



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
February 19, 2020 – 1:30 PM
5401 Old Redwood Highway, 1st Floor
Petaluma, CA 94954**

1. Call to Order
2. Approval of the February 5, 2020 Board Minutes
3. Public Comment on Non-Agenda Items
4. Board Member Announcements
5. General Manager's Report
6. Consent
 - a. Approval of Monthly Financial Reports
7. Budget Planning for Fiscal Year 2020-21 (*No-Action, Information Only*)
8. Closed Session - Conference with the General Manager regarding security of public services and public facilities pursuant to California Government Code Section 54957
9. Report Out of Closed Session
10. Next Regular Meeting of the Board of Directors, March 4, 2020 – 1:30pm – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954
11. Adjournment

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DOCUMENTS: Documents distributed by SMART for its monthly Board meeting or committee meetings, and which are not otherwise privileged, may be inspected at SMART's office located at 5401 Old Redwood Highway, Suite 200, Petaluma, CA 94954 during regular business hours. Documents may also be viewed on SMART's website at: www.sonomamarintrain.org. Materials related to an item on this Agenda submitted to SMART after distribution of the agenda packet are available for public inspection at the SMART Office. For information about accessing SMART meetings by public transit, use the trip planner at www.511.org.



**BOARD OF DIRECTORS
SPECIAL MEETING MINUTES**

February 5, 2020- 1:30 PM

5401 Old Redwood Highway, 1st Floor
Petaluma, CA 94954

1. Call to Order

Chair Lucan called the meeting to order at 1:30pm. Directors Arnold, Connolly, Fudge, Garbarino, Hillmer, Naujokas, Pahre, Phillips, Rabbitt, Rogers and Zane were present.

Chair Lucan thanked Director Phillips for his term as Chair in 2019. He said it is an honor to step into the Chair role. He has been a Director for SMART since 2012 and thanked his colleagues for the opportunity to serve as Chair. He provided an opening speech with humor train phrases.

2. Approval of the January 8, 2020 Board Minutes

MOTION: Director Phillips moved approval of the January 8, 2020 Board Minutes as presented. Director Hillmer second. The motion carried 12-0.

3. Public Comment on Non-Agenda Items

Allen Hemphill stated that he is a supporter/voter for SMART. He is currently involved with North Coast Rails and Trails Coalition. He had a good conversation with Director Fudge and most of his concerns have been resolved. The Coalition has some discomfort with SMART's commitment to freight. They are very interested in the preservation of the rail corridor to Willits. He suggested taking a close look at the request from the developer of the Alexander Valley Resort. He provided a flyer to the Board members and public.

Duane Bellinger stated that 30 years ago Peter Calthorn suggested building a series of pedestrian oriented communities along the rail and that park-n-rides encourage sprawl. He voiced his concerns about the Corona Station property and Downtown Petaluma Station. The voters of East Petaluma can help offset the negative votes from Novato. The citizens of Petaluma are receiving various stories. He suggested that SMART staff be present at the Petaluma City Council on February 10th since they will be discussing design of the project.

He also voted to subsidize the building of a viable train structure for pedestrian oriented communities. Mr. Bellinger finished his comment by stating that the contract for the SMART Corona Station seems to be for a Park and Ride.

Mike Pechner stated that new riders are being attracted at Novato and San Rafael Stations and there is a lot of enthusiasm for SMART.

John Diamante said he has been a weekly traveler to Napa. He chooses commute time to monitor Highway 37 traffic. The important thing is to defeat Measure I. He addressed his experience on Amtrak.

4. Board Members Announcements

Director Garbarino stated that she took a picture of all of the passengers getting off the train at the Larkspur Station. She is very excited to take her entire family on the train from San Rafael to Petaluma on Friday, February 14th to celebrate her father's birthday.

5. General Manager's Report

General Manager Mansourian reported that since opening day in August 2017, SMART has carried 1,756,000 passengers, 170,000 bicycles, and over 6,500 wheelchairs. The Transportation Authority of Marin has expanded its Lyft program to include Downtown Novato and Larkspur Stations.

He thanked the Metropolitan Transportation Commission for the nine recommended projects to the State of California, California State Transportation Agency Transit and Intercity Rail Capital Program which included SMART's grant application for the Russian River Bridge Rehabilitation and Healdsburg Station project.

He said that since the last Board meeting, SMART has released the Green Commute and Progress Report information sheets, they are also posted on SMART's website. Highlights include: 1) people who ride SMART emit 33% fewer CO2 per mile than if they drive; 2) the 1.72 million people who have ridden on SMART prevented 8.1 million pounds of CO2 emissions; and 3) 182 businesses in Marin and Sonoma counties benefited from \$93 million worth of contract services from SMART.

Director Zane asked if SMART keeps track of employer's train riders. Mr. Mansourian responded that SMART staff will conduct research and report back at a later meeting.

General Manager Mansourian said that Chief Engineer, Bill Gamlen, will provide two informational updates that Board members asked for: 1) Downtown San Rafael Traffic Circulation and 2) Bike and Trains Progress Update.

Downtown San Rafael Traffic Circulation

Chief Engineer, Bill Gamlen, gave a project update on the challenges occurring in San Rafael.

