



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
January 4, 2017 – 1:30 PM**

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

1. Call to Order
2. Elections of Chairperson and Vice-Chairperson
3. Approval of the December 7, 2016 Board Meeting Minutes
4. Public Comment on Non-agenda Items
5. Board Member Announcements
6. General Manager's Report
7. Consent
 - a. Approve Monthly Financial Reports
 - b. Approve Nossaman LLP Contract Amendment No. 7
8. Approval of Monthly Pass (31-days revolving pass) Amounts and Authorize Introductory and Education Periods
9. Approve Additional Enhancements to SMART Stations that include 68 Secure Bike Lockers, 39 Bicycle Racks, and Vehicular Gravel Parking Lots at the Airport and Petaluma Stations and Authorize the General Manager to Execute a Contract with eLock Technologies, LLC to Procure and Install Secure Bike Lockers
10. Closed Session
 - a. Conference with legal counsel regarding litigation pursuant to California Government Code Section 54956.9; North Coast Railroad Authority and Northwestern Pacific Railroad Company v. Sonoma-Marín Rail Transit District (STB Docket No. FD 36077 - NOR 42148)
 - b. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
Property: Railroad Right of Way Spur commencing at Mile Post 39.1 and located on or about 368 and 402 Petaluma Boulevard, Petaluma
Negotiating Parties: Farhad Mansourian – The Spanos Corporation (TSC)

- c. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
Property: Sonoma-Marin Area Rail Transit District – Railroad Square Property
APN's: 010-171-019 and 010-166-003
Negotiating Parties: Farhad Mansourian and ROEM

- 11. Report Out of Closed Session
- 12. Next Regular Meeting Board of Directors, February 1, 2017 – 1:30 PM – 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 AND WORKSHOP
December 7, 2016 - 1:30 PM
5401 Old Redwood Highway, 1st Floor
Petaluma, CA 94954**

1. Call to Order

Chair Arnold called the meeting to order at 1:30 PM. Directors Eddie, Fudge, Lucan, Mackenzie, Moulton-Peters, Pahre, Russell, Sears and Zane were present. Director Rabbitt absent and Director Phillips arrived later.

2. Approval of the November 2, 2016 Board Meeting Minutes

MOTION: Director Zane moved approval of November 2, 2016 minutes as presented. Director Moulton-Peters second. The motion carries 10-0-0. (Director Rabbitt absent and Director Phillips arrived later).

3. Public Comment on Non-Agenda Items

Duane Bellinger said that Petaluma residents living in the hills on the West side of town have a difficult time getting to transportation; therefore, the Downtown Petaluma station will need to have available parking. He stated that addresses need to be provided for Closed Session items.

Jack Swearingen said that on September 27th he provided the Board with a suggestion on how to thoughtfully convey cell phone usage messages. He provided the Board with visuals of how the message is conveyed in Europe.

4. Board Member Announcements

Chair Arnold thanked staff for organizing the Toy Drive. The SMART Holiday Express Toy Drive is on Saturday, December 10, 2016. The train will stop at the following stations: Cotati at 9am, Petaluma Downtown at 11am and Novato San Marin at 1pm.

She announced that Gary Giacomini had passed away on Friday, December 2nd. He served for decades as Marin County Supervisor and played a major role in preserving the environment and saved the rail line that paved the way for SMART.

Director Zane stated that the Sonoma County Board of Supervisors adjourned in his memory

Director Mackenzie motioned to adjourn the Board meeting in the memory of Gary Giacomini, motioned approved the all board members present.

5. General Manager's Report

General Manager Farhad Mansourian thanked Communications and Marketing Manager Jeanne Belding for the Holiday Express Toy Drive implementation.

Mr. Mansourian showed a video of the DMU engine replacement that took place on Friday, December 2nd, and the train was back in service on Sunday, December 4th.

Director Mackenzie asked for clarification on the timing of all engine replacements. Mr. Mansourian responded that they should all be replaced and completed by the end of March 2017.

Mr. Mansourian reported that as a result of the shunting issue, a rail conditioning plan has been established which is a combination of rail traffic (7 days a week) and scrubbing. This process has helped and gives SMART the confidence to move forward with the next phase of testing. High-speed testing will begin at the planned train speed for each grade crossing. SMART will continue to have flaggers at each grade crossing for safety. Parallel with high-speed testing, SMART will also begin Positive Train Control testing, which should be completed by March 2017.

Comments:

Director Zane asked how many Engineer-Conductors are needed prior to start of passenger service. Mr. Mansourian responded that there are two vacant Engineer-Conductor positions and three vacant signal positions (some in background). She asked if SMART can discuss the homeless crisis on SMART's Right-of-Way. Chief of Police Welch responded that the newly hired Code Compliance Officers have been making a positive impact on addressing homeless cleanups. Director Zane noted the pictures on page 17 of the General Manager's Report and asked if this type of vandalism has impacted SMART's train runs. Ms. Welch stated that trains are not running in that particular area, and we have not had any negative impacts.

Director Mackenzie asked if SMART has any statistics of "close encounters." Ms. Welch responded no; however, SMART Code Compliance staff had encounters today with people on the tracks.

Director Zane asked if an Advertising Policy will be adopted. Mr. Mansourian responded that the policy was approved by your Board in 2015. The Communications and Marketing Manager Jeanne Belding will issue a Request for Qualifications – Transit Advertising Services soon.

Director Moulton-Peters thanked General Manager Mansourian and staff for the work that is being done and continuous progress to get passenger service started.

6. Consent
 - a. Approve Monthly Financial Reports
 - b. Approve 2017 Monthly Board of Directors Meeting Calendar and Amend the Administrative Code
 - c. Approve LTK Engineering Contract Amendment No. 14
 - d. Approve Platinum Advisors, LLC Contract Amendment No. 2
 - e. Approve a Resolution designating SMART's Chief Engineer and/or his designee as an Americans with Disabilities Act Coordinator, and Adopting an Americans with Disabilities Act Notice and Complaint Procedures
 - f. Award a sole source contract to Alstom Signaling Operation, LLC dba Alstom Signaling, Inc. for the purchase of specialized rail parts and equipment for a total cost of \$278,145.61 (plus tax and delivery)
 - g. Approve a Resolution authorizing the General Manager to execute an "Easement Agreement" in Real Property with the Sonoma County Water Agency for the purchase of an easement for the Non-Motorized Pathway between Jennings Avenue to Guerneville Road in Santa Rosa for an amount of \$4,350
 - h. Accept the Comprehensive Annual Financial Report Year 2015-16; Single Audit Fiscal Year 2015-16 and Management Report
 - i. Approve a Resolution to Amend the Budgeted Administrative position to include a salary range for the Deputy General Manager in the Fiscal Year 2016-17 Budget

Chair Arnold asked for Board comments on the proposed consent agenda.

