly in the March 27 General Managers Report as 4,237

Listed below are the Bicycle Statistics for the Larkspur Ferry service:

Larkspur Southbound Bike Counts	
2016 Annual Total	35,769
2017 Annual Total	30,990
2018 Annual Total	29,747
2019 Annual Total	29,828
*January - March 2020	5,425

\*The Larkspur January - February total count was 4,529 and was reported incorrectly in the March 27 General Managers Report as 2,346

## PRESENTATION OF TWENTY-FIVE YEAR SERVICE AWARD TO VICTORIA T. NG, ACCOUNTANT, DISTRICT DIVISION

We are pleased to announce that Accountant Vicky Ng celebrates twenty-five years of service with the District on April 24, 2020.

Mrs. Ng joined the District as an Office Specialist on April 24, 1995 and promoted to an Audit Supervisor in June 1998, again promoting to her current position as an Accountant on November 19, 2001. Mrs. Ng was the District's Employee of the Month for November 2006 and September 2012. Mrs. Ng was also a part of the Districts 75<sup>th</sup> Anniversary Event Planning Committee. Prior to District service, Mrs. Ng worked in bookkeeping, accounts receivable, advertising, copywriting and customer service.

In her free time, Mrs. Ng enjoys her volunteer work with Self-Help for the Elderly in the Richmond District, Neighborhood Center Home Delivered Groceries for SF-Marin Food Bank, and YMCA/AARP Tax Assistance as well as volunteering at the Golden Gate National Park Conservancy. Mrs. Ng also enjoys spending quality time with good friends and her family.

# PRESENTATION OF TWENTY-FIVE YEAR SERVICE AWARD TO DARRYN G. SILVERIA, FAREBOX REPAIR AND WELDER MECHANIC, BUS DIVISION

We are pleased to announce that Farebox Repair and Welder Mechanic Darryn Silveria celebrated twenty-five years of service with the District on April 20, 2020.

Mr. Silveria joined the District as a Farebox Technician and Welder on April 20, 1995.

### PRESENTATION OF TWENTY-YEAR SERVICE AWARD TO MINDY MCGINNESS, TRANSPORTATION FIELD SUPERVISOR, BUS DIVISION

We are pleased to announce that Transportation Field Supervisor Mindy McGinness celebrated twenty-years of service with the District on April 9, 2020.

Ms. McGinness joined the District as a Public Information Clerk on September 13, 1999, became a Full-time Ferry Ticket Agent on April 9, 2000, trained and became a Full-time Bus Dispatcher on September 27, 2011 and promoted to a full-time Bus Transportation Field Supervisor on December 28, 2015.

# PRESENTATION OF TWENTY-YEAR SERVICE AWARD TO ALFONSO A. HERRERA, BUS OPERATOR, BUS DIVISION

We are pleased to announce that Bus Operator Alfonso Herrera celebrated twenty-years of service with the District on April 10, 2020.

Mr. Herrera joined the Districts a full-time Bus Operator on April 10, 2000.

### PRESENTATION OF TWENTY-YEAR SERVICE AWARD TO GREG A. WYRSCH, BUS OPERATOR, BUS DIVISION

We are pleased to announce that Bus Operator Greg Wyrsch celebrated twenty-years of service with the District on April 10, 2020.

Mr. Wyrsch joined the District as a full-time Bus Operator on April 10, 2000.

### PRESENTATION OF TWENTY-YEAR SERVICE AWARD TO DAVID C. CORDOVA, BUS OPERATOR, BUS DIVISION

We are pleased to announce that Bus Operator David Cordova celebrated twenty-years of service with the District on April 10, 2020.

Mr. Cordova joined the District as a full-time Bus Operator on April 10, 2000.

## PRESENTATION OF TWENTY-YEAR SERVICE AWARD TO ROCKY JOSEPH VARGO, BUS OPERATOR, BUS DIVISION

We are pleased to announce that Bus Operator Rocky Vargo celebrated twenty-years of service with the District on April 10, 2020.

Mr. Vargo joined the District as a full-time Bus Operator on April 10, 2000.

# PRESENTATION OF TWENTY-YEAR SERVICE AWARD TO JOAO VICENTE FONSECA BUS OPERATOR, BUS DIVISION

We are pleased to announce that Bus Operator Joao Fonseca celebrated twenty-years of service with the District on April 10, 2020.

Mr. Fonseca joined the District as a full-time Bus Operator on April 10, 2000.

#### **EMPLOYEE OF THE MONTH – APRIL 2020**

After reviewing nominations submitted by District employees, the Employee of the Month Committee selected Michael Bailey, Bridge Sergeant, in the Bridge Division, as the Employee of the Month for April 2020.

Sergeant Bailey receives this prestigious award in recognition of his proactive approach to his job as well as for his revamping of record keeping and processing for Security department's required licenses. Sergeant Bailey does an excellent job of managing all parking permits for the Bridge Division as well as the parking permits issued for staff of the National Parks Conservancy's Welcome Center. Sergeant Bailey is extremely proactive and thorough in his communications, both with employees and with the California Department of Consumer Affairs Bureau of Investigative Services (BSIS), the California Department of Justice (DOJ), the Richmond Rod &

#### **EMPLOYEE OF THE MONTH – APRIL 2020 (continued)**

Gun Club, and John Marty of Golden State Protective Services. He has a trusted and established rapport with the representatives of these agencies and businesses, and as such, is able to resolve any issues that may arise. Sergeant Bailey's work is well organized and thorough, which is a reflection of the exemplary work ethic he has consistently shown since he has been in his position. He is meticulous in his work and take his job duties seriously, without needing direct supervision to complete his assigned tasks.

