



**BOARD OF DIRECTORS
MEETING AGENDA
May 4, 2022 – 1:30 PM**

In accordance with AB 361, Sonoma-Marín Area Rail Transit District Resolution No. 2021-24, Governor Newsom's March 4, 2020, State of Emergency due to the COVID-19 pandemic and Marin and Sonoma Counties Health Officials recommendations to continue measures that promote social distancing the SMART Board of Directors Meeting will continue to be held virtually through Zoom.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

[ZOOM TELECONFERENCE INSTRUCTIONS](#)

PUBLIC COMMENT PRIOR TO MEETING:

If you wish to make a comment you are strongly encouraged to please submit your comment by 5:00 p.m. on Tuesday, May 3, 2022 at <https://www.surveymonkey.com/r/SMARTBoardComments>

PUBLIC COMMENT DURING THE MEETING:

The SMART Board Chair will open the floor for public comment during the Public Comment period on the agenda. Please check and test your computer settings so that your audio speaker and microphones are functioning. Speakers are asked to limit their comments to two (2) minutes. The amount of time allocated for comments during the meeting may vary at the Chairperson's discretion depending on the number of speakers and length of the agenda.

1. Call to Order
2. Approval of the April 20, 2022 Board Meeting Minutes
3. Board Member Announcements
4. General Manager's Report
5. Public Comment on Non-Agenda Items

Consent Calendar

- 6a. Consider and Approve a Resolution to continue virtual Tele/Video Conference Meetings during the COVID-19 State of Emergency
- 6b. Approval of Monthly Financial Reports
- 6c. Authorize the General Manager to execute Contract Amendment No. 4 to Professional Services Contract with American Rail Engineers Corporation
- 6d. Approve a Resolution Authorizing the General Manager to Execute Contract Amendment No. 6 with GHD, Inc

Regular Calendar

- 7. Eide Bailly CPA and Business Investors will provide a briefing of SMART's Annual Financial Audit – *Presented by Heather McKillop*
- 8. SMART proposes to add 10 weekday trips beginning Monday, June 13th bringing the weekday schedule trips and 36 trips – *Presented by Emily Betts*
- 9. Next Regular Meeting of the Board of Directors, May 18, 2022 – 1:30 PM
- 10. Adjournment

DISABLED ACCOMODATIONS:

Upon request, SMART will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, service, or alternative format requested at least two (2) days before the meeting. Requests should be emailed to Leticia Rosas-Mendoza, Clerk of the Board at lrosas@sonomamarintrain.org or submitted by phone at (707) 794-3072. Requests made by mail SMART's, 5401 Old Redwood Highway, Suite 200, Petaluma, CA 94954 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES
April 20, 2022 - 1:30 PM**

In accordance with AB 361, Sonoma-Marín Area Rail Transit District Resolution No. 2021-24, Governor Newsom's March 4, 2020, State of Emergency due to the COVID-19 pandemic, and Marin and Sonoma Counties Health Officials recommendations to continue measures that promote social distancing, the SMART Board of Directors Meeting will continue to be held virtually through Zoom.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

1. Call to Order

Chair Rabbitt called the meeting to order at 1:32pm. Directors Bagby, Colin, Coursey, Fudge, Garbarino, Hillmer, Lucan and Pahre were present; Director Rogers absent; Directors Arnold and Connolly joined later.

2. Approval of the April 6, 2022, Board Meeting Minutes

MOTION: Director Coursey moved approval of April 6, 2022, Board Meeting Minutes as corrected. Director Colin second. The motion carried 9-0 (Director Rogers absent; Directors Arnold and Connolly joined later).

3. Board Members Announcements
None

4. General Manager's Report

Director Connolly joined at 1:35pm

Director Arnold joined at 1:36pm

General Manager Cumins provided a brief update on the following:

- Mask Mandate
- Listening Session
- Ridership Update
- San Rafael Crossing

Mask Mandate

General Manager Cumins said that the lifting of the mask mandate on U.S. transit systems was issued on April 18, 2022 by the Center for Disease Control and Prevention (CDC) and the Transit Security Administration (TSA).

Listening Session

Completed Listening Sessions:

- Ridership Listening Session on April 6
 - 45 members of the public attended
 - 461 survey responses
- Pathways Listening Session on April 13
 - 60 members of the public attended
 - 167 survey responses
- Remaining Listening Sessions:
 - Extensions Listening Session on April 20
 - Freight Listening Session on April 27

Ridership Update

- Comparing FY 2020, FY 2021, and FY 2022, in March, SMART has exceeded FY 20 ridership
- If we compare February to January 2022, ridership was up 21%, in March ridership grew 18% and in April it grew another 4%
- Comparing April to January ridership grew 48%
- Shared survey data from Bay Area Council on return to work:
 - 56% of employers are now bringing back non-essential workers
 - 70% of employers said they would be getting back to “normal” by this coming summer
 - When employers were asked “when the pandemic is behind us, how many days per week the typical employee will return to work in the workplace?”
 - 43% of employers anticipated employees will be working the office 3 days per week rather than a traditional 5 days per week
 - Employers anticipated 62-63 % of employees will work Tuesday through Thursday
 - The percentage of employees who will work on Mondays has dropped to 50%
 - The percentage of employees who will work on Fridays dropped even more to 40%
 - Only 42% of employees are expected to work a traditional 9-5 work hours pattern in the future
 - Looking at SMART’s ridership, Monday’s have been lower, but Friday ridership is performing well
 - As we think through this, we should be looking at:
 - Adding service to meet demand
 - Being flexible and adjusting our schedule according to demand
 - Focusing on system improvements like transit connections, first and last mile solutions, and ease of use of the system
 - Targeting non-commuter markets (recreation and tourism)
 - In the FY 2023 budget, SMART is assuming 594,000 riders
 - This is optimistic and will require an average of 49,000 riders per month (17% below FY 2019 peak ridership of 716,847)

- To support this challenging goal, SMART is adding Sunday service and will be adding 10 additional weekday trips in June

San Rafael Crossing

We have made significant progress:

- Average down gate wait time has dropped from an average of 3 minutes to an average of 1 minute and 43 seconds, resulting in a savings of 1 minute and 13 seconds
- We are within our target range, but we are continuing to adjust and hope to achieve our ultimate goal of a wait time of 1 minute and 30 seconds
- An illustration of the PDCA (Plan, Do, Check, Act) continuous improvement model as an example of the process improvement work being done to improve San Rafael crossing gate down times

Comments

Director Colin said she has a big appreciation for the Second Street crossing initiative. She received positive feedback from people saying they are getting that additional time back in their lives., she loves that model that was in the presentation and had not seen that diagram that was illustrated and appreciate the update.

Director Arnold thanked General Manager Cumins for the work at the San Rafael Crossing, it is creating a good feeling among both Marin and Sonoma Counties, she added.

Vice Chair Pahre said that when she spoke to General Manager Cumins he said it was 1 minute and 3 seconds changed at the crossing. She thanked the team for their excellent work.

Director Fudge said that she can see the teamwork on the San Rafael Crossing. We have heard from Mr. Parkes about other creative ways that is being used to move those trains. She appreciates all the efforts being made to continue to improve.

5. Public Comment on Non-Agenda Items

Dani Sheehan said that Marin IJ editorial article stated that Measure I failed to pass by majority vote, and she clarified that statement is incorrect because SMART needed 2/3rd majority vote in both counties for Measure I to pass.

Eris Weaver thanked General Manager Cumins for the listening sessions that are being conducted. She attended a bicycle advocates conference in Oakland without using a vehicle and her blog post has excellent comments.

Jack Swearngen stated that the scheduled listening sessions have been useful. General Manager Cumins also meet with the Friends of SMART on Thursday, April 14th for 2 hours and he transcribed the meeting which has been posted on Friends of SMART website.

Carolyn Jorgensen stated she is a huge supporter of SMART. She volunteers at the Oakland Airport, and she developed a strategy for people of how to get back to Marin and Sonoma County, which is called the Vineyard Express, this fills a gap for people who are at the Oakland Airport and don't want to wait 2 hours for the next bus. She thanked Vice Chair Pahre for keeping her engaged during the listening session.

Thomas Ells stated that the Vice President of the Sonoma County Tourism Board attended the Friends of SMART meeting. She is very well informed and wants to have a continuous seamless connection with SMART and tourism. She sees that there is an opportunity to increase tourism.

Chair Rabbitt stated that Sonoma County Tourism does have sustainable future with the leave no trace principles, and safe travels. There are 8 million people visiting Sonoma County on an annual basis.

6. Consent
 - a. Accept Monthly Ridership Report – March 2022
 - b. Approval of Old Town Glass Novato Lease Renewal with 90-Day Notice of Termination Provision

Chair Rabbitt asked for Board and public comments on the proposed Consent Agenda.

MOTION: Director Garbarino moved approval of the Consent Agenda as presented. Director Arnold second. The motion carried 11-0 (Director Rogers absent)

7. Approve a Resolution to revise Appendix B to Fiscal Year 2021-2022 Budget; reclassify the Senior Administrative Analyst to Budget and Grants Analyst; and adjust the pay scale authority related to the reclassification changes – *Presented by Heather McKillop*

Chief Financial Officer, Heather McKillop stated that the item before the Board today is a is to reclassify the existing Administrative Analyst position to Budget and Grants Analyst.

Due to an internal promotion to the Budget and Finance Manager, Claire Springer, there is now a position vacant that is titled “Senior Administrative Analyst”. The position was reviewed and determined that a change in duties and salary range is required. This position will now assist with budget preparation, grants administration and contract administration.

To reclassify the Senior Administrative Analyst to Budget and Grant Analyst is an increase of between \$6k to \$8k per year. This change can be absorbed in the current fiscal year budget and will be included in budgets going forward.

MOTION: Vice Chair Pahre moved to Approve a Resolution to revise Appendix B to Fiscal Year 2021-2022 Budget; reclassify the Senior Administrative Analyst to Budget and Grants Analyst; and adjust the pay scale authority related to the reclassification changes as presented. Director Colin second. The motion carried 11-0 (Director Rogers absent)

8. Approve a Resolution to Amendment Fiscal Year 2021-2022 Freight Budget in an amount of request is \$304,428 – *Presented by Heather McKillop*

Chief Financial Officer, Heather McKillop stated that SMART took over freight operations on March 1, 2022. After inspecting vehicles and equipment it was determined that some immediate repairs to Locomotive 2009, a dump truck and backhoe were needed. In addition, material and debris were left on the property and needs to be removed. We are also asking for funding for the

design of Black Point Bridge and the Brazos Branch Bridge so that we can proceed with construction in fiscal year 2023.

The total funds are available in fiscal year 2022 and utilizing the funds this year will reduce the fund that will be carried forward from 2022 to fiscal year 2023.

Comments

Chair Rabbitt clarified that this work is being moved up from next year .

MOTION: Director Arnold moved to Approve a Resolution to Amendment Fiscal Year 2021-2022 Freight Budget in an amount of request is \$304,428 as presented. Director Hillmer second. The motion carried 11-0 (Director Rogers absent).

