



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

November 20, 2019 – 1:30 PM

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

1. Call to Order
2. Approval of the November 6, 2019 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. Authorize the General Manager to award a Purchase Order to Bearing Engineering Company in the amount of \$135,193.43 for 80 train wheelset components (Journal Bearings)
8. Authorizing the General Manager to award a Purchase Order to Whiting Corporation in the amount of \$142,858.27 to manufacture and provide one set of Portable Electric Lifting Jacks
9. New SMART Operating Schedule (*Information Only*)
10. Closed Session – Conference with the Chief of Police and General Manager regarding security of public services and public facilities pursuant to California Government Code Section 54947

11. Report out Closed Session
12. Next Regular Meeting of the Board of Directors, December 4, 2019 – 1:30pm – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954
13. Adjournment

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SMART at least 72 hours prior to the meeting to ensure arrangements for accommodation. Please contact the Clerk of the Board at (707) 794-3072 or dial CRS 711 for more information.

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



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

November 6, 2019 - 1:30 PM

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

1. Call to Order

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

2. Approval of the October 16 ,2019 Board Minutes

MOTION: Director Rabbitt moved approval of the October 16, 2019 Board Minutes as corrected. Director Lucan second. The motion carried 12-0.

3. Public Comment

Sheila Baker stated that she loves the free train rides; the trains were full and there were a lot of families that enjoyed it, she also heard that there were people on the train for the first time.

A citizen by the name Peter no last name provided, voiced his concerns regarding the most recent fires and stated that it had nothing to do with PG&E.

John Diamante addressed his ideas for Highway 37 and suggested new rail causeway and provided a flyer.

4. Board Members Announcements

Director Lucan stated that on October 23rd, SMART's General Manager Mansourian provided a SMART update to the Marin County Council of Mayors and Councilmembers that was hosted by the City of Novato.

Director Fudge stated that on October 22nd, she provided a SMART update to the Geyserville Planning Committee.

Director Garbarino stated that she attended the Larkspur Station tour with Denis Mulligan and Jim Swindler. She was honored to participate on the North Bay Business Journal Panel with General Manager Mansourian on Tuesday, November 5th.

Director Zane thanked her colleagues and the County of Marin for their assistance during the most recent fire. It has been very emotional and a rollercoaster for a lot of people, she added. Director Zane is grateful that Director Fudge and the entire Town of Windsor survived the fire.

Chair Phillips stated that everyone followed the status of the fire very closely and it had an impact on SMART's service. He appreciated all the updates and comments that were taking place. He acknowledged Director Rabbitt's Facebook post which listed all agencies that assisted with the Kincadee fire.

Chair Phillips congratulated Director Lucan on his re-election with the Novato City Council representing 3rd District. He also thanked him for running the last Board meeting in his absence.

5. General Manager's Report

General Manager Mansourian stated that SMART has carried 1,564,064 passengers, 152,000 bicycles, and over 5,800 wheelchairs, since the start of passenger service in August 2017.

General Manager Mansourian provided an update on the Suicide Prevention Education ongoing efforts. SMART is partnering with Sonoma County Department of Health Services, Marin County Health and Human Services, NAMI Sonoma County, NAMI Marin County, Each Mind Matters and Buckelew Programs to combine efforts on getting suicide prevention educations; the goal is to provide hope and help. SMART continues to work with approximately 65 community organizations, government agencies, media outlet s, public safety, and education and business community.

He introduced Kara Conners, Community Outreach Coordinator for Suicide Prevention with Buckelew Programs. She thanked the Board members and SMART staff for taking the leadership engaging the community to start an open communication regarding suicide prevention and for the opportunity to speak today. "For some people in distress, suicide might feel like an option". Suicide is a very complex issue and many of us are survivors who miss our clients, friends and family. Current research shows that people who die by suicide communicate their feelings, actions or behavior of their plans of death, while others can hide their pain of wanting to die. She urged everyone to familiarize themselves with www.suicideispreventable.org. She provided a flyer with recommendation for reporting on suicides, important points for covering suicide and suggestions for media messaging. In September they started a campaign called "It's okay to ask for help" with 10 local brew pubs in Marin and Sonoma Counties. They have trained 300 individuals in both counties, which include students, pastors, clinicians, parents and others. They will

be offering bilingual support in the month of November. Buckelew Program will host an evening benefiting mental health called Post Secret and created by author Frank Warren on Thursday, November 7th at 7pm.

Comments

Chair Phillips thanked Ms. Conners for her presentations and her community service.

Director Zane thanked SMART's staff for starting the Coalition to prevent suicides and provide education and help. She suggested addressing the word "commit" suicide because many members of the press and others still say commit suicide which insinuate a crime. She added that another warning sign that is missed, is when the person is very calm and relaxed. Demographic research shows that white males ages 45-65 have higher risk factor in the case of suicide. Since suicides have a huge impact on SMART staff and both counties, Director Zane asked what can be done to leverage all the good work that has been done. Ms. Conners responded that she will like to approach her partners for them to provide feedback and recommendations and she will report back to the Board.

Chair Phillips stated he and Denis Mulligan from Golden Gate Bridge, talked about how intervention helps approximately 90% of the people thinking about suicide.