MOTION: Director Pahre moved approval of the Consent Agenda as presented. Director Mackenzie second. The motion carried 10-0-0 (Director Rabbitt absent and Director Phillips arrived later).

7. Approve a Resolution to Amendment to Contract Between California Public Employees Retirement System (CALPERS) and Sonoma-Marin Area Rail Transit (SMART)

Human Resource Manager Lisa Hansley gave an overview of the process. On October 19th your board approved the resolution of Intention to Approve an Amendment to SMART's CALPERS contract to provide a new a safety retirement category.

Attached for your consideration is a Resolution Authorizing an Amendment to the Contract. Upon approval by your Board the amendment will be effective on December 19, 2016, the first day of the new payroll period following the adoption of the final resolution.

MOTION: Director Russell moved to Approve a Resolution to Amendment to Contract Between California Public Employees Retirement System (CALPERS) and Sonoma-Marin Area Rail Transit (SMART) as presented. Director Fudge second. The motion carried 10-0-0 (Director Rabbitt absent and Phillips arrived later).

8. Approve a Resolution authorizing the Design-Build Method of Contracting for the Larkspur Extension Project and Authorize Staff to issue a Design-Build Request for Proposal

General Manager Mansourian stated that SMART has been working collaboratively on the Larkspur Extension Project with the Transportation Authority of Marin (TAM), Marin Transit, Golden Gate Bridge, Highway and Transportation District, City of San Rafael, and City of Larkspur. A technical advisor from each entity will serve on a committee to review the technical part of the design-build proposals for the Larkspur Extension Project. He introduced Chief Engineer Bill Gamlen who gave a PowerPoint presentation of the project. Highlights included:

- 2.2-mile extension of Initial Operating Segment from Downtown San Rafael to Larkspur.
- The Larkspur Station will have a center platform between two tracks.
- The Larkspur project is made of 3 key elements: 1) Transit Center; 2) Francisco Flip and 3) Larkspur Station.
- The Francisco Flip eliminates two at-grade crossings: Francisco Boulevard and Irwin Street. This improves safety, and supports the City in its application for an at-grade crossing at Andersen Drive in San Rafael.

Director Phillips arrived at 2:00PM

Mr. Mansourian stated that the proposed action item before you is to authorize the proposed design-build method of contracting for the Larkspur Extension Project.

Directors' Comments

Director Fudge asked for clarification on how people will walk from the station to the ferry. Mr. Gamlen responded that they would walk over the Central Ferry Connection path.

Director Phillips stated that the City of San Rafael has been involved in the entire process. He said the biggest concern from the public is about the significant interruption of traffic between 2nd and 3rd Streets in San Rafael; another area of concern is the Bettini Transit Center.

Director Mackenzie stated that prior to the new crossing placement he walked from the upper parking lot to the ferry connection many times.

Director Lucan asked if SMART has been in communication with the bicycle community about the Pathway. Mr. Gamlen responded that SMART has been working with the City of San Rafael on the future pathway configuration. Director Lucan asked if SMART is anticipating high construction cost for the proposal. Mr. Gamlen responded that SMART anticipates receiving good estimates.

Director Phillips stated that the future Pathway is of significant interest to the community.

Director Eddie asked if the West San Francisco Flip configuration of the pathway as illustrated was acceptable to the Marin County Bicycle Coalition. Mr. Mansourian responded that the bicycle community suggested that the pathway be built on SMART's right-of-way. SMART's commitment was to save as much right-of-way as possible so the pathway can be built on the west side of Francisco Boulevard as part of the City street.

Director Zane stated that many of her constituents living in high density areas that commute to San Francisco are very excited about the Larkspur Extension Project. She is very disappointed that the public is constantly complaining about the train horn; the important message is that patience is needed.

Public Comments

Steve Birdlebough stated that the red stop lights now will be the same when the train goes by on red stop lights.

Bettina O'Brien stated that this project is a good addition for the community.

Alisha Oloughlin thanked the General Manager Mansourian for continuing to work with the local bicycle coalition and City of San Rafael and other agencies to maintain a future pathway on SMART's right-of-way. She mentioned that the agreement with the coalition, states that SMART has agreed to work with other agencies to ensure the pathway was constructed at the same time for cost-saving measures. Mr. Mansourian responded that the agreement also states that if the design, regulatory permit, and environmental and funding issues are cleared in time for design and construction as well as funded, we will be happy to consolidate and issue a change order with the contractor.

Jack Swearingen stated that newly elected US President Trump may cancel environmental programs and it will be hard for him to cancel projects under consideration.

MOTION: Director Zane moved to Approve a Resolution authorizing the Design-Build Method of Contracting for the Larkspur Extension Project and Authorize Staff to issue a Design-Build Request for Proposal as presented. Director Mackenzie second. The motion carried 11-0-0 (Director Rabbitt absent).

9. Conduct Workshop - *Non-Action Items for Discussion Only*

General Manager Mansourian stated that he and staff are very excited to provide the following information for discussion and feedback and return to your board for approval at your January 4th meeting.

a. Introduction of Monthly Pass (31-days revolving pass); Introduction of Education and Introductory Period

Mr. Mansourian stated that your board on May 18, 2016, approved fare amounts and fare products and directed staff to research and develop a monthly pass and return at a

later date. In addition to the Eco-Pass and the Mobile Ticketing program, SMART is ready to offer a 31-day revolving monthly pass. The proposed pass would cost \$200 and it will be good for 31-days after activation. Youth, seniors, and disabled riders will pay a reduced amount at the rate of \$100. He also proposed including an Introductory and educational period to all riders to learn the system. The proposal will allow riders to ride for free; ride for half the regular price; and then to ride at the regular price. He suggested SMART wait until after Labor Day 2017 to begin charging riders full fares.

Directors' Comments:

Director Moulton-Peters asked for clarification on the Clipper® Card and whether money can be uploaded in different amounts. Mr. Mansourian responded yes and it gives you transfer credit to other transit agencies.

Director Fudge asked what happens if you don't have a Clipper® Card. Mr. Mansourian responded that it will be a marketing and educational period and we need to be flexible.

Director Zane agreed with the General Manager that SMART needs to be flexible as ridership is being promoted. She mentioned that the County of Sonoma conducted a survey and based on the results they are looking into subsidizing Clipper® Card for employees who need to take the bus and train. Her concern is that the Eco-Pass does not support small businesses. Mr. Mansourian responded that small businesses will have a variety of options, such as monthly pass.

Director Phillips expressed concern that the promotion and monthly passes could cause a deficit after one year, since they are substantial reductions. Mr. Mansourian responded that he does not believe that the introduction of the monthly pass would result in losing potential revenue. He said that monthly passes could actually attract more ridership and increase revenue.

Director Lucan said that the federal reimbursement rate is \$255 a month for transportation and suggested including a qualified parking tax-free amount that can be used in the future. Mr. Mansourian responded that after one year of passenger service, SMART will have data to report on the variety items that are functioning and not functioning based on the variety of assumptions. Director Lucan suggested customer phasing the variety of different options SMART has to offer.