9. Fiscal Year 2022-23 Budget Overview Presentation – *Presented by Heather McKillop*

Chief Financial Officer, Heather McKillop provide an overview update of the upcoming Fiscal Year 2022-23 budget. Highlights include:

Fiscal Year 2023 Budget Components

- Revenues
- Expenditures
- Reserves
- Freight Revenues
- Freight Expenditures
- Timeline

Revenues

- Sales Tax
 - Largest funding source (58%)
 - Estimated to generate \$49.4 million in FY 23
 - Expires in FY 29
- State Grants
 - 2nd largest funding source (24%)
 - Estimated to generate \$20.5 million in FY 23
 - 4 programs are reoccurring formula funds
 - Other funds available on application / project specific basis
- Federal Funds
 - 3rd largest funding source (14%)
 - 5307 funds, Quick Strike, and ARP Discretionary Funds
- Fare Revenues
 - 4th largest funding source (3%)
 - Assumed current fares through FY 23
 - Estimated ridership at 594,028 for FY 23
 - Based on average fare of \$3.89 would result in \$2,310,768 for FY23
- Parking Revenues
- Other Revenues

Expenditures

- Administration
- Operations
 - Service (Assumed 12 trips on Sunday; Assumed 10 additional trips on weekdays)
- Capital
- Carryforward Projects

Reserves and Estimated Fund Balance

- Pension Liability Reserve
- Equipment Reserve
- Corridor Completion Reserve 7
- Operating Reserve

Freight Revenues

- State Grant
- Freight Revenues
- Lease Revenues
- Storage Revenues

Freight Expenditures

- Operations
 - Maintenance of Way
 - Vehicle Maintenance
 - Transportation
- Capital
 - Equipment
 - Tracks
 - Bridges
 - Crossings
- Administrative Allocations

Timeline

- April 20, 2022 - BOD Broad Overview of FY 23 Budget
- May 18, 2022 - Draft Budget to the BOD
- June 15, 2022 - Final FY 23 Budget Approved by the Board

Comments

Director Bagby asked if there have been in depth studies for the ridership estimates for rail passengers and what infrastructure would be needed to develop to hit those numbers. She said that SMART has not reached maturity and there is not enough data to compare the current ridership to pre-covid ridership numbers. She asked if there is data to support that capacity or does SMART need to go out and find that information. Does SMART need to work with Transportation Authority of Marin and Sonoma County Transportation Authority to get information? General Manager Cumins said that SMART's planning staff does look at ridership from a scientific standpoint. They work with other planning agencies to see what is possible, any trends and past information. He said that frequency and service add riders and that is the key; infrastructure is not needed. He said that ridership will increase once Sunday service is added and when the 10 weekday trips return. When frequency is added to the system, it is more

appealing for people's schedules. There is a need to focus on the non-commuter markets to increase ridership, whether it is leisure, tourism, and day trippers. Staff continues to work with transit agency partners to improve the first and last mile connections. Director Bagby asked General Manager Cumins if he believed that the existing capacity is there and not meeting the demand. General Manager Cumins responded absolutely, we have already heard that there is bicycle capacity issues. There are people that want to take the train, but it does not meet their schedule, however adding frequency makes the train more attractive. Director Bagby asked what are the long term factors that would increase ridership and benefit the system. She also asked what are the best development pattern projects that Cities in each county can do to achieve our regional transportation goals. General Manger Cumins responded that he anticipates receiving this information from the Strategic Planning exercise and Listening sessions.

Director Lucan asked for clarification on what was said of the current fares are those the discount fares or the underlying fares. Ms. McKillop responded that is the current fare structure that is made up of the current discounts as well as the reduced price that was done in May 2021 and continue those programs and price structure through 2023. Director Lucan asked when the appropriate time would be to have the discussion about fares and not continue to discuss the discounted fares every six months and a decision can be made forward. Ms. McKillop responded that is very difficult to raise fares in a time that is very unpredictable about what the public is going to do. In normal times raising fares is very inelastic which means you can raise fares without a lot of people changing behaviors. Currently people are continuing to change their behaviors as they decide how many days they are going to go to work. There will be a need to have a discussion of what it looks like in the long term and there will be a need to update SMART's Short Range Transit Plan and those numbers will need to be evaluated. Director Lucan stated that he is a fan of low fares if it is sustainable and asked if the Board needs to discuss every six months to renew the discounted fares and at what point a decision is made to continue with the fares. General Manager Cumins responded that if the numbers are included in the budget that is the budgeted number for the year. If any changes were to occur, it would be brought back to the board for approval. Director Lucan stated that it is great to set expectations to SMART's riders and attract new riders with having lower fares.

Director Connolly thanked Ms. McKillop for the presentation. It was identified that federal funds are the third largest funding source and asked for more details of the breakdown and the planning of the long term of the ability to get federal funds. Ms. McKillop responded that 5307 funds are formula funds which come every year and can count on those funds on a regular basis. The Quick Strick funds are for construction for another segment that will start construction in 2024, these funds must apply for and actively monitored since there are federal funds available at this time. SMART has been very successful in the past at receiving and applying for funds and there are more dollars available now than in the past, and SMART's chances are good. In 2025 and 2026 we should start to see State of Good Repair formula funds come in for track and signal improvements. Director Connolly asked for clarification on freight lease and storage revenues. Is there an anticipated freight revenue stream? Ms. McKillop responded that SMART anticipates receiving approximately \$1.1 to 1.2 million based on the fees for hauling freight. The funds received for the first two weeks support the revenue figures that were given by Northwestern Pacific. Director Connolly asked if the \$2 million still existing. Ms. McKillop responded that SMART would carry \$1.2 into fiscal year 2023. SMART is still waiting to receive \$4 million from the State. Director Connolly asked what is the freight expenditure budget for the year. Ms.

McKillop responded that staff is working on determining next year's needs and will provide figures on May 18th Board meeting. Director Connolly stated that we need to stay vigilant and continue to strategize.

Ms. McKillop stated that SMART's fund balance is between \$40-\$50 million and that will roll forward based on SMART's Capital Plan that was adopted. Those numbers are for some project design and as well as to operate our system going forward and be able to fund operations and the expansion of the system to Windsor.

Rick Luttmann said he is astonished to learn that only 3% of the budget comes from fares. Even with a dramatic percentage increase or decrease in fares would have an insignificant effect on the total revenue. He thinks keeping fares low is a way to induce people to ride more frequently. During the public forums has been mentioned that riders would like to have the snack bar and wi-fi return and asked if a decision had been made to return those amenities and if the cost has been factored into the budget.

Thomas Ells said that Transportation demand is a fancy word for stochastic, however the word we use is normally distributed like if you look at a normally distributed curve is very low on the edges when is less utilized trains. When service is added the demand curve is pushed out.

Steve Birdleough suggested looking at the following issues: 1) Senate Bill 375, which requires reduction in vehicle miles traveled; 2) Senate Bill 743, which affects the planning process and favors compact downtown development, and he thinks it is going to contribute to SMART's ridership over time. He said we need to feel confident that SMART's ridership will continue to rise steadily; and 3) the need to provide additional sidings for freight service and would like it to be included in the budget.

Chair Rabbitt stated that it is certainly better to be a sales tax dependent since its going up by 5.9% as opposed to our fare box recovery which is low.

General Manager Cumins responded that a decision has not been made regarding adding the amenities to the train and he will have to work through that as part of the ridership strategy. There is a significant cost to add wi-fi again based on the technology needed. There are difficult decisions that will have to be made and he will continue to inform the Board as decisions need to be made.

10. Approve a Recognition Resolution of Farhad Mansourian for his Service as SMART's General Manager – *Presented by Chair Rabbitt*

Chair Rabbitt stated that the item before the board today is to approve the recognition resolution for formal General Manager Farhad Mansourian for his service to SMART that will be presented to him at the retirement event. A celebration for his contribution of 11 years of service building one of the largest transportation projects in the North Bay. He said he is not sure if SMART would have been constructed if it wasn't for Mr. Mansourian. The first SMART DMU passenger train (Train 101) will be branded with a plaque establishing it as the Farhad Mansourian Train. He suggested adding a mustache to the train/plaque.

Chair Rabbitt thanked Mr. Gamlen, Mr. Stevens and General Manager Cumins for following through all the accolades for the former General Manager to celebrate his recognition.

Comments

Vice Chair Pahre asked if the recognition resolution will be framed. General Manager Cumins responded yes. Vice Chair Pahre nominated Director Arnold for the motion since she was very instrumental in having Mr. Mansourian take the position.

Director Garbarino nominated Director Fudge for the second. Director Fudge think it is a good idea to add the mustache in honor of Mr. Mansourian.

MOTION: Director Arnold moved to Approve a Recognition Resolution of Farhad Mansourian for his Service as SMART's General Manager as presented. Director Fudge second. The motion carried 11-0 (Director Rogers absent)

14. Next Regular Meeting of the Board of Directors, May 4, 2022 – 1:30 PM
15. Adjournment - Meeting adjourned at 2:58PM

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____

Resolution No. 2022-01.05 (MAY)
Sonoma-Marín Area Rail Transit District
May 4, 2022

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AND RELATED FINDINGS REGARDING VIRTUAL-CONFERENCE MEETINGS DURING THE COVID-19 STATE OF EMERGENCY

WHEREAS, on March 4, 2020, Governor Newsom proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code Section 8625, that a state of emergency exists with regards to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, in lifting many restrictions that the State previously imposed due to COVID-19, the Governor indicated that those changes did not end the ongoing, proclaimed state of emergency; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code Section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, Marin and Sonoma Health Officials continue to recommend that we continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings;

WHEREAS, in light of this recommendation, the Board of Directors of SMART desires to continue to have the flexibility, for itself to meet virtually via tele/video conference.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of SMART has resolved to continue with virtual meetings, and has reconsider the circumstances of the emergency and determine that the state of emergency continues to directly impact the ability of the members to meet safely in person;
2. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
3. State and Local officials continue to recommend measures to promote social distancing, and as a result of that emergency, meeting in person would present imminent risks to the health or safety of attendees of in-person meetings and of this legislative body within the meaning of California Government Code Section 54953(e)(1).

Resolution No. 2022-01.05 (MAY)
Sonoma-Marín Area Rail Transit District
April 6, 2022

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 6th day of April 2022, by the following vote:

DIRECTORS:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Rabbitt, Chair, Board of Directors
Sonoma-Marín Area Rail Transit District

ATTEST:

Leticia Rosas-Mendoza, Clerk of the Board of Directors
Sonoma-Marín Area Rail Transit District



May 4, 2022

David Rabbitt, Chair
Sonoma County Board of Supervisors

Barbara Pahre, Vice Chair
Golden Gate Bridge,
Highway/Transportation District

Judy Arnold
Marin County Board of Supervisors

Melanie Bagby
Sonoma County Mayors' and
Councilmembers Association

Kate Colin
Transportation Authority of Marin

Damon Connolly
Marin County Board of Supervisors

Chris Coursey
Sonoma County Board of Supervisors

Debora Fudge
Sonoma County Mayors' and
Councilmembers Association

Patty Garbarino
Golden Gate Bridge,
Highway/Transportation District

Dan Hillmer
Marin County Council of Mayors and
Councilmembers

Eric Lucan
Transportation Authority of Marin

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

Eddy Cumins
General Manager

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Suite 200
Petaluma, CA 94954
Phone: 707-794-3330
Fax: 707-794-3037
www.sonomamarintrain.org

Sonoma-Marin Area Rail Transit Board of Directors
5401 Old Redwood Highway, Suite 200
Petaluma, CA 94954

SUBJECT: Monthly Financial Status

Dear Board Members:

RECOMMENDATION: Approve Monthly Financial Reports

SUMMARY:

Revenues are reflected in the first section of the Monthly Financial Status report. We have provided a chart that lists the revenues forecasted in the FY 2021/22 amended budget which was approved by the Board in February 2022 and the amounts collected to date. In addition, we have specifically broken out sales tax and fare revenues to show current and comparative information over the last three years.

Expenditures are reflected in the second part of the Monthly Financial Status report. We have added expenditure gauges so with a glance the reader can see what percentage has been spent in administration, operations, capital, and freight. We have also provided the detail information on approved budget, actual expenditures, and remaining budget. Please keep in mind that expenditures don't always occur on a straight-line basis, many large expenditures such as debt service only occur on specific intervals. In addition, we are including more extensive information on our capital program.

We have also included information regarding SMART's investment policy, where our funds are being held, and how much is currently being held. In addition, we have shown the current obligations, reserves, and fund balance requirements for FY 2021-22.