General Manager Mansourian introduced Manager of Train Control, Aaron Parkes who gave an overview of the Larkspur Extension and Novato Downtown Station Passenger Service Opening Preparation. Highlights included:

- Larkspur Extension Status and Simulated Service
 - SMART has completed 100% of tests
 - Next step is Simulated Service
 - Simulated Service demonstrates the full functioning of the system at full operation frequency from Sonoma County Airport Station to Larkspur Station
 - Simulation service will take place during normal hours and not overnight
 - Southbound trains will drop passengers at San Rafael and continue to the Larkspur Station without passengers
 - Northbound trains will stop at San Rafael Station to pick up passengers
 - Operation of the entire system will be monitored
 - Simulated Service will begin this month
- Novato Downtown Station Preparation for Passenger Service
 - Novato Downtown Station is being incorporated into SMART's existing operating railroad
 - SMART will modify the system in this area, and must perform all the necessary tests prior to opening the track for regular passenger service
 - Software changes must be made at 10 locations along the railroad, between Petaluma River and Vintage Oaks
 - Many individual tests must be performed prior to opening passenger service
 - Time must be allowed for diagnosis and correction of any anomalies that occur during testing
 - No other trains can be on the track between Novato Hamilton Station and

Petaluma Downtown Station

- SMART will need to shut train service between Petaluma Downtown Station and Novato Hamilton Station over two weekends in November
 - Friday, November 8 at 10pm through Monday, November 11 at 2am
 - Friday, November 15 at 10pm through Monday, November 18 at 2am
 - Completion of testing may require less or more time
 - Residents can expect to hear the train horn during certain periods of testing
- Testing Overview – First Weekend
 - Friday November 8th - 10 p.m. Friday to 1 p.m. Saturday
 - Testing without Train
 - Bells, Gates and Flashing Lights between Rush Creek Place and Franklin Pedestrian Crossing
 - Saturday November 9th - 1 p.m. to 10 p.m. Saturday
 - Testing with Train
 - Bells, Gates and Flashing Lights between Rush Creek Place and Franklin Pedestrian Crossing
 - Train Horn at Olive Avenue, Grant Avenue and Franklin Pedestrian Crossing
 - Saturday November 9th - 10 p.m. Saturday to 2 a.m. Monday
 - Testing with Train
 - Bells, Gates and Flashing Lights between Rush Creek Place and Franklin Pedestrian Crossing
- Bus Bridge during shutdown
 - Between Petaluma Downtown Stations, Novato San Marin Station and Novato Hamilton Stations northbound and southbound
- Modified Weekend Schedule

Lastly, Mr. Mansourian stated that the testing performed is for SMART to be able to start passenger service.

Comments

Director Rogers asked how long will simulated service last? Mr. Mansourian responded until opening day. Director Rogers asked if Larkspur opening day still on schedule. Mr. Mansourian responded that once testing is completed this weekend, we will evaluate that data and have a much better timeframe.

Director Hillmer asked if during train testing to the Larkspur Extension, will there be coordination with the ferry system, Marin Transit and others (last mile connectivity). Mr. Mansourian responded that during testing the train will have no passengers. The passengers will be dropped off at San Rafael Stations.

Director Fudge stated that Mr. Parkes explained the process in the way people can understand and suggested having his explanation on Facebook that they can share.

Director Rabbitt asked if SMART can inform the motorist that testing is occurring without the train. Mr. Parkes responded that Outreach Department can post signs informing the motorist that testing is occurring, this testing will occur when there is minimal traffic.

Richard Brand asked if SMART has received approval from the Federal Railroad Administration since SMART has completed testing for Larkspur Extension. Mr. Mansourian responded yes.

Eris Weaver announced that the ribbon cutting ceremony for the new bike lane across the Richmond/San Rafael bridge is on the second week of testing, November 15th.

Mr. Mansourian acknowledge SMART's Staff some of whom were evacuated/displaced during the most recent fires and still reported to work. We kept in communications with everyone who was affected to provide information. Not everyone is aware but the California Government Code Section 3100 declares that every government employee becomes a "disaster worker". The fire started on October 23rd, SMART had passenger service until Saturday, October 26th. Late Saturday night, October 26th, SMART was notified that it's Rail Operation Center was in the evacuation zone and needed to evacuate. However, SMART was fully staffed and available to assist with people who needed to evacuate, not knowing if Highway 101 will remain open. SMART relocated all trains to Cotati along with its control system and dispatch center. There are 63 at-grade crossing along SMART's right-of-way that when power is lost, they need to be maintained by generators. He acknowledged Superintendent of Maintenance and Way, Marc Bader and his staff for making sure that all at-grade crossing were functioning along the right-of-way without power, however it was very unsafe to run passenger service. Lastly, he said that in a future meeting he will bring a recommendation for Legislation so that the Police and Fire departments, transportation agencies, hospitals and any other community assets cannot be shut down for a long period of time.

Mr. Mansourian concluded, by saying that with the 25 years of emergency experience he was proud of how Sonoma County was able to evacuate over 200,000 people without injuries and congratulated all involved.

Director Rogers thanked General Manager Mansourian from a community and City of Santa Rosa prospective. The way the County, City and SMART responded during this fire incident was very fascinating. Also, the first text message he received was from Mr. Mansourian stating that SMART is available to assist in evacuations if needed.