Highlights include:

- San Rafael Congestion (Traffic Volumes)
 - Highway 101 (200k cars per day)
 - Highway 101 offramp (23k cars per day)
 - Highway 101 Southbound on-ramp (25k cars per day)
 - 3rd Street (30k cars per day)
 - 2nd Street (35k cars per day)
 - Transit Center (9K passengers per day)
- Pre-existing challenges
 - Daily traffic volumes
 - Highway 101 Access
 - Pedestrian Volumes
 - Transit Center Activity
- All existing before SMART operated to Downtown San Rafael
- 2nd and 3rd Street
 - Driver Behavior (safety hazard causes delays)
 - Traffic Delays (traffic signal timing and gate down time)
 - Solutions: Enforcement, Traffic Signal timing and Pavement treatments
- SMART's Part
 - Improve train meet
 - Minimize gate down time
- Summary
 - Bad Behavior Enforcement
 - Traffic Signal Timing Improvements
 - Contracting Pavements
 - Train Meets
 - SMART-City Coordination
- Conclusion
 - Excessive Congestion (50-100% growth in traffic and 0% growth in roadway capacity, before SMART arrived)
 - Partners (City of San Rafael, Town of San Anselmo, Town of Fairfax, Golden Gate Transit, Marin Transit, Caltrans and Transportation of Marin)
 - SMART – Part of the Solution (getting people out of Automobiles, Downtown Station)

Comments:

Director Phillips said that the City of San Rafael appreciates the combine efforts to minimize the interruptions. The City of San Rafael and BioMarin have tentatively reached an agreement to provide funds for traffic studies.

Director Connolly thanked staff for the update and ongoing communication and coordination needs to continue with the City of San Rafael. Many of the residents from Ross are frustrated with the growing traffic in the area, which is contributed by many factors. He asked if

additional signal synchronization work will be performed. Mr. Gamlen responded that the City of San Rafael is analyzing the entire system. Director Connolly would like to be involved in the process.

Director Garbarino thanked SMART's staff in working with the City of San Rafael to resolve the signal adjustments on Anderson Drive.

Director Lucan stated that he is pleased to see the list of Partners.

Director Arnold stated that Transportation Authority of Marin has endorsed Measure I.

Bike and Trains Progress Update

Chief Engineer, Bill Gamlen, gave a brief update. Highlights include:

- Bicycle-Train Integration
 - SMART is a Mobility Alternative
 - Bikes onboard
 - Pathway
 - Bike Racks
 - BikeLink
 - Bike Share
- The Latest Milestone - Bike Share
 - Estimated launch 2020
 - Sonoma County Transportation Authority and Transportation Authority of Marin are project leads
 - SMART is active participant
 - 300 electric bikes available for a 3-year pilot funded by MTC
 - SMART riders will be able to access bikes at hub locations
- BikeLink Lockers
 - Now take Clipper Card
 - Feature is available at SMART, Capitol Corridor, BART and Downtown Oakland
 - SMART increased lockers
 - New lockers at Novato Hamilton, Downtown Novato and Larkspur Stations.
- SMART Pathway Basics
 - SMART Pathway is part of the Train + Bike Mobility alternative
 - SMART's 2006 EIR developed the "Road Map"
 - Leverage SMART Measure Q Dollars (SMART's \$21.7M helped bring in \$34.8M outside funding)
- Pathway Accomplishments
 - SMART and partners have constructed 24 miles of the network (\$107M investment; \$56.5M by SMART)
 - Completed Station Connections as highest priorities (10 or 12 have SMART Pathway connections)
 - Established Key Routes to overcome local obstacles
 - Pathway Progress Maps available on SMART's Website

- Challenges
 - Environmental
 - Legal Opposition
 - Operating Expenses and Resource Requirements more than anticipated
- Pathway Next Steps
 - Continue to complete segments
 - Continue successful partnership model
 - Continue to build rail extension with pathway elements
 - Continue to emphasize to grant agencies SMART provided fund to cover full operating costs of pathway
- Pathway Segments Construction
 - Rice Drive to Second Street, San Rafael (2020)
 - Lakeville Road to Payran Street, Petaluma (2021/22)
 - South Point to Main Street, Penngrove (2021/22)
 - Golf Course to West Robles, Rohnert Park/Santa Rosa, (2021/22)
 - West Robles to Bellevue, Santa Rosa (2020)
 - Airport Boulevard to Windsor River Road, Windsor (2021)
 - Foss Creek Pathway Segment 5 (2020/21)
- Conclusion
 - SMART + Bicycle is a Mobility Alternative
 - Key Completed Segments of Bicycle Network
 - Continuing to Build the Mobility Alternative

Comments:

Director Phillips stated that Patrick Seidler talked to Chief Engineer Gamlen and General Manager Mansourian at the TAM Meeting regarding eight sections of the bike path in the San Rafael North area that have been eliminated. Mr. Gamlen responded that the “Road Map or Bike Map” for implementing the north/south network its outlined in the Environmental Impact Report (EIR). There were segments considered Phase 1 part of the project and Phase 2 to be built by others when funds became available. Our role is to implement the pathways that are outlined in the EIR. Director Phillips asked if SMART could accomplish Phase 2 segments. Mr. Mansourian responded that some of the Phase 2 segments will never be built due to environmental constraints.