Sergeant Bailey's co-workers commented that he is a hardworking, caring, and dedicated employee, who has time-and-time again proven his skill set and it is clear that he takes great pride in working for the District.

Sergeant Bailey first joined the District as a Lane Worker on December 3, 2008. He promoted to Patrol Officer on October 26, 2013 and again promoted on December 26. 2016 to Bridge Sergeant. Prior to District employment, Sergeant Bailey worked as a Manager of the Windows Department and then promoted to Manager of the Safety Department at Campbell's Interiors and Construction.

Sergeant Bailey was born in Fairfield, California and attended Vanden High School, in Fairfield, and afterwards attended Santa Rosa Junior College and Solano Community College. He has been a resident of Vacaville, CA since 2015 where he lives with his wife Anita and their children Abbigale, Maverick, Elijah and their newest addition born on April 8, Everlee Louise. His hobbies are kayaking, camping, fishing, sports and coaching his daughter's softball team, music concerts, coaching wrestling, and he especially loves being a dad. He and wife Anita volunteer with their Church's homeless outreach group. Sergeant Bailey takes pride in working at the Bridge and enjoys being able to make a difference in people's lives. While the job can weigh heavily at times, he enjoys working with a great team who is committed to doing good work as well as helping people.

Respectfully submitted,

Denis J. Mulligan General Manager

DJM:jb

#### SUMMARY OF TRAFFIC AND TOLL REVENUE

#### I. SOUTHBOUND TRAFFIC

		MAR	СН			FISCAL YEAR	TO DATE		APRI	L to MARCH -	(Last 12 Months	;)
	2020	% of Total	2019	% Change	2020	% of Total	2019	% Change	2020	% of Total	2019	% Change
	2020	Traffic	2019	% Change	2020	Traffic	2019	% Change	2020	Traffic	2019	% Change
2-Axle	954,445	99%	1,658,715	-42%	13,830,340	99%	14,751,757	-6%	18,905,241	99%	19,921,689	-5%
Multi-Axle	11,874	1%	15,811	-25%	136,873	1%	127,961	7%	183,924	1%	172,634	7%
TOTAL	966,319		1,674,526	-42%	13,967,213		14,879,718	-6%	19,089,165		20,094,323	-5%

#### **II. TRANSACTION RESOLUTION**

		MAR	CH			FISCAL YEAR	TO DATE		APRI	to MARCH -	(Last 12 Months	i)
_	2020	% of Total Traffic	2019	% Change	2020	% of Total Traffic	2019	% Change	2020	% of Total Traffic	2019	% Change
FasTrak Account	840,152	87%	1,443,026	-42%	11,952,563	86%	12,650,524	-6%	16,333,745	86%	17,075,918	-4%
Full FasTrak Fare	810,290	84%	1,384,484	-41%	11,481,279	82%	12,133,163	-5%	15,686,870	82%	16,375,917	-4%
Carpool/Clean Air	17,701	2%	43,485	-59%	354,372	3%	395,113	-10%	489,896	3%	536,765	-9%
PWD	259	0%	2,357	-89%	3,798	0%	6,176	-39%	5,181	0%	7,701	-33%
Non-Revenue	11,902	1%	12,700	-6%	113,114	1%	116,072	-3%	151,798	1%	155,535	-2%
License Plate Account	9,649	1%	19,359	-50%	146,340	1%	172,963	-15%	204,055	1%	235,853	-13%
One-Time Payment	6,217	1%	14,177	-56%	122,020	1%	135,490	-10%	172,403	1%	184,751	-7%
Invoice Payment	26,323	3%	71,026	-63%	817,723	6%	873,153	-6%	1,140,696	6%	1,207,880	-6%
Violation Payment	23	0%	20,022	-100%	123,125	1%	208,320	-41%	186,743	1%	277,788	-33%
In Process	83,955	9%	106,916	-21%	804,947	6%	838,421	-4%	1,051,029	6%	1,111,286	-5%
TOTAL	966,319		1,674,526	-42%	13,966,718		14,878,871	-6%	19,088,671		20,093,476	-5%

#### **III. TOTAL REVENUE COLLECTED**

	MARCH		FISC	AL YEAR TO DATE		APRIL to MARCH - (Last 12 Months)		
2020	2019	% Change	2020	2019	% Change	2020	2019	% Change
\$ 8,137,758	\$ 11,972,931	-32%	\$ 107,878,278	\$ 108,746,944	-1%	\$ 145,602,429	\$ 146,456,499	-1%
* Note: Total Revenue Co	ollected is all monies rea	ceived and is n	ot directly related to the tra	ansaction counts above.				

DATA SINCE INCEPTION *	
Revenue Vehicles	
2-Axle Vehicles	1,073,191,912
Multi-Axle Vehicles	28,992,646
Disabled Patron Vehicles	454,252
Commute Period Carpool	2,592,757
Revenue Vehicles Subtotal	1,105,231,567
Non-Revenue Vehicles	
Federal	12,257,389
CHP/GGBHTD	5,233,951
GG Transit Buses	3,717,559
Other Non-Revenue	190,161
Commute Period Carpool NR	14,934,191
Non-Revenue Vehicles Subtotal	36,333,251
Total Toll-Paying Direction Vehicles	1,141,564,818

Violation; 1% Invoice ; 6% OTP; 1% LP Account; 1% FasTrak; 86%

Transactions by Type (Last 12 Months)

\* Data Since Inception includes only data for vehicles traveling in the toll-paying direction. THIS PAGE INTENTIONALLY LEFT BLANK