Director Mackenzie stated that he's a commuter and most commuters know the routine process; however, the SMART train system will be new to all and it's going to take some time to teach riders the process.

Director Russell stated that this monthly promotion appeals to wide range of riders and it has the flexibility of the 31-days from activation. She suggested educating the public about the variety of fare options that are available. She asked how many days does Clipper® need in order to make changes to the system. Mr. Mansourian responded 90 days are required for Clipper® to make changes. She said that the monthly pass allows for employers to purchase for their employees.

Director Moulton-Peters asked if the Eco-Pass will be available at the stations. Mr. Mansourian responded that employers need to purchase the Eco-Passes and they will not be available at the stations.

Director Fudge suggested having an interactive multiple choice survey on SMART's website that will provide SMART information on the subject.

Public Comments:

Steve Birdleough urged the Board to limit the "free" promotion, since other transit agencies offered similar incentives and experienced "crush loads" of passengers. This can be a terrible experience for some riders.

Jack Swearingen thanked Matt Stevens for an excellent presentation at Spring Lake Village in Santa Rosa. The monthly pass can benefit Spring Lake Village workers.

Kevin Conway suggested including bicycle parking cost on the Clipper® Card.

Bettina O'Brien stated that the monthly pass is beneficial if you don't want you pay for a yearly pass.

Rick Coates stated that tourist will also be riding the train and suggested that SMART have step-by-step instructions available.

Lastly, Mr. Mansourian summarized the next process. SMART will offer two methods for monthly passes: 1) Mobile Ticketing App and 2) Clipper® Card. On your January meeting we will bring for your approval 1) free promotional period; 2) half promotion period; and 3) regular cost period.

Director Zane stated that it would be a great idea to include the bike lockers in the Clipper® Card. Mr. Mansourian responded that it's not available at this time.

b. Review of Stations' Amenities Existing Bucket List (list of unfunded suggestions for each station; list includes unfunded amenities for Security Measures, Bus Transit, Bike and Pedestrian)

General Manager Mansourian introduced Chief Financial Officer Erin McGrath who gave a brief overview of the budget projections. Highlights included:

- Pending Initial Operating Segment (IOS) project completion challenges \$9.4M which includes anticipated construction changes, construction management contracts, pending environmental permitting costs and pending security enhancements;
- Current available contingency within IOS budget is \$6.1M;
- Adopted FY2016-17 Budget Capital Reserve is \$10M;
- Security Enhancements is \$865K (camera systems at facilities, bike lockers and at-grade crossings);

- Recommended \$5M reserve for the Larkspur Extension Project and other urgent capital needs;
- A balance of \$835K is available for additional enhancements.

Mr. Mansourian introduced Chief Engineer Bill Gamlen to discuss the following two items: 1) Review of Potential Vehicle Parking Facilities; and 2) Review of Potential Bicycle Parking Facilities.

Mr. Gamlen said that on May 2015 your Board reviewed a potential list of additional capital projects associated with SMART's stations for a total of \$12M. A list of unfunded capital projects were outlined (Pedestrian/Bicycle cost of \$2.9M; Transit cost of \$6.3M and Security cost of \$2.150M) that were desirable if funds are available. SMART and our local partners have been successful in securing some funding on certain items from the bucket list.

Review of Potential Bicycle Parking Facilities

Mr. Gamlen stated that your Board in November 2016 received the final SMART Station Bicycle Parking Investment Plan. The Plan provided a baseline view of bicycle parking needs and three types were recommended: 1) U Racks; 2) U Racks Shelters and 3) Metal Secure Lockers.

He illustrated a list of additional lockers per Station; if selected, they could be done without major construction with associated cost.

Review of Potential Vehicle Parking Facilities

Mr. Gamlen stated that staff has evaluated potential vehicle parking at SMART's Stations. The Sonoma County Airport and Downtown Petaluma Stations have space available for construction of parking. He illustrated a variety of concepts with estimated costs for each location.

Lastly, Mr. Mansourian summarized that there is approximately \$835k in available funds that can be used toward the following station concepts:

- Bicycle Parking
- Sonoma County Airport Vehicle Parking
- Petaluma Downtown Vehicle Parking

Directors Comments:

Director Mackenzie stated that various options have been provided, and he suggested that gravel parking be provided at the Downtown Petaluma Station.

Director Zane asked why only these two stations are being considered and parking is being constructed in Novato. Mr. Mansourian responded that SMART owns these properties and can proceed with construction. She asked how much money was spent to construct the two Novato Stations. He responded that he will provide that cost at the next meeting. She stated that choices are being requested and believes that out of fairness Sonoma County and Marin Counties should be treated the same.

Moulton-Peters asked Director Zane if her question is about comparing Marin and Sonoma County's funds being spent. Director Zane responded; yes it's an equity issue and in terms of ridership.

Vice-Chair Pahre clarified that SMART has approximately \$835k in available funds today. Staff is asking from the Board on how to best spend those available funds today. She stated that bicycle and vehicle parking is needed.

Director Fudge stated that there is a different situation in the north and south. You would think there is more land in the north near the stations; however, that is not true. When decisions were made many years ago, SMART did not own land in Downtown Santa Rosa where a Village is being proposed and there were no plans to have the Santa Rosa North and Sonoma County Airport stations. She thanked former Senator Evans for securing funds for the Sonoma County Airport station. She suggested that SMART provide 68 electronic lockers, 32 additional U racks, gravel parking at Sonoma County Airport and Petaluma Downtown. Also, she will be reaching out to other Cities about purchasing additional electronic bicycle lockers. She will be proposing recommendations at the Town of Windsor Council meeting for the purchase of electronic bicycle lockers.

Director Phillips stated that in regards to bicycle parking it would be helpful to anticipate demand and move forward from that. Once passenger train service begins it will be easier to establish what is needed based on ridership. Mr. Mansourian responded that the SMART Station Bicycle Parking Investment Plan recommends the number of spaces for each station, intensive outreach was conducted through various channels to determine the numbers.

Director Russell stated that it's very important to have parking available at the Sonoma County Airport. She suggested constructing paved parking at Sonoma County Airport to create a better ADA surface. Mr. Mansourian clarified that even with gravel parking it will be ADA compliant.

Director Lucan asked if SMART decides to construct gravel vehicle parking now and paved later, will there be some overlap. Mr. Mansourian responded that construction needs are different for each type. The ideal of gravel vehicle parking is to provide the maximum parking. Director Lucan asked for clarification since there is only capacity for 60 electronic lockers; can the remaining 8 go to other station locations that have available space? Mr. Mansourian responded it will be the Board's decision. Lastly, Director Lucan stated that it is a slippery slope to compare money by jurisdiction moving forward. It is best that this Board make the best decision for the entire project at that time.