Director Rabbitt asked General Manager Mansourian to provide an update on the Petaluma second station. Mr. Mansourian stated that SMART’s Board has approved an agreement with a developer called Lomas. The SMART property located on D Street will be sold and transferred to Lomas. Lomas owns the property at Corona. They will give SMART approximately 1.5 acres and \$8M. Once the transaction is complete, SMART will start the process of building the station. Lomas has made \$500K non-refundable deposit into escrow and the remainder \$7.5M will be deposited in May 2020. SMART has no role in the development process between the City of Petaluma and Lomas. Director Rabbitt said that we need to continue to communicate the information, since there is misinformation being provided. The City of Petaluma is the land use lead agency for both properties. It’s not SMART’s role to provide feedback regarding both properties to the City of Petaluma and

should not be attending those meetings. There is information stating that SMART is placing pressure on the parties and he asked the General Manager to clarify. Mr. Mansourian responded that railroad agencies need to comply with Positive Train Control which is mandated by the Federal Railroad Administration. There are very few contractors that can provide Positive Train Control services. SMART has been very successful retaining the contractor to provide services for the first phase, Larkspur Extension and Windsor Extension. If the train control contractor finishes the design for the Windsor project and leaves town it will be much harder to retain them for the construction of the second Petaluma station. He hopes the Developer exercises the Option to purchase. SMART is very committed in building a second station in Petaluma. Director Rabbitt thanked staff for all the work that has been done on this project and the Board for investing the proceeds for the second station in Petaluma.

Director Hillmer stated SMART may not be responsible in providing land use support on its own properties, however it is influencing the area around the system to bring collaborations together.

6. Consent
 - a. Approval of Monthly Financial Reports
 - b. Approval of Barbier Security Group Contact Amendment No. 1
 - c. Authorize the General Manager to Execute Contract Amendment No. 2 to Contract No. CV-BB-19-001 with Ghilotti Bros, Inc in the amount of \$79,649 for the Enhanced Pedestrian Safety Improvements Project

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

MOTION: Director Arnold moved approval of the Consent Agenda as presented. Director Naujokas second. The motion carried 12-0.

7. Approve a Resolution authorizing SMART to submit a Joint Application with the Santa Rosa Junior College and City of Santa Rosa for Affordable Housing Sustainable Communities (AHSC) Program funds to implement the SMART Operations Apprenticeship Training Program and expand SMART Eco Pass College Student Program

Programming and Grants Manager, Joanne Parker, stated that at your January 8th meeting you approved the first partnership between MidPen Housing. The second partnership is for a joint application submittal for AHSC Round 5 funds with the Santa Rosa Junior College (SRJC). This particular grant has a very complicated and fund source process. The nature of the grant is that it will provide funding to both housing and transportation investments that support the State's climate and land use goals.

This proposed joint application includes a housing component, the SRJC plans to build 364 on-campus student housing units and will offer SMART Eco Pass products to the residents of those units.

The workforce element of the project would be an annual workforce development Pilot Program to initiate a new SMART Operations Apprenticeship Training Program. The proposed SMART Apprenticeship program would employ one SRJC certificated student per year as an apprentice, either in the Vehicle Maintenance Division or the Maintenance of Way Signal Tech Division.

The transportation improvement portion of the grant application includes the City of Santa Rosa towards the construction of the Bicycle-Pedestrian Overcrossing of Highway 101 between the SRJC neighborhood and the SMART Santa Rosa North Station Area neighborhood.

Ms. Parker said that after the Board materials were mailed out, she was notified by the SRJC that the State of California, who has advised them that they were eligible applicants three months prior, and after further review are not eligible, since student housing is not an eligible use of affordable housing sustainable community funds.

Staff would like to proceed with the recommendation for approval in the partnership application process.

Comments

Director Zane stated that SRJC is very large and there are approximately 800-900 students currently without housing. The future workforce really depends on getting those students into housing. She asked for clarification on what did not qualify. Ms. Parker responded that the housing element of the application did not qualify and that the SRJC was the only applicant in the State that was informed that they did not qualify. Director Zane suggested reaching out to State representatives, like Senators McGuire and Dodd.

MOTION: Director Zane moved to Approve a Resolution authorizing SMART to submit a Joint Application with the Santa Rosa Junior College and City of Santa Rosa for Affordable Housing Sustainable Communities (AHSC) Program funds to implement the SMART Operations Apprenticeship Training Program and expand SMART Eco Pass College Student Program as presented. Director Garbarino second. The motion carried 12-0

8. Approve a Resolution Formally Requesting SMART's Participation in Regional Clipper START Program to Provide 50% Discount to Low-Income Transit Users

Programming and Grants Manager, Joanne Parker, stated your Board will consider the following: 1) Authorize SMART's formal request to participate in the regional Clipper START Low Income Fare Program; 2) Adopt a Clipper START Low Income Fare Policy for SMART riders; and 3) Designate the General Manager as authorized signatory for the submittal of a Regional Low Carbon Transit Operating Program grant request for funds to pay for the implementation costs for SMART to participate in Clipper START.

The Board has recognized this issue and directed staff to enable greater access for lower income riders within the context of SMART's fare policy and principles adopted between 2014

and 2017. We are pleased to bring you a potential opportunity to implement a low-income rider fare discount program through Clipper that would enable more people the ability to afford to use SMART's climate-friendly and reliable transit services to connect to jobs, services and educational opportunities.