Very truly yours,

/s/
Heather McKillop
Chief Financial Officer

Attachment(s):

- 1) Monthly Financial Status Report – March 2022
- 2) Contract Summary Report



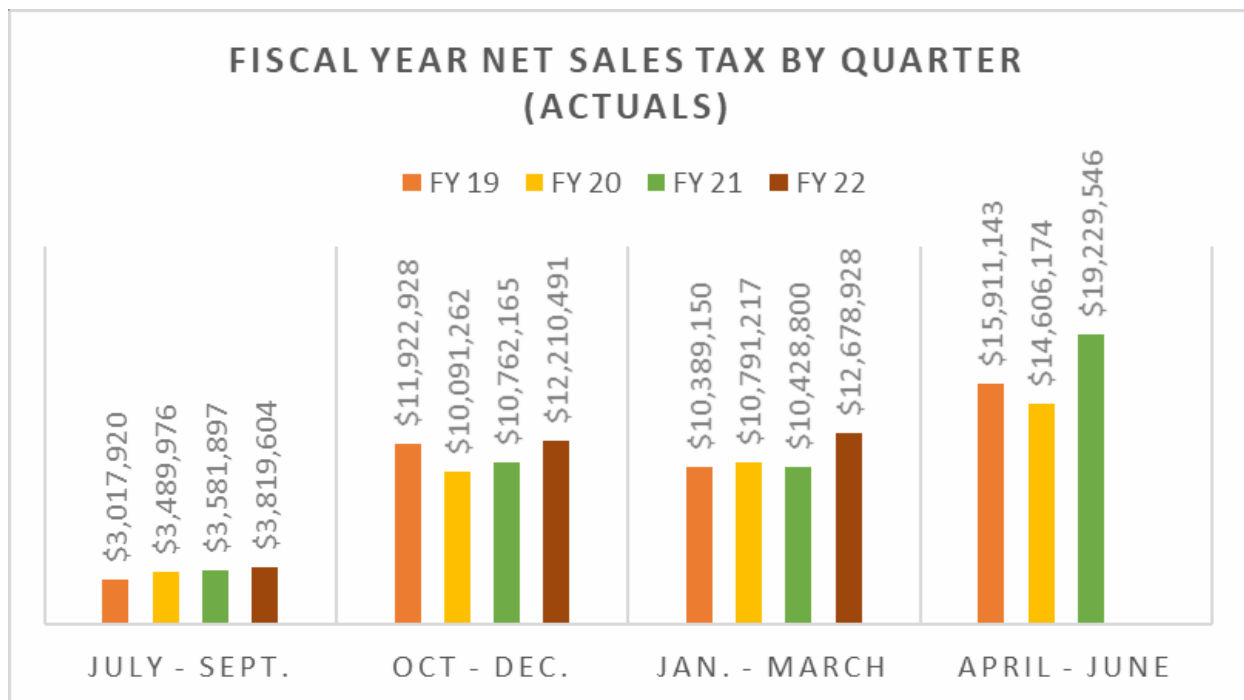
MONTHLY FINANCIAL STATUS MARCH 2022

REVENUES

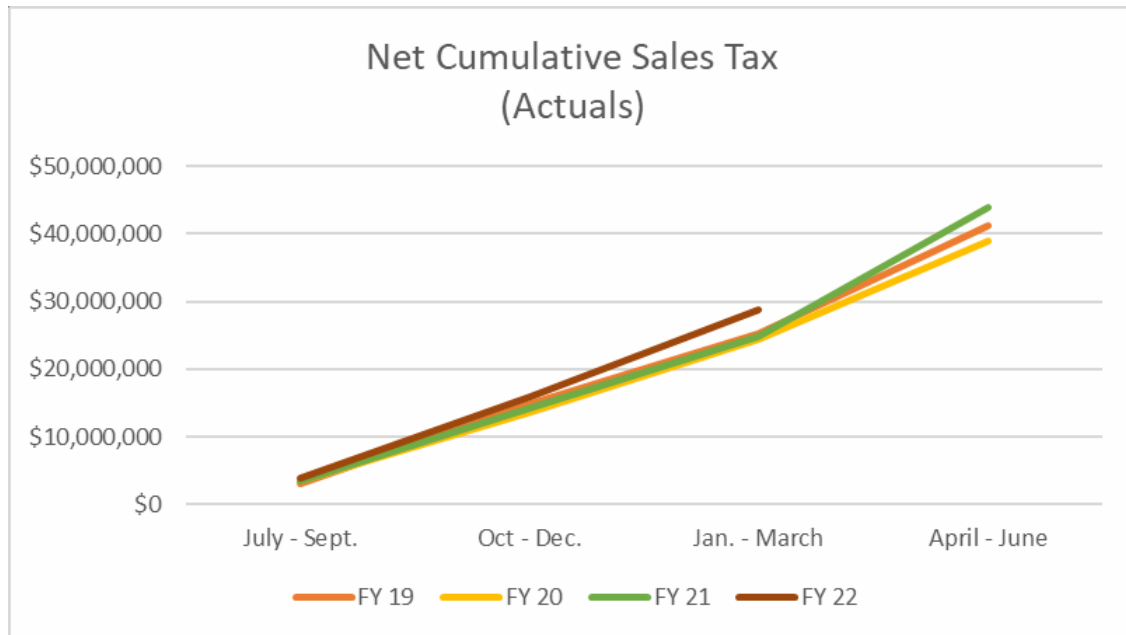
	FY 2021-22 Approved Budget	Actual	Amount Over/ Under Budget	Comments
Revenues				
Transit/Pathway				
Sales/Use Taxes	\$ 46,981,000	\$ 28,709,023	\$ (18,271,977)	Sales Taxes are recorded when received not when earned
Interest and Lease Earnings	\$ 623,865	\$ 524,055	\$ (99,810)	Leases renew throughout the year
Miscellaneous Revenues	\$ 30,000	\$ 32,645	\$ 2,645	
Fare Revenue	\$ 1,200,000	\$ 878,117	\$ (321,883)	
Parking Revenue	\$ 27,000	\$ 10,876	\$ (16,124)	
State Grants	\$ 8,660,684	\$ 4,035,915	\$ (4,624,769)	State grants are received throughout the year
Charges For Services	\$ 57,500	\$ 231,472	\$ 173,972	Includes dispatching and flagging services which are performed throughout the year
Federal Funds (Non-COVID Relief)	\$ 3,037,733	\$ 427,048	\$ (2,610,685)	Federal funds are received on a reimbursable basis. Funds have to be expended before they can be requested.
Federal Funds (COVID Relief)	\$ 7,225,294	\$ 4,724,821	\$ (2,500,473)	American Rescue Plan (ARP) Funds
Other Governments/ Misc.	\$ 161,998	\$ 164,438	\$ 2,440	
Transit/Pathway Subtotal	\$ 68,005,074	\$ 39,738,410	\$ (28,266,664)	
Freight				
Interest and Lease Earnings	\$ -	\$ 127,354	\$ 127,354	Lease income from freight right-of-way
Freight Movement Revenues	\$ 372,000			
Storage Fees	\$ 115,400			
State Grants	\$ 5,803,473	\$ 4,045,307	\$ (1,758,166)	Includes \$4m for freight rights grant
Freight Subtotal	\$ 6,290,873	\$ 4,172,661	\$ (1,630,812)	
Total Revenues	\$ 74,295,947	\$ 43,911,071	\$ (29,897,476)	

**Measure Q Sales Tax
Fiscal Year (FY) 2021/2022**

**Fiscal Year 2019-2022 Net Sales Tax Comparison
(by Quarter)**



Fiscal Year 2019-2022 Net Cumulative Sales Tax Comparison

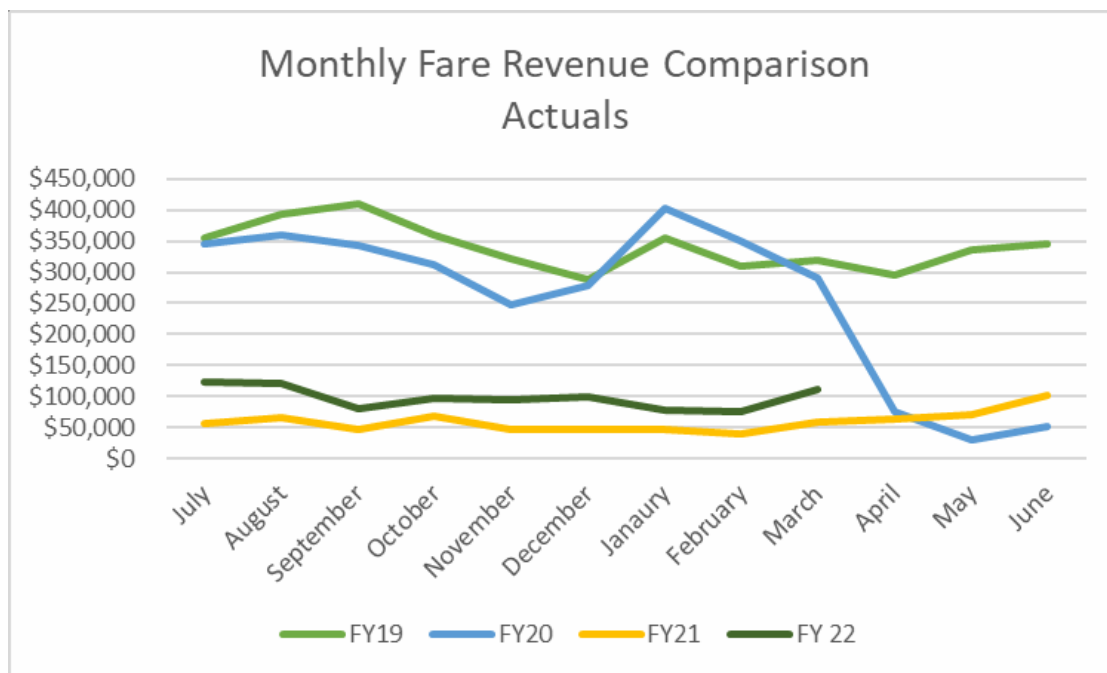


Note: Sales Taxes are recorded when received not when earned.

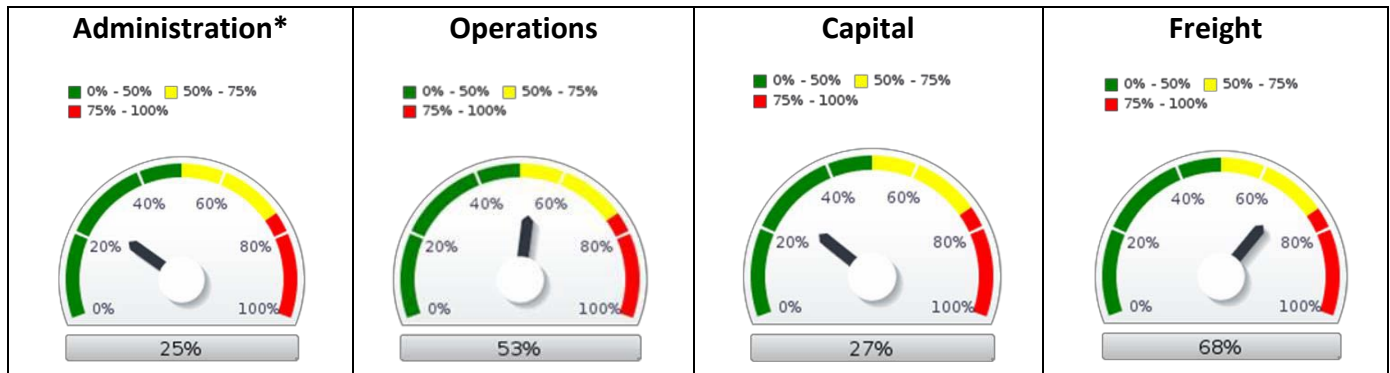
Fiscal Year 2019-2022 Fare Revenue Comparison



Fiscal Year 2019-2022 Monthly Fare Revenue Comparison



EXPENDITURES



*Gauge doesn't include principal debt service payment

	FY 2021-22 Approved Budget	Actual	Amount Over/ Under Budget
Expenditures			
Administration			
Salaries & Benefits	\$ 5,924,313	\$ 3,519,688	\$ 2,404,625
Services & Supplies	\$ 10,253,016	\$ 4,066,709	\$ 6,186,307
Debt Service	\$ 14,936,756	\$ 14,391,916	\$ 544,840
Machinery & Equipment	\$ 390,600	\$ 56,981	\$ 333,619
Administration Subtotal	\$ 31,504,685	\$ 22,035,294	\$ 9,469,391
Operations			
Salaries & Benefits	\$ 16,287,214	\$ 10,066,385	\$ 6,220,829
Services & Supplies	\$ 6,929,110	\$ 3,089,249	\$ 3,839,861
Buildings & Capital Improvements	\$ 2,566,940	\$ 728,707	\$ 1,838,233
Operations Subtotal	\$ 25,783,264	\$ 13,884,341	\$ 11,898,923
Capital			
Salaries & Benefits	\$ 1,482,430	\$ 996,559	\$ 485,871
Services & Supplies	\$ 815,185	\$ 256,945	\$ 558,240
Other Charges	\$ 30,000	\$ 26,553	\$ 3,447
Machinery & Equipment	\$ 2,377,804	\$ 1,168,132	\$ 1,209,672
Infrastructure	\$ 6,407,407	\$ 372,369	\$ 6,035,038
Capital Subtotal	\$ 11,112,826	\$ 2,820,558	\$ 8,292,268
Freight	\$ 6,290,873	\$ 4,071,306	\$ 2,219,567
Total All Expenditures	\$ 74,691,648	\$ 42,811,499	\$ 31,880,149