Mr. Mansourian stated that the new passenger service schedule should be available for the November 20th Board meeting. Director Pahre stated that both organizations (SMART and GGB) are very excited about the next steps getting to and from the ferry.

Director Arnold asked if SMART will be able to accommodate baseball and basketball games. Mr. Mansourian responded that SMART continues to research how they can accommodate and not violate Engineer-Conductors work hours.

Director Naujokas suggested working with transit and business partners to bring the tourist from the south to the north.

Richard Brand stated that as a member of the Russian River Winegrowers Association they are working hard to get tourist back to the wineries.

6. Consent

- a. Authorize the General Manager to execute Contract Amendment No. 3 with eLock Technologies, Inc. in an amount of \$47,490 to purchase two electronic bicycle quad lockers (8 spaces) for the Novato Downtown Station
- b. Approve a Resolution Amending the Fiscal Year 2019-20 Budget and Revise Table 5 to Authorize the addition of 0.5 Full Time Equivalent (FTE) Code Compliance Officer
- c. Approve a Resolution No. 2019-19 for Appropriation of Funds Related to Recent Power Shutoff Emergency

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

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

7. Approval to Allow for Free Rides on SMART for Military Veterans and Active Duty Military for Veterans Day Weekend (November 9, 10 and 11, 2019)

General Manager Mansourian stated that the item for Board approval today is to allow Military Veterans and their families free train rides for the weekend. However, given recent testing schedule for Downtown Novato and Larkspur he recommends that only Monday, November 11th be free for Military Veterans and Active Duty Military and their families.

Mr. Mansourian stated that another recommendation would be to designate free train service on Thanksgiving Weekend (Thursday, November 28th through Sunday, December 1st).

Comments

Director Hillmer asked if the free Monday rides include Military family members. Mr. Mansourian responded yes.

Director Zane stated that Veterans can get their ID's at the Veterans Office in Marin and Sonoma County. This program was very popular during the Memorial Day Weekend and the County of Sonoma will have flag ceremony at 10:30am on Monday to honor the Veterans.

Director Naujokas like the idea of having free train service on Thanksgiving Weekend.

Director Rogers also likes the idea of having free train Service on Thanksgiving Weekend. He suggested that SMART contact the Downtown Santa Rosa Association, since Friday, November 29th will be the Annual Winter Lights event and the City of Santa Rosa is proposing free parking on Saturday, November 30th.

MOTION: Director Zane moved to Approval to Allow for Free Rides on SMART for Military Veterans and Active Duty Military for Veterans Day (November 11, 2019) and Thanksgiving Weekend (November 28, 29, 30, and December 1) as amended. Director Rogers second. The motion carried 12-0.

8. Approve a Resolution Implementing Cost-of-Living Increase for Unrepresented Employees

Human Resources Manager, Lisa Hansley, stated that the item for Board approval today is to implement a Cost of Living Adjustment (COLA) of 2.7% to unrepresented employees, which SMART currently has 53 job classes.

Your Board has previously approved two union agreements with the same 2.7% Cost of Living Adjustment. The first labor agreement with the Teamsters Union was effective on July 1, 2019. The second agreement, with the International Association of Machinists and Aerospace Workers, was effective on October 7, 2019.

In addition, we have reviewed the Bureau of Labor Statistics (BLS) Consumer Price Index (CPI) as well as cost of living adjustments made by other public agencies in the North Bay with similar job classes.

Staff recommends approval of 2.7% Cost of Living Adjustment to unrepresented employees.

MOTION: Director Arnold moved to Approve a Resolution Implementing Cost-of-Living Increase for Unrepresented Employees as presented. Director Pahre second. The motion carried 12-0

9. Conduct Second Reading of Ordinance No. 2019-01 as amended on October 16, 2019; Approve Ordinance No. 2019-01 Extending the Sonoma-Marín Area Rail Transit District's One-Quarter of One Cent (1/4-cent) Retail Transaction and Use Tax

General Manager Mansourian stated that on October 16, 2019, your Board unanimously approved the Expenditure Plan and conducted a First Reading of Ordinance No. 2019-01

The recommendations for your Board approval today are: 1) Incorporate and adopt the clarifying changes to Ordinance No. 2019-01, as shown in redlined, suggested during the First Reading on October 16, 2019; 2) Waive the Second Reading of Ordinance No. 2019-01 Extending the Sonoma-Marín Area Rail Transit District's One-Quarter of One Cent Retail Transaction and Use Tax; and 3) Approve and adopt Ordinance No. 2019-01 as amended –

Extending the Sonoma-Marin Area Rail Transit District's One-Quarter of One Cent Retail Transactions and Use Tax.

Comments

Director Hillmer asked if the recommendations will be one single action. District Counsel, Tom Lyons responded that it can be one action.

David Oster stated that when the Expenditure Plan was considered on October 16th, there was one factual comment raised regarding the projection of the sales tax revenue. Chief Financial Officer, Erin McGrath responded that they conducted research and found that there is no factual issue and SMART is using the same approach by Transportation Authority of Marin.

Richard Brand suggested including Freight in Section 19 of the Ordinance. Mr. Mansourian responded that he agrees with Mr. Brand in concept, however we can't qualify it.