The Metropolitan Transportation Commission (MTC) is launching a new Means-Based Fare Discount Program Pilot in Spring 2020 named *Clipper START*. Currently, the program participants are BART, SFMTA, Caltrain and Golden Gate Bus and Ferry. The regional criteria are set at 200% of the federal poverty level for participation.

A regional grant became available in late January 2020 that provides SMART an opportunity to pay for the needed software and hardware changes within Clipper for SMART. Clipper staff have only rough estimates for the cost to complete the necessary programming work for SMART. A final cost estimate is only available with a formal proposal to the Clipper operating manager, Cubic.

Comments

Director Zane thanked staff for working on this program and she is very excited. She said that public transportation should be affordable to everyone not just the wealthy people.

Director Naujokas stated that SMART is not sure if this program will cause loss in revenue, however it can gain revenue since it could be passengers that normally don't ride the train. He asked clarification of the software and hardware cost of \$400-\$700K. Ms. Parker responded that SMART will not receive an actual cost until a formal proposal to Clipper is issued.

Director Fudge stated that Clipper 1.0 is old and difficult to make any adjustments. When Clipper 2.0 is released it could be easier to make adjustments.

Director Connolly stated this program is a step in the right direction, since fare affordability is a huge issue for customers and potential customers. The Clipper 2.0 is the platform vision.

Director Lucan suggested that staff reach out to Colleges and Universities.

Steve Birdlebough stated that he appreciates SMART staff for working on this program. Transportation needs to be available and affordable for everyone. He suggested having a third car during the commute hour, since this could bring more ridership.

Duane Bellinger suggested that the maximum discount be reserve for off hours and the minimum discount for commute hours

Jack Swearingen suggested that the public should be able to make comments in the General Manager's Report on the Agenda. Chair Lucan responded that they will look into it.

Director Zane stated that if we have overflow problems on our trains, that is where we want to be.

Director Rogers stated that he would like the train to be accessible to everyone all times.

MOTION: Director Zane moved Approve a Resolution Formally Requesting SMART's Participation in Regional Clipper START Program to Provide 50% Discount to Low-Income Transit Users as presented. Director Fudge second. The motion carried 12-0

9. SMART Ridership Update Report

General Manager Mansourian stated that at the last Board meeting, staff presented Ridership Data Collection and Reporting. He introduced Grants and Programming Manager, Joanne Parker who will provide a Ridership Update. Highlights include:

- SMART Riders as of today is 1.76 million passengers and over 171,000 bicycles and 6,500 wheelchairs.
- Reminder: Ridership – 3 Ways of Collecting Data
 - On Board Manual Counts
 - Paid Fare Media Ridership Reports
 - National Transit Database (NTD) Ridership Surveys).
- Reminder: Ridership – How to look at the Data
 - Fiscal Year (July 1 – June 30); Industry Standard
 - Monthly Evaluations with Fiscal Year End summaries
 - Average Weekday Ridership is the standard used to determine commute impacts
- Reminder: Ridership – How to Analyze for Policy Decisions
 - Tracking your Fiscal Year-to-Date tells us how we are doing relative to our fiscal year budget
 - Tracking Monthly trends Year-over-Year smooths our differences in weather and season shifts
- December 2018 Data vs. December 2019 Data
 - Total up 13%
 - Average Weekday up 9%
 - Average Weekend/Holiday up 10%
- SMART Changes for 2020
 - Larkspur Station and Ferry Connection
 - Downtown Novato Station
 - Addition of 4 trips weekdays to 38 trips per weekday
 - Closure of prior schedule “gaps” so not there’s 32-minute service in each direction during weekday commutes
 - Earlier weekend/holiday service
 - Two new fare incentive programs (Weekender pass through February and Sail & Rail pass for six months)
 - Launching of Clipper card acceptance at BikeLink lockers (located at every SMART station)

- Preliminary January 2020 Data vs. January 2019 Data
 - Total up 26%
 - Average Weekday up 24%
 - Average Weekend/Holiday up 38%
- Preliminary Fiscal Year to Date (First 6 months FY19 vs. First 6 months FY20)
 - Total up 4%
 - Average Weekday up 6%
 - Average Weekend/Holiday up -2%
- How many “Riders” do we have?
 - January average weekday ridership of 2,847 does not mean only 1,423 people rode SMART in Jan 2020
 - Daily Riders not always the same people.
 - 12,597 unique people paid to ride SMART in Dec 2019
 - 13,711 unique people paid to ride SMART in Jan 2020
- Conclusions about January Ridership?
 - January 2020 monthly total ridership up 26% over January 2019
 - Not only on-board counts are increasing but also January 2020 saw a higher number of riders being counted through Paid Fare media than ever before
 - Highest number of SMART Mobile App activations ever (11,201)
 - 3rd highest number of unique people paying to ride SMART (13,711)
 - Thursdays and Fridays have the highest weekday totals
 - Saturday ridership higher than Sunday ridership
 - Determining what the impact of each of the 7 system changes is on ridership will take resources and time, if even possible.
- How Full are the Trains?
 - For the Weeks of January 6-12 and January 27-31, the first and last workweek of the month, we looked at the percent of riders versus manufacturer specification of seats per 2-car train (158) by day of the week.
 - We then looked at the whole week of January 6 by commute period, midday and evening versus train seat capacity of 158 seats.
 - Our manufacturer says each 2-car train seats “158 passengers, depending on the mix of bicycles, wheelchairs, strollers, etc.”
 - Our operations team and riders are still learning what the ‘real world’ seated capacity of train might be.
 - Seat capacity might be affected by bicycles and other space being consumed and we will continue to evaluate what our seated and standing passenger loads look like.
- Conclusions about January Capacity?
 - Commute peaks earlier than expected
 - Southbound morning and Northbound evening have highest usage with peak spreading across multiple trains
 - Northbound morning commute starting, likely due to Southbound afternoon frequency now being at 32-minutes
 - Determining what the real-world capacity of the trains is during commute periods is still a work in progress