Director Zane stated that she does not understand why vehicle parking was constructed in Novato and not at the Santa Rosa North and Sonoma County Airport. Based on surveys, the ridership will be high. She suggested that staff make recommendations for each station based on ridership. Mr. Mansourian stated that former Senator Evans was able to secure funding for the Sonoma County Airport Station. Also, the following has been spent

on SMART's own property: \$800k in Rohnert Park, \$725k in Novato San Marin, and \$1.2M at Hamilton. Director Zane stated that the County of Sonoma is building a parking structure near the Airport.

Director Fudge stated that when the Jennings Station was removed and the Guerneville (Santa Rosa North Station) was added to the Initial Operating Segment, parking was considered at that time, and two properties near the station were selling for \$5M.

Directors' Suggestions

Director Sears suggested the full buildout of electric lockers (100 spaces), 32 U-racks, gravel parking at Petaluma Downtown and no parking at Sonoma County Airport until leasing options are explored.

Director Eddie suggested 68 electronic lockers, paved parking at Sonoma County Airport and Petaluma Downtown.

Director Zane asked that further analysis be conducted prior to recommendation being presented.

Director Fudge suggested 68 electronic lockers, 32 U-racks, minimal paved parking at Petaluma Downtown and gravel parking at Sonoma County Airport.

Moulton-Peters asked for the construction timeframe of the County of Sonoma parking garage near the airport. Director Zane responded that construction will start in the spring.

Chair Arnold suggested 68 electronic lockers, 32 U-racks, paved parking at Sonoma County Airport and Petaluma Downtown. She stated that this is a SMART project and not a Marin or Sonoma project.

Director Zane stated the Directors of the Sonoma County Water Agency, which she and Director Rabbitt represent, negotiated selling the Airport Boulevard property at a reasonable price to SMART for the construction of the Rail Operation Center.

Director Moulton-Peters mentioned that city streets near the LA Metro offers 10 hours free parking.

Public Comment

Alisha Oloughlin thanked the board and staff for considering bicycle parking. She said that Measure M funds will be used for the construction of the Airport Boulevard Interchange project.

Bjorn Gripenburg (MCBC) thanked staff and the board for acknowledging the bicycle parking needs.

Rick Coates thanked staff and the board for considering bicycle parking. He prefers the gravel parking.

Duane Bellinger asked about the logic of having gravel parking near Washington Street in Petaluma.

Chair Arnold left at 4:13pm and wished everyone a Happy Holiday.

Mr. Mansourian asked Mr. Griepenburg what bicycle parking he would recommend. Mr. Griepenburg responded that he agrees with Director Sears on the full buildout of 100 electric lockers.

Mr. Mansourian stated that recommendation will be presented at your January meeting. Director Zane suggested including in the recommendations “haves” and “needs.”

c. Update and Review of Various Quiet Zone Applications in Marin and Sonoma Counties

Chief Engineer Bill Gamlen gave a PowerPoint presentation. Highlights included:

- Quiet Zone Defined
- Warning Sounds at Crossings
- Established Quiet Zones
 - Reducing risk when horn is eliminated
- Quiet Zone Treatments
 - Supplemental Safety Measures (SSM’s)
 - Alternative Safety Measures (ASMs)
- Quiet Zone - Key Points
- Steps for Establishing Quiet Zones
 - Diagnostic Review
 - Notice of Intend (NOI) by Local Jurisdiction
 - May need application to FRA depending on use of ASM’s and SSMs
 - Installation of Improvements
 - Notice of Establishment (NOE) by local jurisdiction
- SMART’s Quiet Zone Implementation
- Quiet Zone Status – Marin and Sonoma
 - City of San Rafael and Novato working together to establish a Quiet Zone
 - City of Santa Rosa has sent a Notice of Intent (NOI) and Cities of Rohnert Park and Petaluma are pursuing Quiet Zones

Lastly, Mr. Mansourian stated that what’s important to remember is that there are four crossings after Caulfield Lane that will be subject to the horn blowing if they are not considered in the Quiet Zone application. The noise from these crossing will affect the surrounding areas.

Public Comments

Jack Swearingen asked the status of liability and identification in the Quiet Zone Agreements. Mr. Mansourian responded that the City of San Rafael’s Attorney and SMART’s District Counsel have been working together on an Agreement.

10. Next Regular Meeting Board of Directors, January 4, 2017 – 1:30 PM – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954
11. Adjournment – Vice-Chair Pahre adjourned the meeting in the Memory of Gary Giacomini at 4:30PM

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved: _____



Judy Arnold, Chair
Marin County Board of Supervisors

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

Jim Eddie
Golden Gate Bridge,
Highway/Transportation District

Debora Fudge
Sonoma County Mayors and
Councilmembers Association

Eric Lucan
Transportation Authority of Marin

Jake Mackenzie
Sonoma Mayors and
Councilmembers Association

Stephanie Moulton-Peters
Marin Council of Mayors and
Councilmembers

Gary Phillips
Transportation Authority of Marin

David Rabbitt
Sonoma County Board of
Supervisors

Carol Russell
Sonoma Mayors and
Councilmembers Association

Kathrin Sears
Marin County Board of Supervisors

Shirlee Zane
Sonoma County Board of
Supervisors

Farhad Mansourian
General Manager

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January 4, 2017

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

SUBJECT: Monthly Financial Reports

Dear Board Members:

RECOMMENDATION: Information Item

SUMMARY:

This month's report includes all November transactions and would have been provided to your board at the second December meeting. December transactions will be provided at the next meeting which will be in February.

As of November 30, SMART ended the month with an unrestricted fund balance of \$57,222,018 and bond fund investments totaling \$23,342,184. Gross Sales Tax Revenue received through the month of November is \$9,188,717, which represents four months of sales tax for the year. Spending is within overall budgetary authority as approved by the Board.