MOTION: Director Arnold moved to Conduct Second Reading of Ordinance No. 2019-01 as amended on October 16, 2019; Approve Ordinance No. 2019-01 Extending the Sonoma-Marin Area Rail Transit District's One-Quarter of One Cent (1/4-cent) Retail Transaction and Use Tax as presented. Director Hillmer second. The motion carried 12-0

10. Adopt a Resolution calling and providing for a special election and requesting the consolidation of such special election with the statewide election to be held on March 3, 2020 seeking authorization to extend the existing one-quarter of one cent retail transactions and use tax and requesting the Sonoma and Marin Counties Board of Supervisors to consolidate and place the measure on the March 3, 2020 statewide election; and Direct the Clerk of the SMART Board to provide a certified copy of Ordinance No. 2019-01, Expenditure Plan and the 75-word ballot summary to be submitted to the Sonoma and Marin Counties Registrar of Voters no later than December 6, 2019

General Manager Mansourian stated that the item for your Board approval today is to 1) Adopt Resolution No. 2019-18 calling and providing for a special election and requesting the consolidation of such special election with the statewide election to be held on March 3, 2020; and 2) Direct the Clerk of the SMART Board to provide a certified copy of Ordinance No. 2019-01, Expenditure Plan and the 75-word ballot summary to be submitted to the Sonoma and Marin Counties Registrar of Voters no later than December 6, 2019.

MOTION: Director Hillmer moved to Adopt a Resolution calling and providing for a special election and requesting the consolidation of such special election with the statewide election to be held on March 3, 2020 seeking authorization to extend the existing one-quarter of one cent retail transactions and use tax and requesting the Sonoma and Marin Counties Board of Supervisors to consolidate and place the measure on the March 3, 2020 statewide election; and Direct the Clerk of the SMART Board to provide a certified copy of Ordinance No. 2019-01, Expenditure Plan and the 75-word ballot summary to be

submitted to the Sonoma and Marin Counties Registrar of Voters no later than December 6, 2019 as presented. Director Garbarino second. The motion carried 12-0.

11. Approve a Resolution Authorizing the Award of Contract No. CV-DB-18-001 to Stacy and Witbeck, Inc. for the Construction of the Windsor Extension Project for an amount of \$47,725,888

General Manager Mansourian acknowledged Chief Engineer, Bill Gamlen and the entire engineering team for all the work that has been conducted to move this project forward

Chief Engineer, Bill Gamlen, stated that the item for your Board approval today is to award a Civil Design Build Contract to Stacy and Witbeck, Inc. for an amount of \$47, 725,888 for the extension of pathway and rail system to Windsor.

The scope of the project is for 3.1-mile extension. The project requires railway improvements consisting of reconstructing the track, constructing sections of double track (passing sidings), building a station platform, reconstructing at-grade crossings, replacing five bridges, constructing a bicycle and pedestrian pathway, installing train signaling and communications systems.

We are partnering with the County of Sonoma and the Town of Windsor to complete the following projects.

Airport Boulevard Widening

The County of Sonoma has requested that SMART include work in the contract to widen Airport Boulevard between Aviation Boulevard and Regional Parkway. The work includes constructing a new pedestrian crosswalk across Airport Boulevard to access the SMART station. The County is funding this work at a cost of \$4,210,000.

Windsor Pathway Undercrossing

The Town of Windsor is coordinating the pathway between Bell Road and Windsor River Road. They have asked that SMART install a passageway beneath the track in this area in order to provide for a future east-west pathway connection. The Town is funding the installation of the undercrossing box at a cost of \$300,000.

SMART conducted a solicitation process for this Contract that followed the requirements of the State of California and standard industry practices. We received 3 qualified proposers. A Technical Evaluation Committee evaluated the technical proposals and determined that Stacy and Witbeck, Inc with the highest for technical approach.

Funding has been committed to the Project. The Metropolitan Transportation Commission (MTC) committed funds as part of the Regional Measure 3 program. The funding is currently being held while lawsuits are being resolved.

Staff is recommending to award the contract with a limited notice to proceed for the design and the procurement of long lead items. In order to maintain the project schedule, it's important that we continue to advance the project. This is a similar process that we followed for the Larkspur Extension project when we hadn't received funding from the Federal Transit Administration (FTA).

Staff recommends approval of Resolution No. 2019-20 authorizing:

1. The Chair to execute Design Build Contract No. CV-BD-18- 001 with Stacy and Witbeck, Inc. for an amount of \$47,725,888;
2. The General Manager is hereby:
 - (a) Finalize the proposed Contract with Contractor in a manner consistent with the staff report presented to the Board;
 - (b) Designate a five (5) percent contingency of the contract amount from the Project Budget to serve as contingency for unanticipated costs.
 - (c) Issue a Limited Notice-to-Proceed for Contract No. CV-DB-18-001 of not more than \$16,500,000 until the Metropolitan Transportation Commission (MTC) Regional Measure 3 (RM-3) funding has been allocated to the Project, and once RM-3 funds have been released, issue an additional Notice to Proceed.
 - (d) Budget the contract in the amount of \$47,725,888, plus set aside a 5% contingency amount (Total Project Budget).
 - (e) To execute reimbursement funding agreements with the County of Sonoma and the Town of Windsor for their work in the Project.