- SMART's Ridership: Posting Data and Developing Analysis
 - Continue posting daily On Board and Paid Fare rider counts every month within 30 days of the end of the month.
 - Start posting the raw data regarding train capacity (On Board counts by train departure) for every month within 30 days of the end of the month
 - Include a system capacity evaluation in any future monthly reports.
- SMART's Ridership: Future Monthly Reports
 - Total Monthly Riders
 - Average Weekday
 - Average Weekend/Holiday
 - Total Bicycles and Wheelchairs
 - Fiscal Year to Date Ridership
 - Year-over-Year ridership by month
 - A Train Capacity Analysis
 - Every month the daily ridership data and by-train on board counts from the prior month will be posted on our web site
- Conclusion - SMART Ridership Growing
 - In every way of looking at the data, SMART's Average Weekday Ridership is growing every year.
 - SMART is serving 24% more Weekday Commuters since launching service changes in January 2020 compared to January 2019.
 - SMART data shows early signs of a growing reverse commute and a healthy rebound to Weekend ridership
 - For more information visit:
<http://sonomamarintrain.org/RidershipReports>

Comments:

Director Naujokas asked if we have measured station usage. Ms. Parker responded that the Paid Fare Media data is not available and takes about 2 weeks for Clipper to produce reports. Director Naujokas said that the northbound capacity is very interesting and there are a lot of businesses near the Airport Stations that can take advantage of the train. Ms. Parkers stated there are approximately 7K jobs within 1 mile of the Airport Station. Director Naujokas suggested reaching out to Sonoma State University and Santa Rosa Junior College offer an internship to their students who can analyze SMART's data.

Director Rogers stated that he appreciates the open data portal approach. Ms. Parker stated that the Board approved and adopted an open data policy a few years ago.

Director Phillips asked if SMART operates with three trains in the morning how does it affect capacity. Ms. Parker responded that SMART operated on two trains since the change of schedule and expanded service to Larkspur.

Director Rabbitt asked at what point during the trip is the number applicable in northbound and southbound ridership data. Ms. Parker said that those are not available. Mr. Mansourian responded that those numbers represent the entire trip.

Director Garbarino stated that at the last meeting there was a 16% increase in ridership during commute hours and now there is a 24% increase.

Director Connolly thanked staff for the informative presentation. He is very interested in Larkspur Station data, since his wife who takes the ferry said that ridership has increased and believes that its due to train service to Larkspur.

Director Fudge said that Windsor Extension Project will be a gamechanger once its completed.

Rick Coates said that ridership can increase on the weekends if the zoning along SMART right-of-way could encourage lodging, restaurants and bicycle trails/pathway.

Chair Lucan adjourned the Board to closed session at 3:24pm on the following:

10. Closed Session
 - a. Conference with Legal Counsel regarding whether to initiate litigation pursuant to California Government Code Section 54956.9(d)(4): Number of cases: 1
 - b. Conference with Legal Counsel regarding exposure to potential litigation pursuant to California Government Code Section 54956.9(e)(3): Number of cases: 2

11. Report Out of Closed Session

Chair Lucan reported out of closed session at 4:14 PM on the following:

- a. Conference with Legal Counsel regarding whether to initiate litigation pursuant to California Government Code Section 54956.9(d)(4): Number of cases: 1
Report Out: Direction given to staff
- b. Conference with Legal Counsel regarding exposure to potential litigation pursuant to California Government Code Section 54956.9(e)(3): Number of cases: 2
Report Out: Direction given to staff

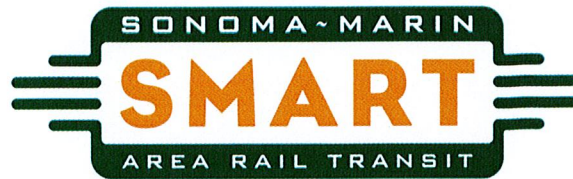
12. Next Regular Meeting of the Board of Directors, February 19, 2020 – 1:30pm – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954

13. Adjournment – Meeting adjourned at 4:15PM.

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____



February 19, 2020

Eric Lucan, Chair
Transportation Authority of Marin

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

Judy Arnold
Marin County Board of Supervisors

Damon Connolly
Marin 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

Joe Naujokas
Sonoma County Mayors' and
Councilmembers Association

Gary Phillips
Transportation Authority of Marin

David Rabbitt
Sonoma County Board of Supervisors

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

Shirlee Zane
Sonoma County Board of Supervisors

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

SUBJECT: Monthly Finance Reports

Dear Board Members:

RECOMMENDATION: Information Item

SUMMARY:

We are presenting the monthly financial report for activity through the month of January. This financial report shows transactions for the first seven months of the fiscal year. Fare and parking revenues are \$2,373,009. Sales tax, which lags two months behind other revenues, are \$17,321,283 which is on target for Fiscal Year 2019-20. Other revenues and expenditures are within budgeted amounts. Bond fund investments through January totaled \$21,313,692 while other cash and investments equaled \$41,547,683.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Erin McGrath".