Very truly yours,

Erin McGrath
Chief Financial Officer

Attachment(s): Monthly Financial Report
Contract Summary

SMART
Monthly Financial Report
As of November 2016

	FY 2016-17 Budget	YTD Actuals	Remaining Budget
Revenues			
Sales/Use Taxes	36,286,248	9,188,717	27,097,531
Interest Earnings	377,500	2	377,498
Rent - Real Estate	487,197	215,323	271,874
State Reimbursements	-	-	-
Federal - FHWA	1,619,924	29,103	1,590,821
Other Governments	2,478,177	205,867	2,272,310
Measure M	350,000	-	350,000
MTC - RM2	8,436,937	522,563	7,914,374
Fare Revenue	1,976,000	-	-
Charges For Services	30,000	28,287	1,713
State Grants	2,104,500	-	2,104,500
Federal FTA Funds	5,533,042	-	5,533,042
Miscellaneous Revenue	60,000	122,137	-
Revenue Total	59,739,525	10,311,998	47,513,663
Expenditures			
Administration			
Salaries & Benefits	4,199,937	1,540,628	2,659,309
Services & Supplies	6,602,434	2,008,729	4,593,705
Other Charges	18,791,927	6,068,913	12,723,015
Land	-	-	-
Buildings/Improvements	-	-	-
Machinery & Equipment	74,302	20,546	53,756
Infrastructure	-	-	-
Operating Transfer	-	-	-
	<u>29,668,600</u>	<u>9,638,815</u>	<u>20,029,785</u>
Capital			
Salaries & Benefits	1,196,770	375,617	821,153
Services & Supplies	413,541	64,552	348,989
Other Charges	63,177	4,989	58,188
Land	388,500	226,862	161,638
Buildings/Improvements	-	-	-
Machinery & Equipment	21,340,284	771,301	20,568,983
Infrastructure	32,229,512	13,062,998	19,166,513
Intangible Assets	2,000	2,000	-
	<u>55,633,784</u>	<u>14,508,318</u>	<u>41,125,466</u>
Operations			
Salaries & Benefits	11,086,865	3,145,143	7,941,722
Services & Supplies	5,273,670	996,608	4,277,063
Other Charges	-	3,369	-
Buildings & Capital Improvements	3,009,343	711,936	2,297,407
	<u>19,369,878</u>	<u>4,857,056</u>	<u>14,516,191</u>
Expenditure Total	104,672,262	29,004,190	75,671,442
Investment Report			

	As of November 2016
Bond Reserve Fund	
Sonoma County Treasury Pool	17,072,500
Interest Fund	
Sonoma County Treasury Pool	2,074,120
Project Fund	
Sonoma County Treasury Pool	194,492
Principal Fund	
Sonoma County Treasury Pool	4,001,072
SMART Fund Balance	
Bank of Marin	5,813,025
Sonoma County Treasury Pool	51,408,994
	80,564,202



Contract Summary

Active Contracts as of November 30, 2016

Contractor	Scope	Fiscal Year 16-17 Projected	Fiscal Year 16-17 Actuals-To-Date
Adobe Associates Inc.	Real Property Support Services	\$12,000	\$0
Alcohol & Drug Testing Services, LLC	DOT Drug and Alcohol Testing	\$24,875	\$4,544
Alliant Insurance Services	Insurance Brokerage & Risk Management Services	\$69,000	\$0
Area West Environmental, Inc	Environmental Compliance Support Services	\$50,000	\$16,610
Barbier Security Group	Security Guard/Patrol Services	\$15,000	\$8,681
Bender Rosenthal, Inc.	Real Estate Support Services for Larkspur Extension	\$223,780	\$0
Bernadette Lambert	Right of Way Acquisition Legal Services	\$4,500	\$0
Bettin Investigations	Background Investigations	\$15,000	\$5,651
Big Cat Advertising	Digital Advertisement Services	\$18,000	\$7,500
BKF Engineers Inc.	Real Property Support Services	\$10,000	\$0
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$150,000	\$15,476
Cal Accessibility, Inc.	ADA Compliance Support Services for CP4	\$25,000	\$6,636
Cascade Healthcare Services	AED Program Management	\$1,750	\$0
Century Urban	Real Estate Advisory Services	\$18,513	\$14,138
Certified Employment Group	Temporary Staffing Services	\$40,000	\$15,988
Coates Field Service, Inc.	Real Estate Acquisition and Relocation Services	\$25,000	\$5,215
Conservation Corps North Bay	ROW Maintenance & Weed Abatement	\$40,000	\$0
David Rzepinski & Associates	Transit Market, Fare Analysis, Coordination	\$35,000	\$9,625
David Tattersall & Co.	Real Estate Appraisal Services	\$10,000	\$0
David Tattersall & Co. Real Estate Advisory Service	Real Estate Appraisal Services for Larkspur Extension	\$42,000	\$0
Denno Enterprises	ROW Maintenance & Weed Abatement	\$40,000	\$0
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$34,250	\$16,440
Emtec Consulting Services, LLC	Oracle Accounting System Support Services	\$64,761	\$40,078
George Hills Company, Inc.	Third Party Claims Administration Services	\$21,400	\$2,187
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis for CP4	\$35,000	\$30,785
Granicus, Inc.	Media Streaming & Internet Broadcasting Services	\$8,000	\$3,275
Hanson Bridgett LLP	Legal Services	\$70,000	\$67,632
ICF Jones & Stokes, Inc.	Environmental Permitting Management and Support Services	\$210,000	\$88,200
Intelligent Technology Solutions, Inc.	Maximo MMS Implementation and Support Services	\$306,813	\$126,067
Interwest Consulting Group	Acquisition and Relocation Services	\$3,749	\$1,330
Irwin Inc.	Construction Contract Document Preparation	\$20,000	\$0
Jeffries Public Safety Consulting	Emergency Management Plan Development Services	\$9,250	\$0
John Zanzi	Fire and Life Safety Planning	\$20,000	\$5,129
Kathy Wood & Associates	Acquisition and Relocation Services	\$36,252	\$0
Krebs Construction Services, Inc	Project Cost Management Services	\$30,000	\$0
Kurland Digital	Website Hosting and Support Services	\$700	\$0
LTK Engineering Services	Vehicle and Systems Design and Construction Management Services	\$1,063,715	\$842,249
Macias Gini & O'Connell LLP (MGO)	Financial Audit Services	\$44,401	\$44,401
Maggiora & Ghilotti, Inc.	Non-Motorized Pathway E. Cotati Ave to Golf Course Drive	\$1,105,563	\$1,038,099
Masabi LLC	SMART Mobile Ticketing Pilot Project	\$135,000	\$0
MGrodner, LLC	Project Management Services	\$50,000	\$27,806
Moore Iacofano Goltsman, Inc.	Marketing Implementation and Website Design	\$39,500	\$34,725