Comments

Director Fudge stated that its a very exciting day for Windsor plus Healdsburg and Cloverdale and this project gets us closer to our final stop "Cloverdale". She thanked SMART'S staff for closely working with the Town of Windsor staff. This has been a very long and complicated project especially when the Town of Windsor decided to construct a round-about. The Pathway will be constructed to the southside of the Station. Also, the infrastructure box that will be installed underneath the track is funded by a developer.

Steve Birdlebough stated that he is excited about this project because the Town of Windsor has a transit-oriented development near the Station. The Town of Windsor had a vision of the SMART Train and Director Fudge was very instrumental in getting this done.

Jack Swearingen thanked Chief Engineer, Bill Gamlen for addressing Regional Measure 3 funding as to how it pertains to this project.

Director Pahre stated that Director Fudge has been relentless to get to Windsor and we will soon hear from former Director Carol Russell.

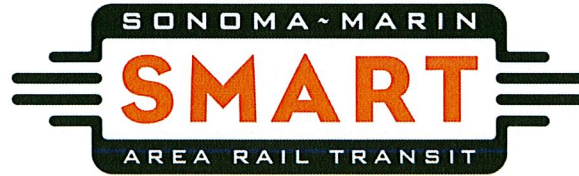
MOTION: Director Fudge moved to Approve a Resolution Authorizing the Award of Contract No. CV-DB-18-001 to Stacy and Witbeck, Inc. for the Construction of the Windsor Extension Project for an amount of \$47,725,888 as presented. Director Rogers second. The motion carried 12-0.

12. Next Regular Meeting Board of Directors, November 20, 2019 – 1:30 PM – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954
13. Adjournment – Meeting adjourned at 3:06PM.

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____



Gary Phillips, 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

Eric Lucan
Transportation Authority of Marin

Joe Naujokas
Sonoma County Mayors' and
Councilmembers Association

David Rabbitt
Sonoma County Board of Supervisors

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

Shirlee Zane
Sonoma County Board of Supervisors

Farhad Mansourian
General Manager


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November 20, 2019

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 October. This financial report shows transactions for the first four months of the fiscal year. All revenues and expenses are within budgeted amounts. Fare and parking revenues are \$1,378,293. Bond fund investments through October totaled \$19,393,205 while other cash and investments equaled \$36,514,303.

Very truly yours,



Erin McGrath
Chief Financial Officer

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

Sonoma-Marin Area Rail Transit District

Monthly Finance Reports

Through October 2019

	FY 2019-20 Approved Budget	Actual	Remaining Budget
Revenues			
Administration			
Sales/Use Taxes	27,973,136	5,261,459	22,711,677
Interest Earnings	295,000	320,116	-
Rent - Real Estate	265,755	166,989	98,766
Advertising Revenue	221,750	47,135	174,616
Miscellaneous Revenue	50,000	17,415	32,585
Administration Subtotal	28,805,641	5,813,114	23,017,644
Operations			
Fund Balance	8,916,756	8,916,756	-
Sales/Use Tax	11,292,866	2,254,911	9,037,955
Fare & Parking Revenue	4,187,000	1,378,293	2,808,707
State Grants	7,404,794	1,463,105	5,941,690
Other Charges	40,000	71,136	-
Operations Subtotal	31,841,416	14,084,201	23,730,041
Capital			
Fund Balance	28,221,487	28,221,487	-
Federal Funds	4,650,000	530,332	4,119,668
State Grants	14,010,000	6,600,000	7,410,000
Other Governments/Misc	4,528,192	45,852	4,482,340
Measure M	200,625	-	200,625
Miscellaneous Revenue	-	300,000	-
Capital Subtotal	51,610,304	35,697,671	16,212,633
Revenue Total \$ 112,257,361 \$ 55,594,986 \$ 62,960,317			
Expenditures			
Administration			
Salaries & Benefits	5,146,304	1,429,056	3,717,248
Services & Supplies	6,733,539	1,000,703	5,732,835
Debt Service/Other Charges	16,847,600	3,756,300	13,091,300
Machinery & Equipment	95,000	12,761	82,239
Administration Subtotal	28,822,443	6,198,820	22,623,623
Operations			
Salaries & Benefits	15,895,474	4,324,810	11,570,664
Services & Supplies	11,521,280	2,264,603	9,256,677
Buildings & Capital Improvements	4,424,662	691,027	3,733,635
Operations Subtotal	31,841,416	7,280,440	24,560,976
Capital			
Salaries & Benefits	1,732,501	374,072	1,358,429
Services & Supplies	1,319,750	85,941	1,233,809
Other Charges	157,149	95,257	61,892
Land	11,000	11,000	-
Machinery & Equipment	15,110,495	10,373,999	4,736,497
Infrastructure	33,279,408	5,860,352	27,419,056
Capital Subtotal	51,610,304	16,800,622	34,809,682
Expenditure Total \$ 112,274,163 \$ 30,279,882 \$ 81,994,281			

Investment Report	
	Amount
Bond Reserve Fund	
Sonoma County Treasury Pool	17,167,850
Interest Fund	
Sonoma County Treasury Pool	1,240,751
Project Fund	
Sonoma County Treasury Pool	984,604
SMART Operating Accounts	
Bank of Marin	11,336,624
Sonoma County Treasury Pool	25,177,679
Total	\$ 55,907,509