Erin McGrath
Chief Financial Officer

Farhad Mansourian
General Manager

A handwritten signature in dark ink, appearing to read "Farhad Mansourian".

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Fax: 707-794-3037
www.sonomamarintrain.org

Attachment(s): 1) Monthly Financial Report
2) Contract Summary Report

Sonoma-Marín Area Rail Transit District

Monthly Finance Reports
Through January 2020

	FY 2019-20 Approved Budget	Actual	Remaining Budget
Revenues			
Administration			
Sales/Use Taxes	27,973,136	12,196,880	15,776,256
Interest Earnings	295,000	610,350	-
Rent - Real Estate	265,755	236,246	29,509
Advertising Revenue	221,750	268,023	-
Miscellaneous Revenue	50,000	60,648	-
Administration Subtotal	28,805,641	13,372,147	15,805,765
Operations			
Fund Balance	9,505,068	9,505,068	-
Sales/Use Tax	11,292,866	5,124,403	6,168,463
Fare & Parking Revenue	4,187,000	2,373,099	1,813,901
State Grants	7,404,794	1,463,105	5,941,690
Other Charges	40,000	117,057	-
Operations Subtotal	32,429,728	18,582,731	19,865,743
Capital			
Fund Balance	28,221,487	28,221,487	-
Federal Funds	4,650,000	1,490,281	3,159,719
State Grants	14,010,000	7,850,601	6,159,399
Other Governments/Misc	4,528,192	2,383,582	2,144,610
Measure M	200,625	-	200,625
Miscellaneous Revenue	-	300,000	-
Capital Subtotal	51,610,304	40,245,951	11,664,353
Revenue Total	112,845,673	72,200,829	47,335,861
Expenditures			
Administration			
Salaries & Benefits	5,146,304	2,610,011	2,536,293
Services & Supplies	6,835,130	2,471,081	4,364,049
Debt Service/Other Charges	16,847,600	3,756,300	13,091,300
Machinery & Equipment	95,000	45,942	49,058
Administration Subtotal	28,924,034	8,883,334	20,040,700
Operations			
Salaries & Benefits	16,146,984	8,026,779	8,120,205
Services & Supplies	11,773,730	4,000,849	7,772,882
Buildings & Capital Improvements	4,509,014	1,371,431	3,137,583
Operations Subtotal	32,429,728	13,399,059	19,030,669
Capital			
Salaries & Benefits	1,732,501	709,864	1,022,637
Services & Supplies	1,319,750	124,464	1,195,286
Other Charges	167,022	154,774	12,249
Land	11,000	11,000	-
Machinery & Equipment	15,110,495	10,695,254	4,415,242
Infrastructure	33,269,535	9,699,393	23,570,142
Capital Subtotal	51,610,304	21,394,749	30,215,555
Expenditure Total	112,964,066	43,677,142	69,286,924

Investment Report	
	Amount
Bond Reserve Fund	
Sonoma County Treasury Pool	17,161,320
Interest Fund	
Sonoma County Treasury Pool	3,066,994
Project Fund	
Sonoma County Treasury Pool	1,085,378
SMART Operating Accounts	
Bank of Marin	16,239,286
Sonoma County Treasury Pool	25,308,397
Total	62,861,376

Capitol Project Report			
	Budget	Actual	Remaining
Additional Railcar Purchase			
Revenues	11,000,000	8,250,000	2,750,000
Expenditures	11,000,000	8,250,000	2,750,000
San Rafael to Larkspur Extension			
Revenues	55,435,059	51,979,389	3,455,670
Expenditures	55,435,059	52,171,405	3,263,654
Windsor Extension			
Revenues	65,000,000	1,159,036	63,840,964
Expenditures	65,000,000	1,358,935	63,641,065
Petaluma Payran to Southpoint Pathway			
Revenues	3,261,098	1,622,070	1,639,028
Expenditures	3,261,098	2,423,416	837,682