CAPITAL PROJECTS

Capital Project Report						
		Total Project Budget	Expended in Prior Fiscal Years	Budgeted in FY 22 (Includes Amended Budget)	Remaining to be Budgeted in Future Years	Project Status
Additional Railcar Purchase		\$ 11,000,000	\$ 9,900,000	\$ 1,100,000	\$ -	All milestone payments complete
Windsor Extension		\$ 65,000,000	\$ 24,408,475	\$ -	\$ 40,591,525	Funds on hold, pending MTC lawsuit on RM3 funding. Awaiting Supreme Court decision
Sonoma County Pathway Connector Project - Design & Construction		\$ 15,781,499	\$ 1,560,454	\$ 1,613,827	\$ 12,607,218	In design & permitting
- Southpoint to Main (2.9 miles)						
- Golf Course to Bellevue (2.8 miles)						
Marin & Sonoma Pathway Design & Permitting		\$ 10,752,215	\$ -	\$ 3,641,412	\$ 7,110,803	The design consultant work has been divided into two Request for Proposals (RFPs). The Phase I was awarded in February and Phase II was awarded in March, consultants have begun work.
RFP Phase I Locations:						
- McInnis Parkway at Bridgewater Drive to Smith Ranch Road (0.74 miles)		\$ 490,078	\$ -	\$ 118,533	\$ 371,545	
- Main Street to East Railroad Ave. (1.48 miles)						
- Joe Rodota Trail to 3rd Street (0.06 miles)						
- Santa Rosa Downtown Station to 6th Street (0.04 miles)						
- Guerneville Road to West Steele Lane (0.32 miles)						
- West Steel Lane to San Miguel Road (1.2 miles)						
- San Miguel Blvd. to Airport Blvd. (3.1 miles)						
Payran to Lakeville Pathway - Design & Construction		\$ 1,085,806	\$ -	\$ -	\$ 1,085,806	Pending grant execution & securing environmental permits
Black Point Bridge - Fender & Structural Repair		\$ 725,000	\$ 49,865	\$ 100,484	\$ 574,651	Freight Project - Awaiting environmental construction permits
Basalt Creek Timber Bridge Replacement		\$ 568,257	\$ -	\$ 136,104	\$ 432,153	In design
San Antonio Tributary Timber Trestle Replacement		\$ 1,129,110	\$ 1,583	\$ 179,340	\$ 948,187	In design
McDowell Blvd. Crossing Reconstruction - Design & FY21 Const.		\$ 1,150,000	\$ -	\$ 150,000	\$ 1,000,000	In design

INVESTMENTS

Investments are guided by the SMART investment policy adopted each year with the budget. The policy outlines the guidelines and practices to be used in effectively managing SMART's available cash and investment portfolio. District funds that are not required for immediate cash requirements are to be invested in compliance with the California Code Section 53600, et seq.

SMART uses the Bank of Marin for day-to-day cash requirements and for longer term investments the Sonoma County Treasury Pool is used. This chart reflects a point in time verses a projection of future fund availability.

<u>Cash On Hand</u>	
Bank of Marin	\$ 25,887,991
Sonoma County Investment Pool *	\$ 67,086,679
Total Cash on Hand	\$ 92,974,670
<u>Reserves</u>	
Self-Insured	\$ 2,370,675
OPEB/ CalPERS	\$ 3,574,676
Operating Reserve	\$ 10,000,000
Capital Sinking Fund	\$ 7,625,000
Corridor Completion	\$ 7,000,000
Total Reserves	\$ 30,570,351
Cash Balance	\$ 62,404,319
Less: Current Encumbrances	\$ 6,051,836
Balance	\$ 56,352,483
Less: Estimated FY22 Year-end Fund Balance	\$ 37,393,310
Remaining Balance	\$ 18,959,173
* Does not include funds held by the trustee for debt service	



Contract Summary

Active Contracts as of April 1, 2022

PASSENGER RAIL

Contractor	Scope	Fiscal Year 21/22 Projected	Fiscal Year 21/22 Actuals-To-Date
A.J. Janitorial Service	Janitorial Services for all Stations, Roblar, ROC, and Fulton	\$104,000.00	\$75,060.00
Ai-Media, Inc.	As Needed Live Captioning Services for Public Meetings	\$15,000.00	\$2,160.00
Air Technology West	Maintenance and On-Call Repair for Air Compressors	\$4,800.00	\$3,154.00
Alcohol & Drug Testing Services, LLC	DOT Drug and Alcohol Testing	\$36,000.00	\$19,103.00
All Purpose Safety Training Solutions	"Train the Trainer" Training Services	\$6,585.00	\$0.00
Allen, Glaessner, Hazelwood LLP	Legal Services for Litigation and Rail Transit Issues	\$91,782.00	\$21,771.00
Alliant Insurance Services	Insurance Brokerage and Risk Management Services	\$70,000.00	\$0.00
American Integrated Services, INC.	On-Call Biohazard Remediation Services	\$50,000.00	\$0.00
American Rail Engineers Corporation	Railroad Bridge Engineering, Inspection, & Design	\$89,640.00	\$35,767.00
Asbury Environmental Services (AES)	Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment	\$18,600.00	\$8,262.00
Atlas Copco Compressors, LLC	Air Compressor Maintenance Services	\$3,000.00	\$0.00
Barbier Security Group	Security Patrol Services along Right-of-Way	\$67,000.00	\$0.00
Barnes & Company, LLC	Consulting Services for SMART Toy Drive Events	\$15,000.00	\$15,000.00
Bay Area Traffic Solutions	Flagging Support for MOW	\$13,000.00	\$8,950.00
BBM Railway Equipment, LLC	Wheel Press Machine - Furnish, Install, Configure, Test, Commission, and Train SMART Staff	\$748,390.00	\$198,306.00
Becoming Independent	Emergency Bus Bridge Services	\$37,000.00	\$10,900.00
Bettin Investigations	Public Safety and Emergency Training Consultation Services	\$5,000.00	\$188.00
BKF Engineers Inc.	Design and Engineering Services for MUP Segments in Sonoma and Marin Counties	\$1,312,359.00	\$0.00
Bright Star Security, Inc.	Security Patrol Services at SMART's Cal Park Tunnel	\$5,220.00	\$5,220.00
Bright Star Security, Inc.	Security Patrol at SMART's Cal Park Tunnel	\$5,490.00	\$1,830.00
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$100,000.00	\$0.00
Business Training Library, LLC	Cloud-Based Learning Courses	\$14,000.00	\$12,799.00
Cinquini & Passarino, Inc.	Right-of-Way Land Surveying and Related Services	\$22,728.00	\$9,276.00
Civic Edge Consulting	Social Media Outreach Strategy Consulting	\$138,788.00	\$105,333.00
DeAngelo Contracting Services, LLC	Assignment of OP-SV-21-006 Vegetation Control Services	\$35,000.00	\$29,750.00
Dikita Enterprises, Inc	NTD Compliant Passenger Counting Services	\$43,537.00	\$8,333.00
Doug Williams	Fire and Life Safety Consultant	\$5,000.00	\$990.00
Dr. Lance O'Connor	Occupational Health Screening Services	\$3,000.00	\$420.00
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$25,000.00	\$17,845.00
Eide Bailly LLP	Financial Audit Services	\$15,045.00	\$0.00
eLock Technologies, LLC	Station Bike Lockers and Maintenance Services	\$13,130.00	\$8,348.00
Empire Cleaners	Operations Uniform Dry Cleaning, Laundering, and Related Services	\$50,000.00	\$7,949.00
Environmental Logistics, INC.	On-Call Biohazard Remediation Services	\$150,000.00	\$0.00
Gary D. Nelson Associates, Inc.	Temporary Staffing and Placement Services	\$50,000.00	\$21,119.00
George Hills Company, Inc.	Third Party Claims Administration Services	\$45,000.00	\$2,311.00
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis	\$120,000.00	\$2,644.00
GHD, Inc.	3 Segments MUP Petaluma - Penngrove - Rohnert Park	\$428,323.00	\$344,272.00
Golden Five, LLC	Microsoft 365 Consulting Services	\$31,600.00	\$7,650.00
GP Crane & Hoist Services	Cal/OSHA Inspection Services	\$5,000.00	\$3,520.00
Granicus, Inc.	Media Streaming and Internet Broadcasting Services	\$11,665.00	\$11,665.00
Hanford A.R.C.	Implementation and Monitoring Las Gallinas Creek Riparian Enhancement Plan	\$33,830.00	\$21,999.00
Hanford A.R.C.	Implementation and Monitoring, San Rafael Creek Riparian Enhancement Project	\$175,000.00	\$76,731.00
Hanson Bridgett LLP	Legal Services	\$150,000.00	\$26,109.00
HCI Systems, Inc.	Fire Equipment Inspection and Certification	\$14,500.00	\$1,140.00
Heavy Equipment Transportation, Inc.	Transportation of Heavy Equipment	\$7,330.00	\$0.00
Holland Company	Track Geometry and Measurement Services	\$24,000.00	\$24,000.00

Contractor	Scope	Fiscal Year 21/22 Projected	Fiscal Year 21/22 Actuals-To-Date
Hunt and Sons, Inc.	Bulk Delivery of Motor Oil (15W40)	\$12,000.00	\$0.00
Innovative Business Solutions	Payroll processing services	\$35,400.00	\$21,069.00
Integrative Security Controls, Inc.	CCTV Maintenance and Support	\$30,000.00	\$3,539.00
Intelligent Technology Solutions, LLC	Maximo SaaS Development, Implementation, and Related Services	\$260,143.00	\$141,771.00
JMA Civil, Inc.	On-Call Civil & Rail Engineering Design Services	\$144,663.00	\$51,486.00
Joanne Roessler	On-Call Graphic Design Services	\$10,000.00	\$0.00
Judy D. James	Public Affairs and Dispute Resolution Consultation Services	\$4,500.00	\$1,838.00
Kimberly Dow	On-Call Graphic Design Services	\$8,000.00	\$627.00
KL2 Connects	GM Recruitment Services	\$37,200.00	\$33,750.00
Kristie Doughty-Oxford	Design, Implementation, and Troubleshooting for New Access Contract Database	\$5,000.00	\$0.00
LC Disability Consulting	Disability Access Consulting	\$20,000.00	\$2,300.00
Leete Generators	Generator Maintenance	\$2,609.00	\$2,609.00
Leete Generators	Generator Inspection and Maintenance Services	\$3,000.00	\$0.00
Masabi LLC	SMART Mobile Ticketing Pilot Project	\$57,600.00	\$33,250.00
MaxAccel	Compliance Management Software Design/Implementation/Asset Management	\$20,000.00	\$12,928.00
Maze & Associates	Financial Audit Services	\$43,646.00	\$31,333.00
MGrodner, LLC	Project Management Services	\$25,000.00	\$0.00
Mike Brown Electric Co.	On-Call Electrical Maintenance	\$25,000.00	\$0.00
Mike Brown Electric Co.	Remove and Replace In-Pavement Vehicle Detection Loop	\$15,000.00	\$15,000.00
Militus, Inc.	Cybersecurity Assessment Services	\$40,000.00	\$40,000.00
Milton R. Davis dba Davis Sign Co, Inc.	Printing, Installation, and Removal of Holiday Express Window Clings on SMART's DMU for Toy Dri	\$1,167.00	\$1,172.00
Mission Linen Supply	Employee Uniform Services	\$36,000.00	\$20,736.00
Modern Railway Systems, Inc.	Monitoring and Maintenance SMART's Communications Network and TDX System	\$155,132.00	\$112,426.00
MuniServices, LLC	Sales Tax Recovery Services	\$45,710.00	\$16,631.00
Murphy, Campbell, Alliston & Quinn	Legal Services for Rail Transit Matters	\$100,000.00	\$10,722.00
Netspeed Solutions, Inc.	SMART Phone System Maintenance	\$19,000.00	\$11,867.00
Netwoven Inc.	SharePoint Maintenance, Support, Implementation, and Related Services	\$29,350.00	\$27,702.00
Nextdoor Inc.	Use of Nextdoor Platform for Community Notifications	\$19,447.00	\$11,344.00
North Bay Petroleum	Provision of Fuel for DMUs	\$1,100,000.00	\$556,913.00
North Bay SAP Services	Substance Abuse Professional Services	\$2,600.00	\$0.00
Nossaman LLP	Litigation, Rail Transit Issues, and other related legal services	\$246,481.00	\$202,471.00
Occupational Health Centers of CA	Pre-Employment Evaluation Services	\$20,000.00	\$9,340.00
Oil Stop, LLC	Automotive Repair and Service	\$3,000.00	\$0.00
Oracle	Fusion ERP System	\$60,000.00	\$25,049.00
Pamco Machine Works, Inc.	Railroad Wheel Pressing Services	\$115,770.00	\$115,770.00
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$20,000.00	\$10,150.00
Peterson Mechanical, Inc.	HVAC Maintenance Services	\$22,000.00	\$0.00
PFM Financial Advisors, LLC	As-Needed Financial Consultant Services	\$10,000.00	\$0.00
PFM Financial Advisors, LLC	Financial Advisory Services	\$30,000.00	\$0.00
Portola Systems, Inc.	SMART Station Network Maintenance and Configuration Services	\$250,000.00	\$192,587.00
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$38,000.00	\$13,340.00
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$4,952.00	\$4,952.00
Public Financial Mangement, Inc.	Arbitrage Rebate Compliance Services	\$2,000.00	\$2,000.00
RailWorks Track Services, Inc.	Track Maintenance Services	\$143,323.00	\$143,323.00
San Rafael Chamber of Commerce	Marin County Communications Consulting	\$75,000.00	\$37,500.00
Santa Rosa Fire Equipment Service, Inc.	SMART Fire Equipment Maintenance	\$10,000.00	\$0.00
SEFAC USA	Portable Lifting Jack Inspection and Certification Services	\$8,000.00	\$0.00