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	\$ 50,511,878	\$ 4,923,181
Expenditures	\$ 55,435,059	\$ 51,012,645	\$ 4,422,414
Windsor Extension			
Revenues	\$ 55,000,000	\$ 1,159,036	\$ 53,840,964
Expenditures	\$ 55,000,000	\$ 1,254,980	\$ 53,745,020
Petaluma Payran to Southpoint Pathway			
Revenues	\$ 3,261,098	\$ 411,469	\$ 2,849,629
Expenditures	\$ 3,261,098	\$ 1,696,903	\$ 1,564,195



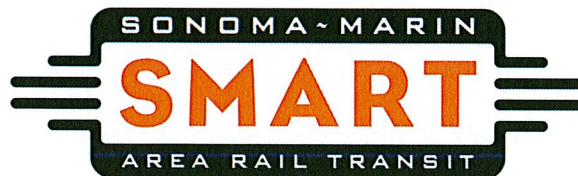
Contract Summary

Active Contracts as of October 31, 2019

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	\$29,320
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	\$3,033
Alliant Insurance Services	Insurance Brokerage & Risk Management Services	\$80,000	\$0
Aramark Uniform Services	Employee Uniform Provider and Cleaning Service	\$9,712	\$4,416
Asbury Environmental Services (AES)	Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment	\$10,000	\$702
Barnes & Company, LLC	Safety Outreach Services	\$25,000	\$0
Becoming Independent	Emergency Bus Bridge Services	\$25,538	\$3,000
Bettin Investigations	Background Investigations	\$8,863	\$1,666
Big Cat Advertising	Digital Advertisement Services	\$18,000	\$6,200
Biggs Cardosa Associates, Inc.	Engineering Design and Construction Support for Payvan to Southpoint Multi-Use Pathway	\$43,954	\$0
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$163,513	\$2,275
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	\$4,640
Corey, Canapary & Galanis	NTD Compliant Passenger Counting Services	\$16,802	\$8,401
Doug Williams	Fire and Life Safety Consultant	\$3,000	\$2,164
Dr. Lance O'Connor	Occupational Health Screening Services	\$3,600	\$0
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$25,000	\$9,146
eLock Technologies, LLC	Station Bike Lockers and Maintenance Services	\$22,824	\$2,760
Empire Cleaners	Uniform Dry-Cleaning, Laundering, and Related Services	\$40,000	\$4,721
Emtec Consulting Services, LLC	Oracle Accounting System Support Services	\$50,000	\$2,498
epath Learning, Inc.	Cloud-Based Training / Learning Management Software	\$6,180	\$6,180
epath Learning, Inc.	Business Training Library	\$10,005	\$0
Everbridge, Inc.	Nixle Computer Software (Cloud-based)	\$11,800	\$11,800
George Hills Company, Inc.	Third Party Claims Administration Services	\$10,000	\$3,687
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis	\$110,890	\$16,171
Ghiotti Bros. Inc.	Enhanced Pedestrian Safety Improvements	\$497,955	\$369,829
Golden Gate Bridge, Highway and Transportation District	Weekend Bus Service between San Rafael Transit Center and Larkspur Ferry	\$68,664	\$2,397
Golden Gate Bridge, Highway and Transportation District	Customer Service Support Services	\$335,580	\$61,941
GP Crane & Hoist Services	Cal/OSHA Crane Inspection Services	\$15,000	\$0
Granite Construction Company	Non-Motorized Pathway, Payvan to Southpoint	\$1,884,757	\$1,379,141
Hanford A.R.C.	Implementation and Monitoring Las Gallinas Creek Riparian Enhancement Plan	\$15,230	\$2,270
Hanson Bridgett LLP	Legal Services	\$70,000	\$0
Holland Company	Track Geometry and Measurement Services	\$24,000	\$0
Industrial Railway Company	Replace Existing #9-136# Rail Frog at MP 39.7	\$70,884	\$0
Industrial Railways Company	Ballast Car Operations	\$70,884	\$70,884
Innovative Business Solutions	Payroll Processing Solutions	\$35,400	\$4,792
Intellectra, Inc.	Internet/Cellular Tower Maintenance Services	\$40,000	\$5,500
Intelligent Technology Solutions, Inc.	Maximo MMS Implementation and Support Services	\$176,000	\$0
Leete Generators	Generator Maintenance	\$1,432	\$0
LMI Disability Consulting	Disability Access Consulting	\$12,000	\$2,113
LTK Engineering Services	Vehicle and Systems Design and Construction Management Services	\$130,000	\$13,267
Managed Health Network	Employee Assistance Program (EAP) Services	\$1,338	\$1,153
Masabi LLC	SMART Mobile Ticketing Pilot Project	\$57,600	\$14,250
MaxAccel	Compliance Management Software Design/Implementation/Asset Management	\$14,000	\$3,314
Maze & Associates	Financial Audit Services	\$46,664	\$0
MGrodner, LLC	Project Management Services	\$94,000	\$0
Netwoven Inc.	SharePoint Maintenance, Support, Implementation, and Related Services	\$48,000	\$17,428
North Bay SAP Services	Substance Abuse Professional Services	\$3,800	\$0