Contract Summary

Active Contracts as of January 31, 2020

Contractor	Scope	Fiscal Year 19/20 Projected	Fiscal Year 19/20 Actuals-To-Date
A.J. Janitorial Service	Janitorial Services for all Stations, Roblar, ROC, and Fulton	\$104,000	\$53,050
Air Technology West	Maintenance and On-Call Repair for Air Compressors	\$6,000	\$4,165
Alcohol & Drug Testing Services, LLC	DOT Drug and Alcohol Testing	\$39,000	\$6,055
Alliant Insurance Services	Insurance Brokerage & Risk Management Services	\$80,000	\$0
American Rail Engineers Corporation	Railroad Bridge Engineering, Inspection, & Design	\$48,672	\$0
Aramark Uniform Services	Employee Uniform Provider and Cleaning Service	\$24,712	\$16,855
Asbury Environmental Services (AES)	Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment	\$10,000	\$2,110
Barnes & Company, LLC	Safety Outreach Services	\$25,000	\$19,838
Becoming Independent	Emergency Bus Bridge Services	\$25,538	\$6,788
Bettin Investigations	Background Investigations	\$8,863	\$4,685
Biddle Consulting Group, Inc.	Federal Equal Employment Opportunity Plan Creation and Completion	\$7,500	\$2,500
Big Cat Advertising	Digital Advertisement Services	\$18,000	\$10,700
Biggs Cardosa Associates, Inc.	Engineering Design and Construction Support for Payran to Southpoint Multi-Use Pathway	\$43,954	\$10,550
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$163,513	\$2,306
CALOPPS - City of Foster City	HR Recruitment Services	\$3,500	\$3,500
Cinquini & Passarino, Inc.	Right-of-Way Land Surveying and Related Services	\$60,000	\$18,249
Corey, Canapary & Galanis	NTD Compliant Passenger Counting Services	\$33,603	\$25,202
Doug Williams	Fire and Life Safety Consultant	\$5,000	\$4,483
Dr. Lance O'Connor	Occupational Health Screening Services	\$3,600	\$340
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$25,000	\$11,764
eLock Technologies, LLC	Station Bike Lockers and Maintenance Services	\$54,576	\$36,552
Empire Cleaners	Uniform Dry-Cleaning, Laundering, and Related Services	\$40,000	\$13,578
Emtec Consulting Services, LLC	Oracle Accounting System Support Services	\$50,000	\$7,673
ePath Learning, Inc.	Business Training Library	\$10,005	\$0
ePath Learning, Inc.	Cloud-Based Training / Learning Management Software	\$6,180	\$6,180
Everbridge, Inc.	Nixie Computer Software (Cloud-based)	\$11,800	\$11,800
George Hills Company, Inc.	Third Party Claims Administration Services	\$10,000	\$3,791
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis	\$110,890	\$20,039
Ghiotti Bros, Inc.	Enhanced Pedestrian Safety Improvements	\$497,955	\$499,871
Golden Gate Bridge, Highway and Transportation District	Weekend Bus Service between San Rafael Transit Center and Larkspur Ferry	\$68,664	\$16,015
Golden Gate Bridge, Highway and Transportation District	Customer Service Support Services	\$335,580	\$103,235
GP Crane & Hoist Services	Cal/OSHA Crane Inspection Services	\$15,000	\$450
Granite Construction Company	Non-Motorized Pathway, Payran to Southpoint	\$1,950,557	\$1,892,857
Hanford A.R.C.	Implementation and Monitoring Las Gallinas Creek Riparian Enhancement Plan	\$15,230	\$4,540
Hanson Bridgett LLP	Legal Services	\$170,000	\$104,385
Holland Company	Track Geometry and Measurement Services	\$24,000	\$24,000
Industrial Railways Company	Ballast Car Operations	\$70,884	\$70,884
Innovative Business Solutions	Payroll Processing Solutions	\$35,400	\$10,662
Inteltrac, Inc.	Internet/Cellular Tower Maintenance Services	\$40,000	\$11,060
Intelligent Technology Solutions, Inc.	Maximo MMS Implementation and Support Services	\$176,000	\$70,877
Leete Generators	Generator Maintenance	\$1,432	\$0
LMI Disability Consulting	Disability Access Consulting	\$12,000	\$2,513
LTK Engineering Services	Vehicle and Systems Design and Construction Management Services	\$130,000	\$69,203
Managed Health Network	Employee Assistance Program (EAP) Services	\$1,338	\$1,153
Masabi LLC	SMART Mobile Ticketing Pilot Project	\$57,600	\$27,500
MaxAccel	Compliance Management Software Design/Implementation/Asset Management	\$14,000	\$6,639
Maze & Associates	Financial Audit Services	\$46,664	\$36,977
MGrodrin, LLC	Project Management Services	\$94,000	\$17,600
Modern Railway Systems, Inc.	Design and Construction of Systems Improvements for the Windsor Extension Project	\$4,400,000	\$0
Netspeed Solutions, Inc.	Emergency Telephone Gateway Upgrade for Porto Suello Tunnel	\$5,272	\$5,272