Contractor	Scope	Fiscal Year 21/22 Projected	Fiscal Year 21/22 Actuals-To-Date
Sherwood Electromotion, Inc.	Overhaul Services for SMART's Permanent Magnet Alternators	\$40,000.00	\$0.00
Sierra-Cedar, LLC	Oracle Enterprise Resources Planning Software	\$75,000.00	\$8,445.00
Sonoma County Fleet Operation Division	Non-Revenue Fleet Maintenance Services	\$23,000.00	\$6,235.00
Sperry Rail Service	Rail Flaw Detection Services	\$13,500.00	\$0.00
SPTJ Consulting	Network Infrastructure, Security, Migration and Setup Services	\$329,400.00	\$90,045.00
Stantec Consulting Services, Inc.	Environmental Permit Management and Construction Compliance Monitoring	\$20,000.00	\$0.00
Stericycle, Inc.	Medical Waste Pick-Up and Disposal Services	\$2,000.00	\$0.00
Sue Evans	Title Investigation Support Services	\$20,000.00	\$10,953.00
Sumitomo Corporation	Manufacture & Delivery of Rail Vehicles	\$1,100,000.00	\$1,100,000.00
Summit Signal, Inc.	Emergency Call-Out Services for Track and Signals	\$56,905.00	\$46,905.00
Survival CPR & First Aid, LLC	First Aid and CPR Training, AED Compliance Program	\$7,500.00	\$6,700.00
Swiftly, Inc.	AVL Mobile Application and Website Interface	\$8,400.00	\$8,400.00
Traliant, LLC	Online Training Program	\$2,222.00	\$373.00
Transportation Analytics	Transit Financial Modeling, Benchmarking, Performance Metrics, Benefit-Cost Analysis, and Strategic	\$11,100.00	\$0.00
Trillium Solutions, Inc.	Transit Feed Mapping Software	\$2,300.00	\$2,300.00
United Mechanical Incorporated	HVAC Service, Maintenance and Related Services	\$2,000.00	\$1,622.00
UTCRA, LLC	Wheel Pressing Services	\$50,000.00	\$0.00
Van Scoyoc Associates	Federal Lobbying Services	\$30,000.00	\$30,000.00
Van Scoyoc Associates	Federal Lobbying Services	\$30,000.00	\$5,000.00
VenTek Transit Inc.	Fare Vending Machine Operations and Maintenance Services	\$262,176.00	\$121,551.00
VenTek Transit Inc.	Clipper Card Vending Machine Contract Assigned to SMART	\$77,138.00	\$0.00
Vista Broadband Networks, Inc.	Broadband Services	\$9,000.00	\$0.00
W.J.C. Electric, Inc. dba Hahn Automotive	Non-Revenue Vehicle Repair and Service	\$20,000.00	\$7,725.00
West Coast Arborists, Inc.	Tree Trimming and Tree Removal Services	\$30,000.00	\$19,450.00
WRA Environmental Consultants	Environmental Permitting, Management, & Support Services	\$216,328.00	\$69,649.00
Zoon Engineering	Right-of-Way Feasibility Study - San Rafael	\$30,000.00	\$26,553.00
	TOTALS:	\$10,243,004.00	\$4,629,275.00

FREIGHT

American Rail Engineers Corporation	Railroad Bridge Engineering, Inspection, & Design - Black Point Bridge	\$30,000.00	\$2,905.00
GATX Rail Locomotive Group, LLC	Freight Locomotive Lease Agreement	\$12,000.00	\$3,041.00
Hogan Lovells LLP	Legal Services - Freight and Passenger Rail Sector	\$25,000.00	\$3,040.00
Holland Company	Track Geometry and Measurement Services	\$4,125.00	\$4,125.00
Hue & Cry, Inc.	Security System at Schellville Depot	\$750.00	\$0.00
Northwestern Pacific Railroad Company	Invoicing, Revenue Receiving, and Training for Freight	\$7,800.00	\$0.00
Project Finance Advisory Limited	Freight Service Option Analysis	\$4,718.00	\$4,718.00
Freight Rail Tracking Software Vendor	Freight Rail Tracking Software	\$10,000.00	\$0.00
Summit Signal, Inc.	Interim Freight Rail Operation and Maintenance Services	\$395,635.00	\$22,404.00
WRA Environmental Consultants	Environmental Permitting, Management, & Support Services - Black Point Bridge	\$9,472.00	\$8,001.00
	TOTALS:	\$499,500.00	\$48,234.00

Actuals-To-Date includes invoices that have been approved as of March 31, 2022, but may not have been processed in SMART's Financial System.



May 4, 2022

David Rabbitt, Chair
Sonoma County Board of Supervisors

Barbara Pahre, Vice Chair
Golden Gate Bridge,
Highway/Transportation District

Judy Arnold
Marin County Board of Supervisors

Melanie Bagby
Sonoma County Mayors' and
Councilmembers Association

Kate Colin
Transportation Authority of Marin

Damon Connolly
Marin County Board of Supervisors

Chris Coursey
Sonoma County Board of Supervisors

Debora Fudge
Sonoma County Mayors' and
Councilmembers Association

Patty Garbarino
Golden Gate Bridge,
Highway/Transportation District

Dan Hillmer
Marin County Council of Mayors and
Councilmembers

Eric Lucan
Transportation Authority of Marin

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

Eddy Cumins
General Manager

5401 Old Redwood Highway
Suite 200
Petaluma, CA 94954
Phone: 707-794-3330
Fax: 707-794-3037
www.sonomamarintrain.org

Sonoma-Marin Area Rail Transit Board of Directors
5401 Old Redwood Highway, Suite 200
Petaluma, CA 94954

SUBJECT: Authorize the General Manager to execute Contract Amendment No. 4 to Professional Services Contract with American Rail Engineers Corporation

Dear Board Members:

RECOMMENDATION:

Authorize the General Manager to execute Contract Amendment No. 4 to Professional Service Contract No. CV-PS-18-003 with American Rail Engineers Corporation in an amount of \$75,000 for professional engineering support for bridge design services for a total not-to-exceed amount of \$285,000.

SUMMARY:

American Rail Engineers Corporation (ARE) provides professional engineering services, consisting of bridge inspection, load rating, design, recommendations and serves as SMART's Bridge Engineer.

SMART took over the maintenance of the Brazos Branch between Novato and American Canyon from the NWPCo, the freight contract operator for the North Coast Railroad Authority (NCRA) earlier this year. SMART Staff has assessed the condition of the timber railroad bridges and determined that several bridges need repair work. SMART staff would like to utilize the expertise of the SMART bridge engineering consultant ARE to prepare construction documents for the timber bridge repairs. ARE has extensive experience with the design, inspection, and evaluation, of timber railroad bridges. Amendment No. 4 provides funding to prepare construction documents to repair timber bridges on the Brazos Branch.

Staff recommends authorizing the General Manager to execute Amendment No. 4 to Professional Service Contract No. CV-PS-18-003 with American Rail Engineers Corporation in an amount of \$75,000 for professional engineering support to design and prepare timber bridge repair construction documents for a total not-to-exceed amount of \$285,000.

FISCAL IMPACT: Funding for this work was included in the FY22 Freight Budget Amendment that was approved at the April 20, 2022, Board Meeting.

REVIEWED BY: [X] Finance /s/ [X] Counsel /s/

Very truly yours,

/s/
Bill Gamlen, P.E.
Chief Engineer

Attachment(s): American Rail Engineers Corporation Contract Amendment No. 4

**FOURTH AMENDMENT TO THE AGREEMENT FOR CONSULTANT SERVICES
BETWEEN AMERICAN RAIL ENGINEERS CORPORATION
AND SONOMA-MARIN AREA RAIL TRANSIT DISTRICT**

This Fourth Amendment dated as of May 4, 2022 (the “Fourth Amendment”), to the Agreement for Consultant Services by and between American Rail Engineers Corporation (hereinafter “Consultant”) and the Sonoma-Marín Area Rail Transit District (hereinafter “SMART”), dated as of September 21, 2018 (the “Original Agreement,” as amended and supplemented by the First Amendment, Second Amendment, Third Amendment and now this Fourth Amendment, the “Agreement”).

RECITALS

WHEREAS, SMART and Consultant entered into the Original Agreement to employ the services of Consultant for railroad bridge inspection, bridge engineering and design, and related services; and

WHEREAS, SMART and Consultant previously amended the Agreement to increase the not-to-exceed amount and extend the term of the Agreement utilizing the optional years available in the Agreement; and

WHEREAS, SMART desires to amend the Agreement to increase the not-to-exceed amount of the Agreement by \$75,000 for a total not-to-exceed amount of \$285,000.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. **“ARTICLE 5. PAYMENT.** Section 5.02 is amended as follows:

Section 5.02 Consultant shall be paid on a time and expense basis in accordance with **Exhibit B**; provided, however, that total payments to Consultant shall not exceed \$285,000, without the prior written approval of SMART. Consultant shall submit its invoices in arrears on a monthly basis in a form approved by the Chief Financial Officer. The invoices shall show or include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. All reimbursable expenses must comply with SMART’s Travel Guidelines and must receive prior approval. Consultant’s reimbursement for materials/expenses shall not include items already included in Consultant’s overhead as may be billed as a part of its labor rates set forth in **Exhibit B, Addendum 1**. SMART does not reimburse Consultant for travel time.

2. Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement, together with all supplements, amendments and exhibits thereto is, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of the Agreement.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Fourth Amendment as of the date first set forth above.

**SONOMA-MARIN AREA RAIL TRANSIT
DISTRICT**

Dated: _____

By _____
Eddy Cumins, General Manager

**AMERICAN RAIL ENGINEERS
CORPORATION**

Dated: _____

By _____
Angelique Lucero

APPROVED AS TO FORM:

Dated: _____

By _____
District Counsel



David Rabbitt, Chair
Sonoma County Board of Supervisors

Barbara Pahre, Vice Chair
Golden Gate Bridge,
Highway/Transportation District

Judy Arnold
Marin County Board of Supervisors

Melanie Bagby
Sonoma County Mayors' and
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Transportation Authority of Marin

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Dan Hillmer
Marin County Council of Mayors and
Councilmembers

Eric Lucan
Transportation Authority of Marin

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

Farhad Mansourian
General Manager

5401 Old Redwood Highway
Suite 200
Petaluma, CA 94954
Phone: 707-794-3330
Fax: 707-794-3037
www.sonomamarintrain.org

May 4, 2022

Sonoma-Marin Area Rail Transit Board of Directors
5401 Old Redwood Highway, Suite 200
Santa Rosa, CA 94954

SUBJECT: Approve a Resolution Authorizing the General Manager to Execute Contract Amendment No. 6 to Contract No. CV-PS-19-001 with GHD, Inc. in an amount of \$98,090 for a total not to exceed contract amount of \$1,523,233

Dear Board Members:

RECOMMENDATION:

Approve Resolution 2022-18 authorizing the General Manager to execute Contract Amendment No. 6 to Contract No. CV-PS-19-001 for Engineering Design & Support Services - Petaluma, Penngrove, and Santa Rosa Various Non-Motorized Pathway Segments with GHD, for an amount of \$98,090, thereby increasing the overall total contract amount to \$1,523,233 and extends the term of the contract to December 31, 2022.

SUMMARY:

GHD, Inc. was awarded Contract No. CV-PS-19-001 to prepare construction documents for three sections of Non-Motorized Pathway (NMP) in Sonoma County starting from Lakeville Street to Payran Street in Petaluma, Southpoint Blvd to Main Street in Penngrove, and Golf Course Drive to Bellevue Avenue in Santa Rosa.