Contractor	Scope	Fiscal Year 19/20 Projected	Fiscal Year 19/20 Actuals- To-Date
Northwestern Pacific Railroad Company, Inc.	Provision and Operation of Ballast Car to move Locomotive	\$36,000	\$25,760
Occupational Health Centers of CA	Pre-Employment Evaluation Services	\$25,000	\$1,410
Pamco Machine Works, Inc.	Railroad Wheel Pressing Services	\$378,000	\$0
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$20,000	\$4,150
PPM Financial Advisors, LLC	Financial Advisory Services	\$22,000	\$0
Pivotal Vision, LLC	Security Software Licensing	\$2,200	\$0
Platinum Advisors, LLC	State Legislative Advocacy Services	\$60,000	\$30,000
Portola Systems, Inc.	SMART Station Network Configuration Services	\$202,541	\$121,781
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$25,000	\$320
Precision Wireless	Railroad Bridge Engineering, Inspection, & Design	\$48,672	\$0
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	\$0
RailPro, Inc.	Professional Engineering Services for Larkspur Extension	\$250,000	\$152,824
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	\$107,517	\$107,516
Sonoma County Fleet Operation Division	Non-Revenue Fleet Maintenance Services	\$75,000	\$9,749
Sonoma County Transit	Bus Service Route 56 (North Stations)	\$192,109	\$48,985
Sperry Rail Service	Rail Flaw Detection Services	\$13,500	\$0
SPT Consulting	Network Infrastructure, Security, Migration and Setup Services	\$365,580	\$48,060
Stacy and Witbeck	Railroad Track Maintenance, Alignment, and Restoration	\$220,000	\$210,210
Stacy and Witbeck/Herzog, JV	Design/Build Construction of Civil, Track & Structures Improvements of Larkspur Extension	\$7,307,603	\$4,307,668
Stantec Consulting Services, Inc.	Environmental Permit Management and Construction Compliance Monitoring	\$92,277	\$1,074
Stericycle, Inc.	Medical Waste Pick-Up and Disposal Services	\$1,918	\$0
Sue Evans	Real Estate Support Services	\$17,849	\$10,920
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	\$1,235
Terris Barnes Walters Biogon Heath, Inc.	Ballot Measure Communication Consulting	\$20,000	\$0
The GBS Group	Internet Connectivity (Wi-Fi) for SMART Trains	\$331,871	\$195,443
United Mechanical Incorporated	HVAC Maintenance Services at SMART Facilities	\$20,700	\$5,068
United Mechanical Incorporated	Bridge Tender House HVAC Install Project	\$8,749	\$0
Utah Transit Authority	DMU Wheel Truing Services	\$28,413	\$28,413
Van Scoyoc Associates	Federal Lobbying Services	\$30,000	\$10,000
VenTek Transit Inc.	Clipper Vending Machine Operations and Maintenance Services	\$630,606	\$54,497
WBE	Existing CCTV System On-Call Maintenance	\$50,000	\$3,070
West Coast Arborists, Inc.	Tree Trimming, Removal, and Related Services	\$50,000	\$0
WRA Environmental Consultants	Environmental Permitting, Management, & Support Services	\$112,216	\$76,307
TOTALS:		\$29,997,920	\$17,853,165

*Actuals-To-Date includes invoices that have been approved as of October 31, 2019, but may not have been processed in SMART's Financial System.



November 20, 2019

Gary Phillips, 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
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Sonoma County Board of Supervisors

Farhad Mansourian
General Manager

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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 Award a Purchase Order for 80 train wheelset components (Journal Bearings) to Bearing Engineering Company.

Dear Board Members:

RECOMMENDATION:

The Board-Approved Fiscal Year 2020 Budget includes the purchase of new journal bearings for use by SMART's Vehicle Maintenance Department in conjunction with required maintenance activities on the Diesel Multiple Units (DMUs). Staff recommends authorizing the General Manager to issue a Purchase Order to Bearing Engineering Company in an amount of \$135,193.43 to purchase a total of 80 train wheelsets components (Journal Bearings).

SUMMARY:

A formal Invitation for Bid was issued to procure the journal bearings for SMART's Vehicle Maintenance Department under Solicitation No. OP-EQ-19-009. The bid was for a base order of 80 bearings with an option to purchase additional bearings for the next 12 months at locked prices. The award of the purchase order is based on the base order quantity. SMART received a total of 4 bids from the following vendors:

1. Bearing Engineering Company - \$135,193.43
2. Kaman Industrial Technologies - \$137,639.88
3. Jamaica Bearings Co., Inc. - \$146,624.60
4. Motion Industries, Inc. - \$154,964.42

Out of the four bids received, Bearing Engineering Company was the lowest responsive responsible bidder.

Staff recommends authorizing the General Manager to issue a Purchase Order to Bearing Engineering Company in the amount of \$135,193.43 for 80 wheelset components (Journal Bearings).

FISCAL IMPACT: Funds for the purchase are included in the Fiscal Year 2019-20 operations budget.