Contractor	Scope	Fiscal Year 19/20 Projected	Fiscal Year 19/20 Actuals-To-Date
Netspeed Solutions, Inc.	SMART Phone System Maintenance	\$16,050	\$8,732
Netwoven Inc.	SharePoint Maintenance, Support, Implementation, and Related Services	\$48,000	\$26,000
North Bay SAP Services	Substance Abuse Professional Services	\$3,800	\$0
Northwestern Pacific Railroad Company, Inc.	Provision and Operation of Ballast Car	\$36,000	\$25,760
Occupational Health Centers of CA	Pre-Employment Evaluation Services	\$25,000	\$1,808
Pamco Machine Works, Inc.	Railroad Wheel Pressing Services	\$378,000	\$110,886
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$20,000	\$8,150
PFM Financial Advisors, LLC	Financial Advisory Services	\$100,000	\$61,293
Pivotal Vision, LLC	Security Software Licensing	\$2,200	\$0
Platinum Advisors, LLC	State Legislative Advocacy Services	\$60,000	\$60,000
Portola Systems, Inc.	SMART Station Network Configuration Services	\$202,541	\$153,804
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$25,000	\$989
Premier Fall Protection, Inc.	Inspection and Certification Services for SMART's Fall Protection Equipment	\$8,000	\$2,784
Rail Enterprises	Ballast Car Transportation and Logistics Coordination	\$35,000	\$28,914
RailPros, Inc.	Professional Engineering Services for Larkspur Extension	\$250,000	\$173,152
Reyff Electric Company	Installation of Circuits to Wall-Mounted EV Chargers	\$4,320	\$4,320
Santa Rosa Fire Equipment Service, Inc.	SMART Fire Equipment Maintenance	\$7,029	\$0
ServPro of Lake Mendocino and Sonoma County	Biohazard Clean-Up and Hazmat Services	\$206,795	\$166,775
Sonoma County Fleet Operation Division	Non-Revenue Fleet Maintenance Services	\$75,000	\$18,173
Sonoma County Transit	Bus Service Route 56 (North Stations)	\$192,109	\$77,305
Sperry Rail Service	Rail Flaw Detection Services	\$13,500	\$0
SPTJ Consulting	Network Infrastructure, Security, Migration and Setup Services	\$365,580	\$101,925
Stacy and Witbeck, Inc.	Railroad Track Maintenance, Alignment, and Restoration	\$220,000	\$210,210
Stacy and Witbeck, Inc.	Design/Build Construction of Civil, Track & Structures of Windsor Extension	\$8,300,000	\$0
Stacy and Witbeck/Herzog, IV	Design/Build Construction of Civil, Track & Structures Improvements of Larkspur Extension	\$8,573,434	\$7,625,841
Stantec Consulting Services, Inc.	Environmental Permit Management and Construction Compliance Monitoring	\$92,277	\$6,116
Stericycle, Inc.	Medical Waste Pick-Up and Disposal Services	\$1,918	\$0
Sue Evans	Real Estate Support Services	\$17,849	\$13,412
Sumitomo Corporation	Manufacture & Delivery of Rail Vehicles	\$14,567,201	\$10,317,197
Summit Signal, Inc.	Emergency Call-Out Services for Track and Signals	\$10,000	\$0
Survival CPR & First Aid, LLC	First Aid and CPR Training, AED Compliance Program	\$5,000	\$2,090
Terris, Barnes & Walters	Ballot Measure Communication Consulting	\$20,000	\$15,053
The GBS Group	Internet Connectivity (Wi-Fi) for SMART Trains	\$500,690	\$332,077
Transportation Certification Services, Inc.	Onsite Inspection and Training Services	\$8,000	\$4,145
Trillium Solutions, Inc.	Transit Feed Mapping Software	\$1,000	\$1,000
United Mechanical Incorporated	Bridge Tender House HVAC Install Project	\$8,749	\$0
United Mechanical Incorporated	HVAC Maintenance Services at SMART Facilities	\$20,700	\$10,630
Utah Transit Authority	DMU Wheel Truing Services	\$28,413	\$28,413
Van Scoyoc Associates	Federal Lobbying Services	\$60,000	\$30,000
VenTek Transit Inc.	Clipper Vending Machine Operations and Maintenance Services	\$630,606	\$369,480
WBE	Existing CCTV System On-Call Maintenance	\$50,000	\$5,136
West Coast Arborists, Inc.	Tree Trimming, Removal, and Related Services	\$50,000	\$0
WRA Environmental Consultants	Environmental Permitting, Management, & Support Services	\$112,216	\$91,834
	TOTAL:	\$44,542,458	\$23,311,850

Actuals-To-Date includes invoices that have been approved as of January 31, 2020, but may not have been processed in SMART's Financial System.



February 19, 2020

Eric Lucan, Chair
Transportation Authority of Marin

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

Judy Arnold
Marin County Board of Supervisors

Damon Connolly
Marin 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

Joe Naujokas
Sonoma County Mayors' and
Councilmembers Association

Gary Phillips
Transportation Authority of Marin

David Rabbitt
Sonoma County Board of Supervisors

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

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Sonoma County Board of Supervisors

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

SUBJECT: Budget Planning for Fiscal Year 2020-21

Dear Board Members:

RECOMMENDATIONS: No action, information only

SUMMARY:

The budget approval process for your Board normally involves several steps. The timing and steps are as follows:

January-March: Internal staff development of the budget target and issues.

April: Discussion at the Board of any significant changes that may be contemplated, including staffing changes.

May: Budget Presentation and Discussion

June: Board approval of budget

This year, we are beginning to work on two versions of the budget, one in which the Measure I sales tax extension is approved and one in which the Measure does not. In either case, there will be policy decisions we will bring to you during the budget process regarding cost pressures and revenue.

In the circumstance that Measure I passes, the budget discussion will include topics such as reviewing our current level of service and staffing, fare structure, and how to optimize our services within our budget. We will also outline capital projects strategies such as completing the Windsor extension, the new pathway projects in Sonoma, the Petaluma second station and securing grants to continue to expand the rail and pathway system.

If Measure I does not pass, in April and May we will presenting you with various budget policy choices for reducing expenses (to include service cutbacks) and/or increasing revenue. As discussed during our Strategic Plan approval process, the Fiscal Year 2019-20 budget was approved utilizing \$9 million in reserves in order to continue the growth of the system as outlined in the Measure Q vision. Expenditures included expansion of staff and resources in order to open Larkspur, Downtown Novato, close the commute “gaps” that our customers struggled with, and ensure that we have adequate staff for the eventual opening of Windsor in late 2021.

During the meeting we will review available information on the options that will be available to your Board and get initial feedback from you on that process. We will also outline the public input that we are required to seek in order to reduce service as required by the federal government and our approved Public Participation Plan.

Very truly yours,



Erin McGrath
Chief Financial Officer