The Contract scope of work includes preparing regulatory environmental construction permit applications for such agencies as the California Department of Fish and Wildlife, the California Regional Water Quality Control Board, and the United States Army Corps of Engineers. As part of preparing the permit applications, it has become necessary to develop detailed mitigation plans to offset temporary and permanent project impacts as well as preparing multiple iterations of pathway alignments to minimize wetland impacts.

Contract Amendment No. 6 provides additional budget for the unanticipated work associated with preparing and assisting in securing regulatory construction permits. The negotiation between SMART and GHD, Inc. resulted in an agreed upon fair amount of \$98,090 for the additional work.

Staff recommends approving Resolution No. 2022-18 authorizing the General Manager to execute Amendment No. 6 to Contract No. CV-PS-19-001 for Engineering Design & Support Services - Petaluma, Penngrove, and Santa Rosa Various Non-Motorized Pathway Segments with GHD, Inc. for unanticipated additional work to secure environmental construction permits and to develop mitigation plans for an amount of \$98,090, thereby increasing the overall total contract amount to \$1,523,233 and extending the term of the contract to December 31, 2022.

FISCAL IMPACT: This additional scope will be funded by contingency.

REVIEWED BY: [x] Finance /s/ [x] Counsel /s/

Very truly yours,

/s/
Bill Gamlen, P.E.
Chief Engineer

Attachment(s): Resolution No. 2022-18

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT
APPROVING CONTRACT AMENDMENT NO. 6 TO CONTRACT NO. CV-PS-19-001 WITH GHD, INC. FOR
ENGINEERING DESIGN SERVICES**

WHEREAS, the Sonoma-Marín Area Rail Transit District (SMART) is developing segments of non-motorized pathway between 1) Lakeville Street to Payran Street in Petaluma; 2) Southpoint Blvd to Main Street in Penn Grove; and 3) Golf Course Drive to Bellevue Avenue in Santa Rosa; and

WHEREAS, the District entered into Contract No. CV-PS-19-001 with GHD, Inc. for professional engineering design services; and

WHEREAS, SMART and GHD previously amended the Agreement to add Task 8 for the optional Environmental and Permitting Support scope of work, to incorporate Task 11 EXTRA WORK I, to extend the term of the Agreement through June 30, 2022, to incorporate Task 12 EXTRA WORK II, and to ; incorporate Task 13 EXTRA WORK III; and

WHEREAS, additional unanticipated efforts are required to secure environmental construction permits consisting of pathway re-alignment and the development of environmental mitigation plans and SMART has negotiated a fair and equitable price with GHD to add this work to the Contract; and

WHEREAS, Amendment No. 6 to Contract No. CV-PS-19-001 to increase the contract budget for additional work to secure environmental construction permits; and

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF SMART HEREBY FINDS, DETERMINES, DECLARES, AND ORDERS AS FOLLOWS:

1. The forgoing Recitals are true and correct and are incorporated herein and form a part of this Resolution.
2. Authorize the General Manager to execute Amendment No. 6 to CV-PS-19-001 with GHD, Inc., for a total contract amount of \$1,523,233 and extend the term of the agreement through December 31, 2022.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 4th day of May 2022, by the following vote:

DIRECTORS:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

David Rabbitt, Chair, Board of Directors
Sonoma-Marín Area Rail Transit District

Leticia Rosas-Mendoza, Clerk of Board of Directors
Sonoma-Marín Area Rail Transit District

**SIXTH AMENDMENT TO THE AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT
AND GHD, INC.**

This Sixth Amendment dated as of May 4, 2022 (the “Sixth Amendment”), to the Agreement for Consultant Services by and between GHD, Inc. (hereinafter referred to as “CONSULTANT”) and the Sonoma-Marin Area Rail Transit District (hereinafter referred to as “SMART”), dated as of June 23, 2020 (the “Original Agreement,” as amended and supplemented by the First, Second, Third, Fourth, Fifth, and now this Sixth Amendment, the “Agreement”).

RECITALS

WHEREAS, CONSULTANT and SMART previously entered the Original Agreement on June 23, 2020 to provide design and engineering services to prepare construction documents for sections of Non-Motorized Pathway (NMP) in Sonoma County; and

WHEREAS, SMART and CONSULTANT previously entered into various Amendments to the Agreement between November 4, 2020 and November 17, 2021 to increase the not-to-exceed amount, amend the scope of services, and extend the term of the Agreement; and

WHEREAS, SMART desires to amend the Agreement to increase the not-to-exceed amount by \$98,090.00 for a total not-to-exceed amount of \$1,523,233 and extend the term of the agreement through December 31, 2022 to perform unanticipated additional work related to securing environmental construction permits and developing wetland mitigation plans; and

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. **“ARTICLE III SCOPE OF WORK”**. Article III “Scope of Work” is hereby amended to integrate the additional work required to finish securing the environmental construction permits and to further develop the detailed wetland mitigation plans.
2. **“ARTICLE IV PERFORMANCE PERIOD”**. Article IV, Section A is hereby removed and replaced with the following:

This AGREEMENT shall go into effect on June 18, 2020, contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY’S Contract Administrator. The AGREEMENT shall end on December 31, 2022, unless extended by AGREEMENT amendment.

3. **“ARTICLE V. ALLOWABLE COSTS AND PAYMENTS”**. Article V, Section E is hereby removed and replaced with the following:

- E. The total payment amount payable by LOCAL AGENCY shall not exceed \$1,523,233.
4. **“ATTACHMENT B – COST PROPOSAL”**. The Attachment B “Cost Proposal” included in this Amendment No. 6 is hereby added to the Agreement to incorporate the costs associated with performing the additional work identified in Attachment A – “Scope of Work”.
5. Except to the extent the Agreement is specifically amended or supplemented hereby, the Agreement, together with all supplements, amendments and exhibits thereto is, and shall continue to be, in full force and effect as originally executed, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of the Agreement.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Sixth Amendment as of the date first set forth above.

**SONOMA-MARIN AREA RAIL TRANSIT
DISTRICT**

Dated: _____

By _____
Eddy Cumins, General Manager

GHD, INC.

Dated: _____

By Bill Silva, Principal / VP

APPROVED AS TO FORM:

Dated: _____

By _____
District Counsel

ATTACHMENT A SCOPE OF WORK

The following scope of work shall augment the scope of work included in the Agreement and all subsequent Amendments.


Environmental Permitting

Consultant shall perform the following additional work to finalize the securing of the environmental construction permits:

- Consultant shall prepare multiple iterations of pathway alignments with the objective of further minimizing wetland impacts and the project footprint.
- Consultant shall create and develop detailed wetland mitigation plans to offset temporary and permanent project impacts.
- Consultant shall provide all draft documents to SMART for review and comment. SMART shall provide final approval before Consultant finalizes these documents.
- SMART and Consultant shall mutually agree in writing on the final deliverable schedule for the mitigation plans and design iterations.

ATTACHMENT B COST PROPOSAL

This Attachment B “Cost Proposal” includes all costs associated with the performance of the additional work included in this Amendment No. 6 and shall augment the Attachment B “Cost Proposal” included in the original Agreement and all subsequent amendments.

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;"> Labor + Overhead Rate \$ 280 \$ 225 \$ 205 \$ 190 \$ 250 \$ 195 </div> </div>										
<div style="display: flex; justify-content: space-between;"> <div></div> <div> Silva PD/QA QC Van Parys PM Tortora PE Daas Engr Lee TE Phelps Drafting </div> <div>Hours</div> <div>Cost</div> <div>Project Cost</div> </div>										
SMART Various NMPs										
Extra Work IV - Additional Environmental Permitting Services										
1	Project Management	2	4	0	0	0	0	6	\$ 1,460	\$ 1,460
	Project Management & Coordination	2	4						\$ 1,460	\$ 1,460
8	Environmental Studies Modification for Permitting	34	24	38	207	26	144	473	\$ 96,630	\$ 96,630
8.3	Design modifications to reduce wetland impacts	4	4	8	40				\$ 11,260	\$ 11,260
8.3	Wetland impact calculations and updated exhibits	6	2	6	48		56		\$ 23,400	\$ 23,400
8.3	Plan modifications	24	18	24	119	26	88		\$ 61,970	\$ 61,970
TOTAL HOURS		36	28	38	207	26	144	479	\$ 98,090	\$ 98,090
Other Expenses										
ODC1	None									
Total Other Expenses									\$ -	\$ -
TOTAL										\$ 98,090



May 4, 2022

David Rabbitt, Chair
Sonoma County Board of Supervisors

Barbara Pahre, Vice Chair
Golden Gate Bridge,
Highway/Transportation District

Judy Arnold
Marin County Board of Supervisors

Melanie Bagby
Sonoma County Mayors' and
Councilmembers Association

Kate Colin
Transportation Authority of Marin

Damon Connolly
Marin County Board of Supervisors

Chris Coursey
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Dan Hillmer
Marin County Council of Mayors and
Councilmembers

Eric Lucan
Transportation Authority of Marin

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

Eddy Cumins
General Manager

Sonoma- Marin Area Rail Transit Board of Directors
5401 Old Redwood Highway, Suite 200
Petaluma, CA 94954

SUBJECT: Annual Financial Audit

Dear Board Members:

SUMMARY:

Eide Bailly has been hired to conduct SMART's financial and single audit. As part of the audit, the auditor must communicate certain items including their responsibilities regarding the financial statement audit, the compliance audit, and the scope and timing of the audit. Nathan Edelman is the partner at Eide Bailly responsible for SMART's audit and will be briefing the Board.

Very Truly Yours,

/s/

Heather McKillop
Chief Financial Officer

Attachment(s): 1) Eide Bailly Letter to the SMART Governing Board
 2) Eide Bailly Power Point

5401 Old Redwood Highway
Suite 200
Petaluma, CA 94954
Phone: 707-794-3330
Fax: 707-794-3037
www.sonomamarintrain.org



April 21, 2022

To the Governing Board of the
Sonoma-Marín Area Rail Transit District
5401 Old Redwood Highway, Suite 200
Petaluma, CA 94954

This letter is provided in connection with our engagement to audit the financial statements and to audit compliance over major federal award programs of the Sonoma-Marín Area Rail Transit District (District) as of and for the year ended June 30, 2022. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit, the compliance audit, and the planned scope and timing of our audits, including significant risks we have identified.

Our Responsibilities

As stated in our engagement letter dated March 16, 2022, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), for the purpose of forming and expressing opinions on the financial statements and on major federal award program compliance. Our audits do not relieve you or management of your respective responsibilities.

Our responsibility as it relates to the schedule of expenditures of federal awards is to evaluate its presentation for the purpose of forming and expressing an opinion as to whether it is presented fairly in all material respects in relation to the financial statements as a whole.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditor's report thereon), included in the entity's annual report includes only the information identified in our report. We have no responsibility for determining whether the ACFR statistical or introductory sections are properly stated. We require that we receive the final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, or if that is not possible as soon as practicable and, in any case, prior to the entity's issuance of such information.

What inspires you, inspires us. | eidebailly.com

4040 Campbell Ave., Ste. 200 | Menlo Park, CA 94025-1053 | T 650.522.3400 | F 650.645.7393 | EOE

Planned Scope of the Audit

Our audits will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit procedures will also include determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or material noncompliance may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards* of the Comptroller General of the United States of America, the requirements of the Single Audit Act, as amended; and the provisions of the Uniform Guidance.

Our audits will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements, the risk of material noncompliance in the major federal award programs, and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion of the effectiveness of the entity's internal control over financial reporting. However, we will communicate to you at the conclusion of our audit, any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views related to qualitative aspects of the entity's significant accounting practices, include accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial report process.

Professional standards require us to design our audit to provide reasonable assurance that the financial statements are free of material misstatement whether caused by fraud or error. In designing our audit procedures, professional standards require us to evaluate the financial statements and assess the risk that a material misstatement could occur. Areas that are potentially more susceptible to misstatements, and thereby require special audit considerations, are designated as "significant risks". Although we are currently in the planning stage of our audit, we have identified the following significant risks during our audit to date that require special audit consideration.

Revenues, including sales tax and grant revenue.

We expect to begin our audit during April and issue our report on approximately early November 2022.

This information is intended solely for the information and use of Governing Board and Management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in black ink that reads "Erik Sully LLP". The signature is written in a cursive, flowing style.