Contractor	Scope	Fiscal Year 16-17 Projected	Fiscal Year 16-17 Actuals-To-Date
Nelson\Nygard Consulting Associates, Inc.	Bicycle Parking Investment Plan	\$2,351	\$2,351
Netwoven Inc.	Design Information Architecture for Document and Project Management Technology	\$62,664	\$29,410
North Bay SAP Services	Substance Abuse Professional Services	\$5,000	\$0
Nossaman LLP	Legal Services - Railroad Regulatory Issues & Transit D-B Projects	\$101,955	\$101,955
Occupational Health Centers of CA	Pre-Employment Evaluation Services	\$21,950	\$8,630
Oracle	Fusion Enterprise Resource Planning (ERP) Software & Hosting Services	\$47,880	\$11,970
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$19,600	\$14,750
Paychex, Inc.	Payroll Processing Services	\$21,632	\$7,813
PGH Wong Engineering	Construction Management Support Services	\$43,150	\$42,077
Platinum Advisors, LLC	State Legislative Advocacy Services	\$120,000	\$50,000
Portola Systems, Inc.	SMART Station Network Configuration Services	\$269,904	\$225,624
RailPros, Inc.	Professional Engineering Services for Larkspur Extension	\$661,653	\$391,839
Reforestation Services, Inc.	Vegetation Control Services	\$23,206	\$14,577
Shimmick Construction Co, Inc.	D/B Construction of IOS2, Haystack, OMF, Station Finishes and Pathway	\$6,322,781	\$3,701,480
SPTJ Consulting	Network Infrastructure Security, Migration and Setup Services	\$389,880	\$115,155
Stacy and Witbeck/Herzog, JV	Design/ Build Construction of Civil, Track & Structures Improvements of IOS-1	\$10,669,655	\$7,877,921
State Water Resources Control Board	Mira Monte Site Cleanup Program	\$6,400	\$2,616
Steve Taylor Excavation	Vehicle Detector Loop Installation Services	\$6,923	\$0
STV, Inc.	On-Call Railroad Bridge Inspection Services	\$100,000	\$71,322
Sumitomo Corporation	Manufacture & Delivery of Vehicles	\$20,843,756	\$621,966
Summit Signal, Inc.	ISTEA - Constructing Black Point Bridge Automation Project	\$194,250	\$109,875
Summit Signal, Inc.	Track and Signal Inspections	\$85,110	\$64,614
Summit Signal, Inc.	Emergency Call-Out Services for Track and Signals	\$70,000	\$18,963
Swiftly, Inc.	AVL Mobile Application and Website Interface	\$9,900	\$9,900
WBE	Design and Installation of Security Equipment	\$207,072	\$47,625
Xentrans, Inc.	DMU WiFi Development Services	\$54,090	\$32,963
	Totals	\$44,538,534	\$16,053,863

* Actuals-To-Date includes invoices that have been approved as of November 30, 2016, but may not have been processed in SMART's Financial System.



January 4, 2017

Judy Arnold, Chair
Marin County Board of Supervisors

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

Jim Eddie
Golden Gate Bridge,
Highway/Transportation District

Debora Fudge
Sonoma County Mayors and
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Farhad Mansourian
General Manager

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

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

SUBJECT: Approve Nossaman LLP Legal Services Contract Amendment No. 7

Dear Board Members:

RECOMMENDATION:

Authorize the General Manager to execute Amendment No. 7 with Nossaman Legal Services in an amount of \$100,000 for a total not-to-exceed contract amount of \$675,000 and extend the contract through June 30, 2018.

SUMMARY:

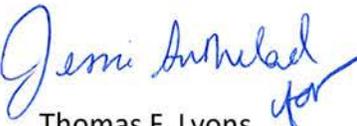
Nossaman LLP has been under contract with SMART since 2010 and have provided expert legal counsel for a number of projects over the last several years, including assisting with: (1) the negotiations of the operating agreement between SMART and NCRA; (2) public contracting issues related to the construction of the Initial Operating Segment and; (3) Surface Transportation Board and Federal Railroad Administration regulatory and acquisition matters.

The District will have a continued need for these specialized legal services and it is important to maintain the continuity of counsel. Thus we recommend your Board continue to retain the services of Nossaman for supplemental specialized legal support on an as-needed basis. Contract Amendment No. 7 provides for an additional term extension through June 30, 2018 and increases the contract amount by \$100,000.

FISCAL IMPACT: Funding for the contract is included in the 2016-17 legal services budget.

REVIEWED BY: [x] Finance gll [] Administration _____
[] Counsel _____ [] Engineering _____
[] HR _____ [] Other _____

Very truly yours,


Thomas F. Lyons
General Counsel

**SEVENTH AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES
BETWEEN THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT
AND NOSSAMAN LLP.**

This Seventh Amendment dated as of January ____, 2017 (the “Seventh Amendment”) to the Agreement for Consultant Services by and between the Sonoma-Marin Area Rail Transit District (“SMART”) and Nossaman LLP. (“CONSULTANT”), dated as of March 10, 2011 (the “Original Agreement,” and as amended and supplemented by the First Amendment, Second Amendment, Third Amendment, Fourth Amendment, Fifth Amendment, Sixth Amendment, and this Seventh Amendment, the “Agreement”).

RECITALS

WHEREAS, SMART and CONSULTANT previously entered into the Original Agreement to provide SMART with various legal services regarding rail transit issues, including railroad regulatory issues, design build projects, eminent domain proceedings and related issues; and

WHEREAS, SMART and CONSULTANT previously entered into various Amendments to the Agreement between January 15, 2011 and July 1, 2015, to increase the not-to-exceed amount of the Agreement, revise the hourly rates, and to extend the term of the Agreement; and

WHEREAS, SMART desires to increase the not-to-exceed amount of the Agreement by \$100,000, for a total not-to-exceed amount of \$675,000, and extend the term of the Agreement to June 30, 2018.

NOW, THEREFORE, in consideration of the recitals set forth above and the covenants contained herein, it is mutually agreed by and between the parties that:

AGREEMENT

1. **COMPENSATION “ARTICLE 4. COMPENSATION”** shall be amended as follows:

In addition to the not-to-exceed amount set forth in the Original Agreement and subsequent Amendments, the contract amount shall be increased by an amount not to exceed \$100,000, for a total not-to-exceed amount of \$675,000.

2. **TERM OF AGREEMENT “ARTICLE 7. EFFECTIVE DATE AND TERM”** is hereby deleted in its entirety and replaced with the following:

“The term of this Agreement shall remain in effect until June 30, 2018, unless terminated earlier in accordance with the provisions of **Article 8** below.”

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

IN WITNESS WHEREOF, the parties hereto have executed this Seventh Amendment as set forth below.

SONOMA-MARIN AREA RAIL TRANSIT DISTRICT

Dated: _____

By _____
Farhad Mansourian, General Manager

NOSSAMAN LLP

Dated: _____

By _____
Consultant

APPROVED AS TO FORM:

Dated: _____

By _____
District Counsel



January 4, 2017

Judy Arnold, Chair
Marin County Board of Supervisors

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

Jim Eddie
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www.sonomamarintrain.org

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

SUBJECT: Approval of Monthly Pass (31-days) Amount and Authorize Introductory and Educational Periods

Dear Board Members:

RECOMMENDATION:

Approve \$200 per month (\$100 for seniors, youth and passengers with disability) for “Monthly Pass (31-days)” and Introductory and Educational Periods.

BACKGROUND:

Proposed Monthly Fare Structure Program

On May 18, 2016, your Board approved fare amounts and fare products. You then directed staff to develop a monthly pass and consider introductory fares and return at a later date with a progress report and pricing recommendations.