REVIEWED BY: [x] Finance _____ [x] Counsel 

Very truly yours,



Ken Hendricks
Procurement Coordinator



November 20, 2019

Gary Phillips, Chair
Transportation Authority of Marin

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Petaluma, CA 94954

SUBJECT: Authorize the General Manager to Award Purchase Order for one set of Portable Electric Lifting Jacks to Whiting Corporation

Dear Board Members:

RECOMMENDATION:

The Board-Approved Fiscal Year 2020 Budget includes the purchase one set of Portable Electric Lifting Jacks for use at SMART's Rail Operation Center. Staff recommends authorizing the General Manager to issue a Purchase Order to Whiting Corporation in the amount of \$142,858.27 to manufacture one set of Portable Electric Lifting Jacks for SMART.

SUMMARY:

The Vehicle Maintenance Department currently has one set of lifting jacks for use in maintaining the Diesel Multiple Units (DMUs). Purchasing a second set of Portable Electric Lifting Jacks allows the Vehicle Maintenance team to hoist an additional DMU inside the Rail Operation Center allowing for multiple maintenance activities to take place at the same time. This second set of lifting jacks also provides SMART with a back-up set to be used when the first set requires maintenance or repair.

Your Board authorized the use a competitive negotiation method of procurement at the September 4, 2019 Board Meeting to procure one set of Portable Electric Lifting Jacks. A formal Request for Proposal was issued to procure a vendor to manufacture and supply one set of Portable Electric Lifting Jacks for SMART's Rail Operation Center. SMART received a total of four proposals from the following vendors:

1. Autolift Services, Inc.
2. Railquip, Inc.
3. SLEC, Inc.
4. Whiting Corporation

Out of the four proposals received, the evaluation committee identified the proposal submitted by Whiting Corporation to be the most advantageous to the District in terms of qualifications, equipment functionality, quality of equipment, lead time, ability to integrate with existing equipment, maintenance costs, and overall product cost.

Staff recommends authorizing the General Manager to award a Purchase Order to Whiting Corporation in the amount of \$142,858.27 to manufacture and provide one set of Portable Electric Lifting Jacks to SMART.

FISCAL IMPACT: Funding is included in the Fiscal Year 2019-20 budget and is supported by Senate Bill 1 funding from the State of California.

REVIEWED BY: [x] Finance _____ [x] Counsel  _____

Very truly yours,



Ken Hendricks
Procurement Coordinator



November 20, 2019

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Transportation Authority of Marin

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SUBJECT: New SMART Operating Schedule.

Dear Board Members:

RECOMMENDATIONS:

Review and accept the revised SMART operating schedule incorporating the soon-to-be open stations at Larkspur and Downtown Novato, future stations in North Petaluma and Windsor, and serving all stations on the line with 32-minute frequency during commute hours.

SUMMARY:

During the construction of the SMART Larkspur Rail Extension and the new infill station at Downtown Novato, SMART operations and planning staff began the process of developing an operating schedule for the entire system to be launched with the opening of the new stations. Based on direction from your Board, feedback from our passengers and public comments, several goals were kept in mind when developing the new schedule including the following:

- Provide all the stations along the corridor with an equal level of service, including the new stations at Larkspur and Downtown Novato,
- Include service to the future infill station in North Petaluma and the extension station at Windsor to eliminate the need to make additional near-term schedule modifications when those stations are constructed and incorporated into the system,
- Close the existing service frequency gaps in the weekday commute peaks
- Revise the weekend/holidays hours of service
- Coordinate with partner transit agencies to ensure, where possible, efficient transit connections, particularly with regional ferry and bus services while strive to provide better timing for Sonoma Airport arrival and departures.

Keeping those goals in mind, we developed a draft operating schedule that also incorporated SMART's internal operational requirements including providing for midday track, signal and vehicle maintenance service time periods necessary to maintain system on-time performance.

With that draft schedule we began conversations with transit partners along the corridor. Several meetings and conversations were held since summer to seek feedback from Golden Gate Transit (Bus and Ferry), Marin Transit, Sonoma County Transit, Santa Rosa CityBus, Petaluma Transit and Mendocino Transit Authority. Consensus in the meetings was that weekday services would require only minor modifications across the connecting systems, in part because frequency of service is greater on the weekday. Efforts were made to allow sufficient transfer time at both the San Rafael Bettini Transit Center and at Larkspur between the ferry and train.

With less frequency on the weekends, critical regional connections were given priority. The need to provide a timed connection between SMART and the Golden Gate Transit Route 40 hourly service connecting between the East Bay (BART) and San Rafael at Bettini was a recommendation that came from the coordination meetings. SMART revised the proposed weekend train schedule to meet the Golden Gate Bus Route 40 in San Rafael and, with much hard work on their part, Golden Gate Ferry in turn have proposed a revised and expanded weekend ferry service schedule that provides as many timed transfers between the train and ferry at Larkspur.

The new SMART weekday schedule includes adding two additional train sets, 32-minute frequency in each direction during the commute hours of 6:00-8:00 a.m. and 3:30-7:00 p.m. The new SMART weekend schedule includes starting at 7:30 a.m. and coordination with the Larkspur ferry.

Our transit partners will be making a range of modifications in conjunction with this new SMART schedule across the corridor in the coming months and over time as passenger feedback is received on the operating transit network.

The new SMART schedule is being finalized in the field over the weekend and will be presented to you during your board meeting.

FISCAL IMPACT: The costs associated with these new services were included in the Fiscal Year 2019-20 Annual Budget adopted in June 2019.

Very truly yours,


Farhad Mansourian
General Manager