Menlo Park, California



SONOMA-MARIN AREA RAIL TRANSIT DISTRICT

Auditor Planning Communication, Fiscal Year 2022

ABOUT EIDE BAILLY

EXPECT MORE

Eide Bailly is more than an accounting firm. We are an award-winning consulting, business advisory, and professional services firm with services spanning audit, tax, technology, cybersecurity, data analytics and more.

FOUNDED
IN 1917

OVER 40 OFFICES
IN 14 STATES

RANKED TOP 25 FIRM
IN THE NATION

5X NETSUITE
PARTNER OF THE YEAR

ORACLE NETSUITE

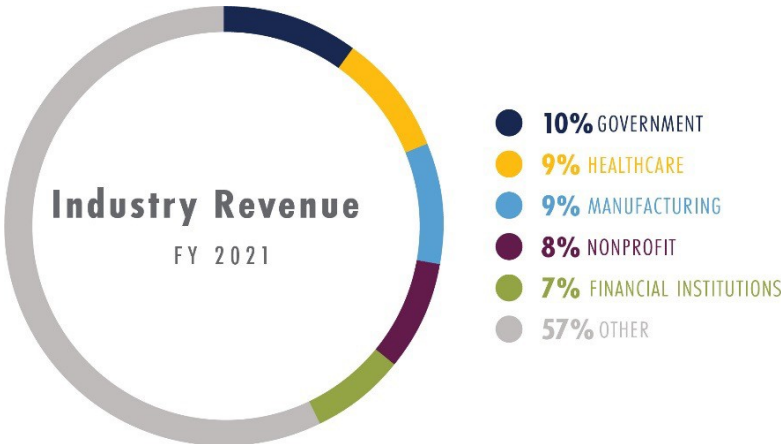
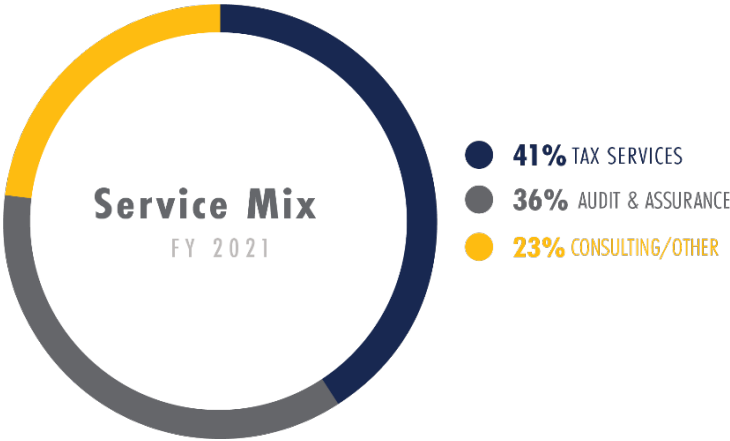
PARTNER OF THE YEAR
2020

NORTH AMERICA SOLUTION PROVIDER
PARTNER OF THE YEAR

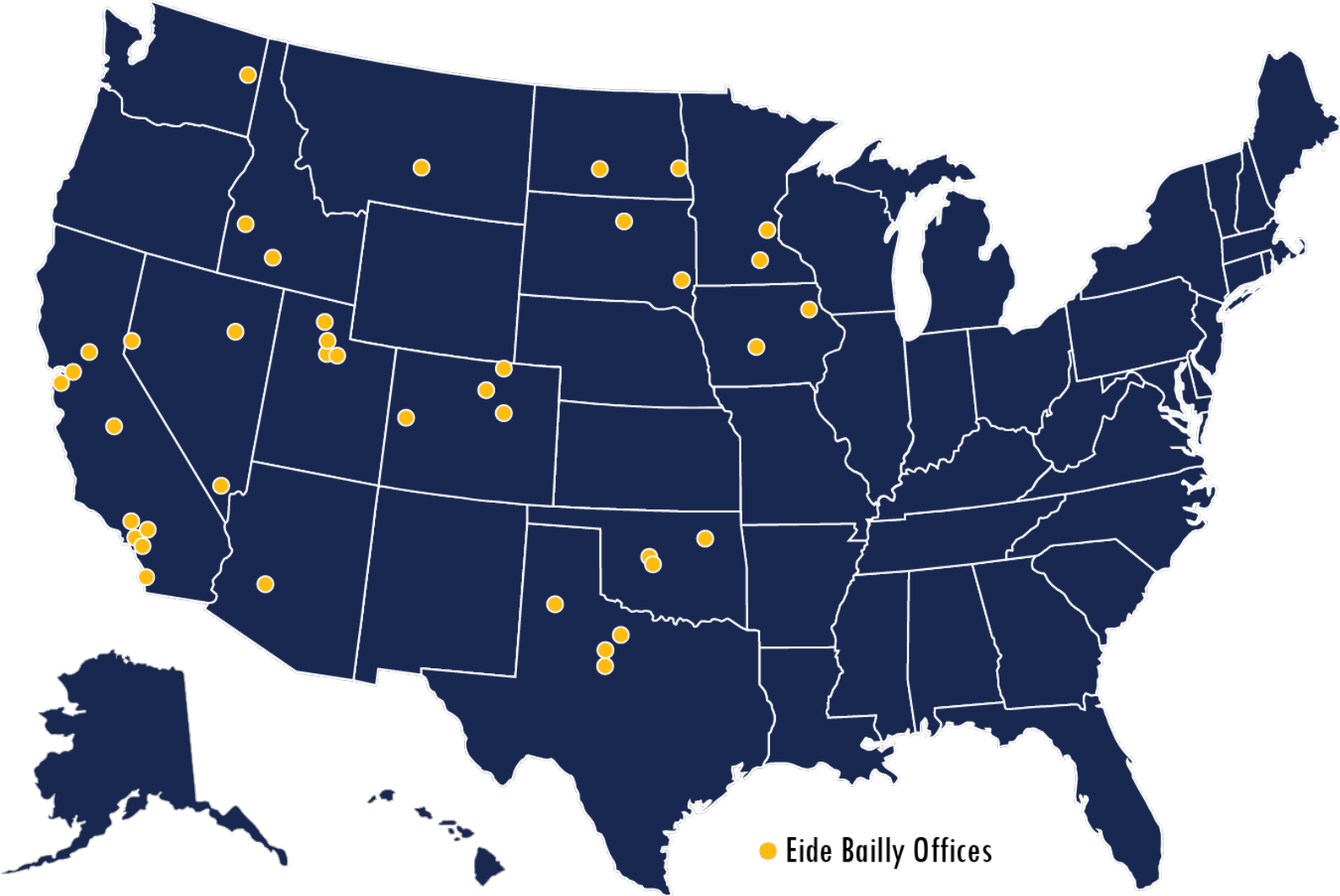
5-STAR SALESFORCE
CONSULTING PARTNER

salesforce

PARTNER
SINCE 2009



CLIENT EXPERIENCE



CLIENT EXPERIENCE



Nathan Edelman, CPA

Partner

Menlo Park, California

SCOPE OF THE AUDIT



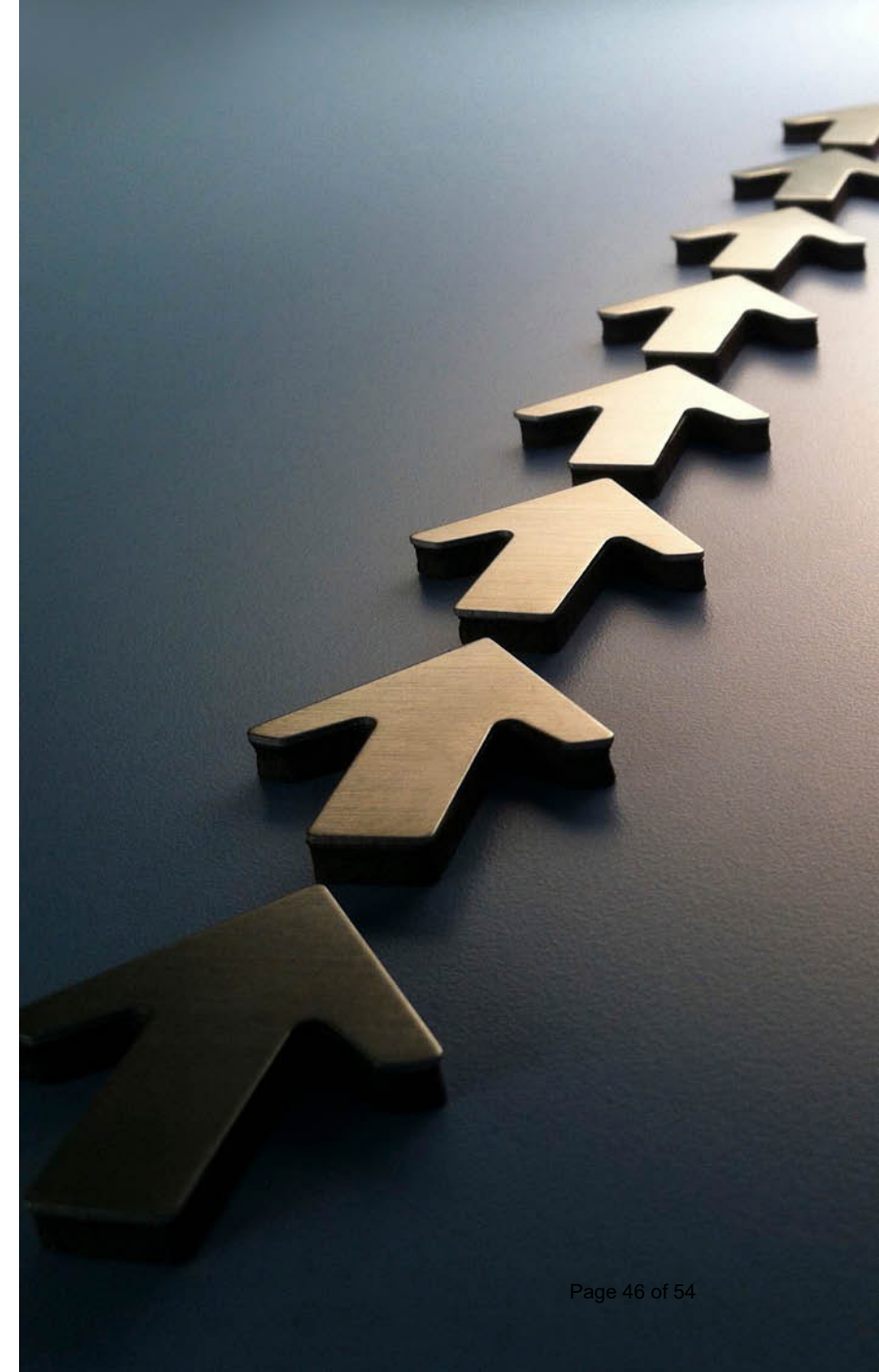
Auditor's responsibilities

Forming and expressing opinions based on the results of our audit of the **financial statements**, and audit of **compliance**.



Management's Responsibilities

Completeness and accuracy of the financial statements, maintenance of internal control over financial reporting, and compliance with laws and regulations.