On December 7, 2016, you considered staff’s recommendation and received public and board comments about the proposed pass and introductory pricing. The staff recommended \$200 per month (31-days) adult pass with the same discounts as our single-ride fares, at a rate of 50%. The cost per month (31-days) for passengers with disabilities, seniors (65 years older) and youth (5-18 years old), would be \$100.

The enclosed fare sheet shows the complete list of different available fares that we offer, should the recommendations from December 7 be approved today.

Introductory and Education Period

We are not only introducing a new transit option, we are also utilizing a new payment method, the regional Clipper® Card fare collection system that is also new to much of the North Bay public. Learning how to use SMART and Clipper will take some effort on the part of our future riders and we would like to give them some time to get acquainted with us.

For a prospective rider, learning our schedule, navigating how to access to and from our stations, where and how to purchase or reload a Clipper® Card, learning our fare structure and which product to buy, how to get in and out of our trains from our platforms, understanding the length of time the train stops at each of our stations and how to be ready to get onboard and exit, parking bicycles at our stations, bringing bikes and securing them on board, being ready to exit at the desired station with their bicycles, these are all examples of things a prospective rider may want to learn before deciding to pay a full fare to use SMART as part of their transportation solution. With that in mind, our proposed educational and introductory period, detailed below, can be implemented within the Clipper system in a timely fashion for our summer services.

We recommend your Board's approval of the following pass and introductory period pricing:

- 1) Establish a Monthly Pass (31 days) in the amount of \$200 for adults, with 50% off, or \$100, for passengers with disabilities, seniors aged 65+, and youth ages 5-18;
- 2) The approved fare amounts established by your Board today and on May 18, 2016, will begin September 5, 2017;
- 3) From July 5, 2017, to September 4, 2017 an introductory rate will be offered and all non-discounted regular adult fares will be 50% less than the approved amounts, with all other business rules, including transfer credits, being maintained as established in Your Board's fare program; and
- 4) From the time we are ready to begin passenger service (Revenue Service) through July 4, 2017, all rides on SMART shall be free as an educational period for our future customers. We will be encouraging riders to acquire and get familiar with the Clipper system during this free period, but Clipper will not be strictly required but encouraged.

Financial Analysis

Based on our current estimates of number of riders, percentage of various discounts used by our passengers and the previously approved fares, we anticipated annual revenue of \$3.9M. The recommended 50% off of adult fares introductory period for summer 2017 could result in a worst-case financial loss of \$500,000 in fare revenue if our summer ridership is the same as the rest of the year. The recommended educational period of free service of up to approximately two months (May through July 4, 2017) could mean a loss of \$700,000 in fare revenue. However, there are good reasons to believe that the free and reduced fares will lead to more rapid change in commute behavior making our ridership base stronger at the end of the reduced-fare period than without it. We also believe we can minimize this potential revenue loss with increased marketing and outreach during this introductory period.

Very truly yours,

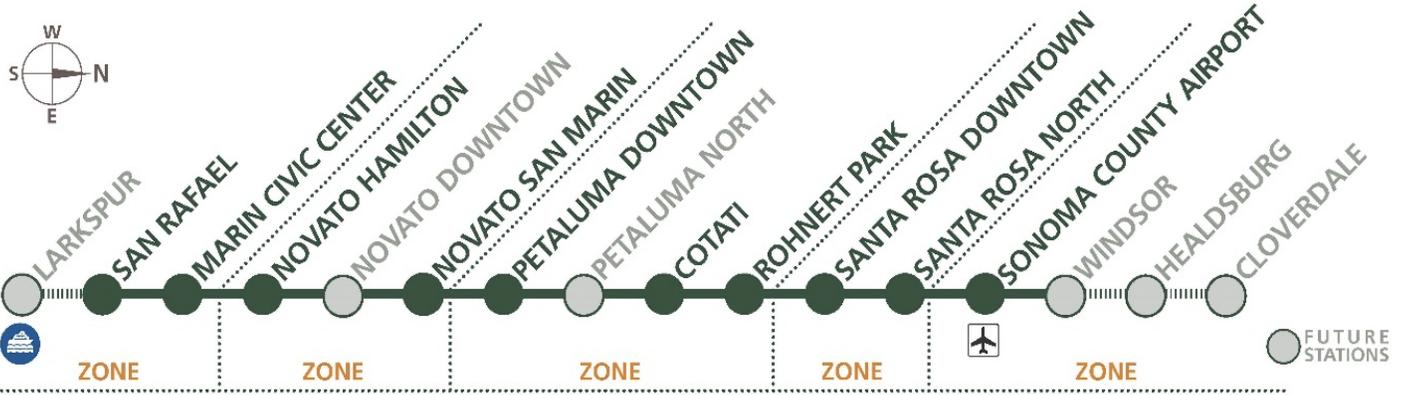


Farhad Mansourian
General Manager

Attachment(s): Fare Sheet



SMART FARE FACT SHEET



REGULAR ONE-WAY FARE

	1 Zone	2 Zones	3 Zones	4 Zones	5 Zones	Daily Maximum*
Adult Fare	\$3.50	\$5.50	\$7.50	\$9.50	\$11.50	\$23.00
Seniors, youth, and passengers with disabilities (50%)	\$1.75	\$2.75	\$3.75	\$4.75	\$5.75	\$11.50

*Once the Daily Maximum is reached, all additional rides are free.

MONTHLY PASS

Pass that can be used for unlimited rides on SMART for 31 continuous days.

	Monthly Pass Price
Adult Fare	\$200.00
Seniors, youth, and passengers with disabilities (50%)	\$100.00

SMART ECO PASS

Pass that can be purchased by employers, colleges, or institutions to receive fare discounts of up to 50%, based on the number of passes purchased. **Eco Passes are purchased in four, six, or twelve month increments.**

Number of Passes Purchased	Eco Pass Price (per month)
Up to 50	\$213.00
51 - 250	\$193.00
251 - 500	\$174.00
Over 500	\$155.00
Colleges & Veterans' Groups	\$138.00



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January 4, 2017

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

SUBJECT: Approve Additional Station Enhancements, Bike Parking at all Initial Operating Segment (IOS) Stations and Vehicular Gravel Parking at Sonoma County Airport and Downtown Petaluma Stations.

Dear Board Members:

RECOMMENDATION:

- 1) Approve additional enhancements to SMART stations that include 68 secure bike lockers, 39 bicycle racks, and vehicular gravel parking lots at the Airport and Petaluma stations.
- 2) Authorize the General Manager to execute a contract with eLock Technologies, LLC (BikeLink) to procure and install secure bike lockers.

SUMMARY:

At the December 7, 2016 Board/Workshop meeting, staff presented additional station enhancement opportunities consisting of bicycle parking options, vehicular parking opportunities at the Airport and Petaluma Station as well as a status report on previously identified station enhancements that were identified during the station development process in 2015. The Board and members of public expressed interest in implementing additional bike parking at each operating station (consisting of secure electronic bicycle lockers and bicycle racks) and the construction of gravel parking lots at the Airport and Petaluma stations. Today we are recommending approval of these station elements at a cost of \$835,000 so they are ready for opening day service.