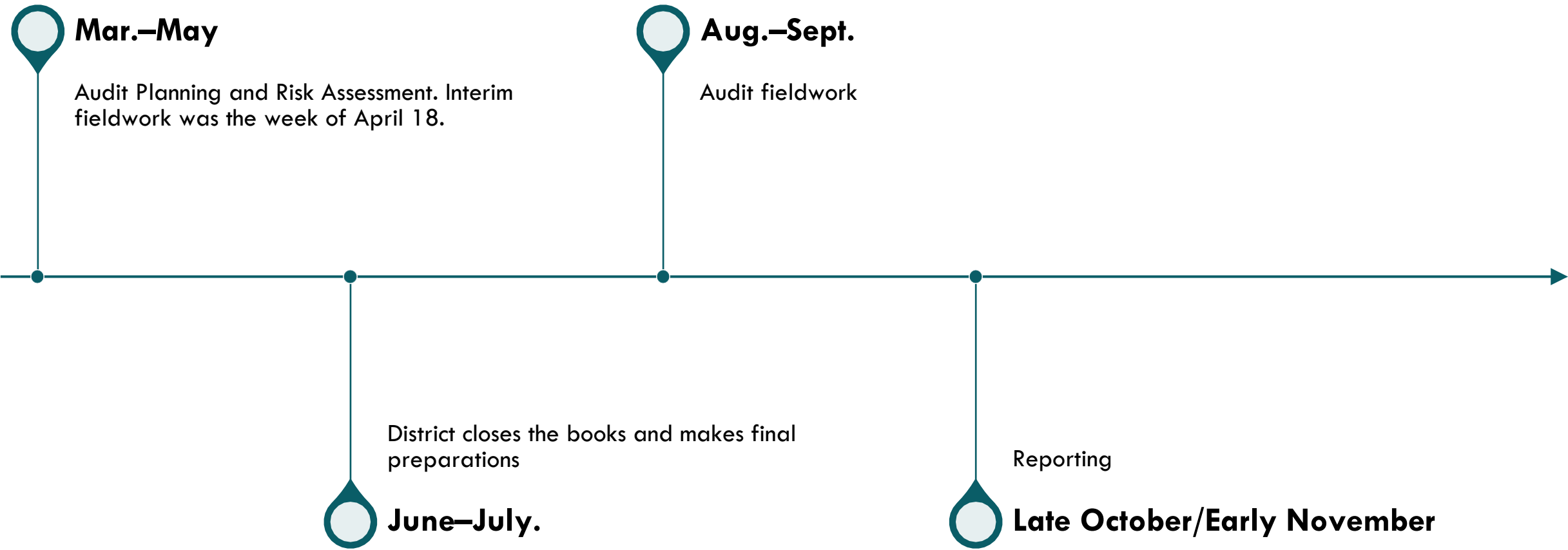


SCOPE OF THE AUDIT

- Audit of the financial statements
 - Do the financial statements comply with governmental accounting standards?
- Reporting on identified internal control deficiencies, if any
- Federal grant compliance, single audit



TIMING







CPAs & BUSINESS ADVISORS

Find us online:



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May 4, 2022

David Rabbitt, Chair
Sonoma County Board of Supervisors

Barbara Pahre, Vice Chair
Golden Gate Bridge,
Highway/Transportation District

Judy Arnold
Marin County Board of Supervisors

Melanie Bagby
Sonoma County Mayors' and
Councilmembers Association

Kate Colin
Transportation Authority of Marin

Damon Connolly
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Eddy Cumins
General Manager

5401 Old Redwood Highway
Suite 200
Petaluma, CA 94954
Phone: 707-794-3330
Fax: 707-794-3037
www.sonomamarintrain.org

Sonoma-Marin Area Rail Transit Board of Directors
5401 Old Redwood Highway, Suite 200
Petaluma, CA 94954

SUBJECT: Weekday Service Changes

Dear Board Members:

RECOMMENDATIONS: Information Item

SUMMARY:

SMART plans to add 10 weekday trips beginning Monday, June 13th bringing the weekday schedule trips and 36 trips.

Pre-COVID, SMART was running 38 trips per weekday and 10 trips on weekend days. SMART modified services in March 2020 due to the COVID-19 pandemic, with weekend service annulled and weekday service reduced by 22 trips, down to 16 trips per day. In May 2021, SMART added service to the weekday schedule with two new morning trips and three new afternoon trips, resulting in 26 weekday trips. Saturday service was also restored in May 2021, with 3 morning and 3 afternoon round trips, resulting in 12 trips per day. SMART is planning to restore Sunday service on Sunday, May 1, 2022.

As COVID restrictions have gradually lifted and some employees return to the workplace, SMART has restored the staffing levels needed to increase weekday service. The listening sessions and accompanying Ridership survey have provided public input that is helping guide the service planning decisions:

- 44% of respondents indicated their desired trip purpose is Commute, while 43% indicated recreation, showing a strong market for both types of trips.
- In response to the question "What is the single biggest obstacle to you riding the train?" the leading reason (50%) was "Train Schedule," indicating a high need to adjust and add trips.
- In response to the question "What additional service times should SMART prioritize?" all choices were popular, but the three most selected choices were: more frequent service on weekends, commute hours, and late evenings.
- In terms of transfer needs, riders chose Golden Gate Ferry (48%) and Golden Gate Bus (29%), which is consistent with the actual transfer data we see through Clipper.
- We received many comments on the need to improve transfer times to the Larkspur Ferry, Golden Gate buses, Petaluma Transit buses, and Sonoma County transit buses.

With these results, the comments from the listening sessions, board meeting comments, and the ongoing feedback received through our customer service department regarding rider needs, staff has developed a proposed weekday schedule that makes the following changes:

- Adding three round trips in the morning, leaving Sonoma County Airport at 4:39am, 6:38am and 7:42am
- Adding two round trips in the afternoon, leaving Sonoma County Airport at 2:53pm and 6:05pm
- Moving the entire northbound schedule back 2 minutes to account for San Rafael gate timing improvements
- Restoring the pre-COVID 4:30am train as a 4:39am to better connect with the 6:35am ferry
- Moving the 8:13pm NB departure to 8:06pm to improve the ferry transfer time
- Moving the 10:30am NB train to 10:47am to improve the ferry transfer time.

Staff did a comprehensive review of transfer times to key connecting services. With a single-track system, SMART scheduling is highly limited by the need to have the trains meet at the existing sidings. The resulting headway is 32 minutes, resulting in a non “clockface” schedule, where each train arrives 2 minutes later than the previous one. This pattern makes it challenging to have consistent transfer times with clockface schedules run by other agencies. Staff has worked within this limitation in reviewing transfer times to high ridership connections, including the Larkspur ferry, Golden Gate Transit Routes 132 (Financial District), 580 (East Bay), 150 and 101 (Civic Center), Marin Transit Route 22 (San Anselmo/College of Marin), Sonoma County Route 40 (Sonoma), and Amtrak Route 7. Working with SMART staff, Golden Gate Transit is adjusting the Route 132 schedule by 5 minutes to allow for more consistent transfer times. The proposed June 2022 SMART schedule focuses on the ferry transfer while maintaining or improving the existing bus transfers.

In addition to increasing service during the peak hours, the new schedule improves or creates the following connections:

- 6:00am Southbound Golden Gate Routes 130, 132
- 6:35am Southbound Larkspur Ferry
- 7:50am Northbound Larkspur ferry
- 8:00am Southbound Golden Gate Routes 130, 132, 580
- 8:45am Northbound Larkspur ferry
- 9:00am Southbound Golden Gate Routes 130
- 10:20am Northbound Larkspur ferry
- 4:15pm Southbound Golden Gate Route 101
- 4:25/30pm Northbound Golden Gate Routes 130, 132
- 4:35pm Southbound Larkspur ferry
- 7:30pm Eastbound Route 580
- 7:30pm Northbound Larkspur Golden Gate Ferry.

Working within the constraints of single tracking and connections to multiple operators, not all connections can be improved with this change. Some interagency connections will require the addition of future services by SMART or other operators, and others will require more coordination between the agencies. We will continue to iterate and improve on the schedule as the post-COVID market demand evolves.

The restoration of 10 weekday trips, on the heels of restoring Sunday service, will provide a much higher level of service to existing and potential SMART riders. More frequent headways reduce the risk and increase the convenience of taking public transit, and the investment in more frequent service is anticipated to boost ridership. The new 36-train schedule will provide a starting point for planning first-last mile improvements.

FISCAL IMPACT: None

REVIEWED BY: [x] Finance____/s/____ [x] Counsel____/s/____

Respectfully,

/s/
Emily Betts
Principal Planner

Attachment(s): DRAFT June 13, 2022 Schedule



DRAFT WEEKDAY SCHEDULE

SOUTHBOUND - Sonoma County Airport to Larkspur DIRECCION SUR - Sonoma County Airport to Larkspur

	New				New				New				New				New		
Sonoma County Airport	4:39	5:02	6:06	6:38	7:10	7:42	8:14	9:18	12:45	1:17	2:21	2:53	3:25	3:57	5:01	5:33	6:05	6:37	
Santa Rosa North	4:46	5:09	6:13	6:45	7:17	7:49	8:21	9:25	12:52	1:24	2:28	3:00	3:32	4:04	5:08	5:40	6:12	6:44	
Santa Rosa Downtown	4:50	5:13	6:17	6:49	7:21	7:53	8:25	9:29	12:56	1:28	2:32	3:04	3:36	4:08	5:12	5:44	6:16	6:48	
Rohnert Park	4:58	5:21	6:25	6:57	7:29	8:01	8:33	9:37	1:04	1:36	2:40	3:12	3:44	4:16	5:20	5:52	6:24	6:56	
Cotati	5:01	5:24	6:28	7:00	7:32	8:04	8:36	9:40	1:07	1:39	2:43	3:15	3:47	4:19	5:23	5:55	6:27	6:59	
Petaluma Downtown	5:16	5:39	6:43	7:15	7:47	8:19	8:51	9:55	1:22	1:54	2:58	3:30	4:02	4:34	5:38	6:10	6:42	7:14	
Novato San Marin	5:28	5:51	6:55	7:27	7:59	8:31	9:03	10:07	1:34	2:06	3:10	3:42	4:14	4:46	5:50	6:22	6:54	7:26	
Novato Downtown	5:31	5:54	6:58	7:30	8:02	8:34	9:06	10:10	1:37	2:09	3:13	3:45	4:17	4:49	5:53	6:25	6:57	7:29	
Novato Hamilton	5:39	6:02	7:06	7:38	8:10	8:42	9:14	10:18	1:45	2:17	3:21	3:53	4:25	4:57	6:01	6:33	7:05	7:37	
Marin Civic Center	5:45	6:08	7:12	7:44	8:16	8:48	9:20	10:24	1:51	2:23	3:27	3:59	4:31	5:03	6:07	6:39	7:11	7:43	
San Rafael	5:51	6:14	7:18	7:50	8:22	8:54	9:26	10:30	1:57	2:29	3:33	4:05	4:37	5:09	6:13	6:45	7:17	7:49	
Larkspur	5:58	6:21	7:25	7:57	8:29	9:01	9:33	10:37	2:04	2:36	3:40	4:12	4:44	5:16	6:20	6:52	7:24	7:56	
Larkspur Ferry Schedule Departure	6:35	6:35	8:00		8:55		10:00	12:30		3:05		4:35		6:10					

NOVATO DOWNTOWN Larkspur to Sonoma County Airport DIRECCION NORTE - Downtown Larkspur to Sonoma County Airport

	New				New				New				New				New		
Larkspur Ferry Schedule Arrival				7:50		8:45	9:25	10:20	1:50				4:25		6:00		7:30	7:30	
Larkspur	6:08	6:40	7:44	8:16	8:48	9:20	9:52	10:47	2:23	2:55	3:59	4:31	5:03	5:35	6:39	7:11	7:43	8:06	
San Rafael	6:16	6:48	7:52	8:24	8:56	9:28	10:00	10:55	2:31	3:03	4:07	4:39	5:11	5:43	6:47	7:19	7:51	8:14	
Marin Civic Center	6:21	6:53	7:57	8:29	9:01	9:33	10:05	11:00	2:36	3:08	4:12	4:44	5:16	5:48	6:52	7:24	7:56	8:19	
Novato Hamilton	6:28	7:00	8:04	8:36	9:08	9:40	10:12	11:07	2:43	3:15	4:19	4:51	5:23	5:55	6:59	7:31	8:03	8:26	
Novato San Marin	6:34	7:06	8:10	8:42	9:14	9:46	10:18	11:13	2:49	3:21	4:25	4:57	5:29	6:01	7:05	7:37	8:09	8:32	
Novato Downtown	6:37	7:09	8:13	8:45	9:17	9:49	10:21	11:16	2:52	3:24	4:28	5:00	5:32	6:04	7:08	7:40	8:12	8:35	
Petaluma Downtown	6:50	7:22	8:26	8:58	9:30	10:02	10:34	11:29	3:05	3:37	4:41	5:13	5:45	6:17	7:21	7:53	8:25	8:48	
Cotati	7:03	7:35	8:39	9:11	9:43	10:15	10:47	11:42	3:18	3:50	4:54	5:26	5:58	6:30	7:34	8:06	8:38	9:01	
Rohnert Park	7:07	7:39	8:43	9:15	9:47	10:19	10:51	11:46	3:22	3:54	4:58	5:30	6:02	6:34	7:38	8:10	8:42	9:05	
Santa Rosa Downtown	7:15	7:47	8:51	9:23	9:55	10:27	10:59	11:54	3:30	4:02	5:06	5:38	6:10	6:42	7:46	8:18	8:50	9:13	
Santa Rosa North	7:19	7:51	8:55	9:27	9:59	10:31	11:03	11:58	3:34	4:06	5:10	5:42	6:14	6:46	7:50	8:22	8:54	9:17	
Sonoma County Airport	7:25	7:57	9:01	9:33	10:05	10:37	11:09	12:04	3:40	4:12	5:16	5:48	6:20	6:52	7:56	8:28	9:00	9:23	