At your Board’s December 7, 2016 Workshop, our Chief Financial Officer Erin McGrath reported the following:

Capital Budget Projections

- Pending Initial Operating Segment (IOS) project completion challenges \$9.4M which includes:
 - \$2.6M in anticipated construction changes
 - \$2.4M for construction management contracts
 - \$3.6M in pending environmental permitting costs
 - \$0.8M in pending security enhancements;

- Current available contingency within IOS budget is \$6.1M;
- Cost of challenges exceeds contingency by \$3.3M
- Adopted Fiscal Year 2016-17 Budget SMART Capital Reserve is \$10M;
- Remaining security Enhancements require \$865K (camera systems at facilities, bike lockers and at-grade crossings);
- Recommended \$5M minimum reserve for the Larkspur Extension Project and other urgent capital needs;
- A balance of \$835K is available for Board-recommended additional enhancements.

Bike Parking

In November 2016, SMART completed a Bicycle Parking Investment Plan that evaluated current and future bike parking needs at our stations. The Plan was initially presented to the Board in August and then received by your Board in November 2, 2016. The Plan recommended installing 68 secure bicycle spaces and 39 additional inverted “U” bicycle racks at the 10 stations for “day-one” operation. This is in addition to the 100 (10 per station) bike rack spaces that have already been installed as part of the station construction. After a detailed review of all of the stations, based on available property and without requiring substantial improvements we have determined that we can install 68 secure bikes spaces and 39 additional bicycle racks. The secure bike spaces and additional racks can be distributed to the stations as follows:

Station	Additional U Racks	Electronic Secure Spaces
Sonoma County Airport	0	4
Santa Rosa North	0	4
Santa Rosa Downtown	8	12
Rohnert Park	0	8
Cotati	5	8
Petaluma Downtown	13	12
Novato San Marin	5	8
Novato Hamilton	0	4
Marin Civic Center	6	4
San Rafael	5	4
TOTAL	39	68

The cost of providing the 68 secure spaces and additional 32 bicycle racks is \$350,000 for “day-one” passenger service.

BikeLink

The BikeLink System is a subsidiary of eLock Technologies LLC. The first deployment of BikeLink lockers were in 2002. Today, 90 cities have deployed 256 locations, for a total of 3055 bike-parking spaces, and 761 group-facility bike parking spaces. To date, there have been over 35,000 BikeLink cards sold to the public, who, most recently, rented bike parking spaces for over 4 million hours in 2016.

Currently, BikeLink operates the following:

- 152 Locations in the Bay Area
- 2,475 Locker Spaces in the Bay Area
- 5 Group Parking Locations
- 497 Group Parking Spaces
- 3 Bike Sharing Locations
- 14 Bike Sharing Bikes:

BikeLink differs from “Assigned Lockers” lockers by allowing cardholders to use any open locker, and encouraging turnover by requiring payment for usage. This in turn means higher usage rates, enabling more bikes to be parked at each station annually. Additionally, these lockers have perforated metal sidings that protect the contents from the elements while enabling enforcement to determine only bikes are parked inside the lockers

How On-Demand Bike Parking Works:

- 1) Get a BikeLink™ card - The BikeLink™ Card is sold online at www.bikelink.org, by local facility owners, nearby businesses, or vending machines.
- 2) Insert card - The screen guides you through a very quick process to start your rental. It's like using a parking meter.
- 3) Park your bike - Once there's time on the meter, the door opens. Put your bike inside, close the door, and walk away. Your bike remains secure even if the meter expires.
- 4) End rental - Insert your card, get your bike, and get your refund! Unlike a parking meter, any time you don't use is refunded. If your meter expires you are simply charged for the extra time at a higher rate.

How Rental Rates Work

When you arrive at the locker, you choose a 5 hour increment, however you are charged for the exact hours your bike is actually parked rental fee is \$0.05 per hour. For example, if you expect to be gone 10 hours but are actually only parked for 8 hours, you will be charged \$0.40 instead of \$0.50 (for 10 hours). If you expect to be gone for 10 hours and are gone for 12 hours, you are charged \$0.74 – \$0.05 for the first 10 hours and \$0.12 for the two hours over the expected time limit. These are typical rates that can be changed by the agency, however, the revenue does not return to SMART, instead, the revenue goes to the operation of a 24 hour-7 day a week Call Center as well as the administration costs associated with issuing the BikeLink Cards.

Example Cost:

8 hours	\$0.40
12 hours	\$0.60
1 day	\$1.20
1 week	\$8.40

Staff recommends the following operational practices: 1) Rental Rate of \$0.05 per hour; 2) 7 max days; and 3) 12 days to trigger an abandoned locker.

Each user who obtains a BikeLink Card agrees to the BikeLink Standards User Agreement where the rules and regulations are specified. Any agency specific rules are indicated at each individual locker.

Clipper® Card

System software updates are included as part of the ongoing operations charges, so, for example, when eLock incorporates Clipper® Card Payments into the payment methods for the lockers later in 2017, the lockers will be able to accept payment via Clipper® Card.

The lockers being purchased will be equipped with the appropriate hardware, but will not be able to accept payment by Clipper® Card until the system software is compliant and activated by eLock, anticipated to be late 2017.

BikeLink provides ongoing maintenance support to all lockers and will attempt to remove graffiti if it is not extensive. The lockers belong to SMART when they are purchased, but the operations are essentially a turnkey system. However, if the lockers sustain extensive damage that warrants new parts, replacement parts will be an additional cost.

The lockers will be installed by the end of May 2017 and be ready for use.

Parking Lots

At the December 7, 2016 Board Workshop staff also presented concepts for economical parking lots at the Airport and Petaluma Stations. The lots which would provide approximately 50 parks stalls at each location and would be very simple gravel parking lots with minimal improvements with such elements as Americans with Disabilities Act parking and fully accessible path-of-travel. Staff has estimated the costs of the Airport Station parking lot at \$325,000 and Petaluma at \$175,000 for a total of \$500,000. It must be noted that the Petaluma property is currently subject to real estate negotiations for an exchange property which, if successful, can lead to a 2nd station in Petaluma. Therefore these improvements might be lost within 12-18 months.

Staff is recommending installing 68 secure bike lockers and 39 additional bicycle racks at the IOS stations and constructing gravel parking lots at the Airport and Petaluma stations for a total cost of \$835,000.

FISCAL IMPACT: These additional station enhancements will be funded with available capital reserve funds.

REVIEWED BY:	<input checked="" type="checkbox"/>	Finance 	<input type="checkbox"/>	Administration _____
	<input type="checkbox"/>	Counsel _____	<input type="checkbox"/>	Engineering _____
	<input type="checkbox"/>	HR _____	<input type="checkbox"/>	Other _____

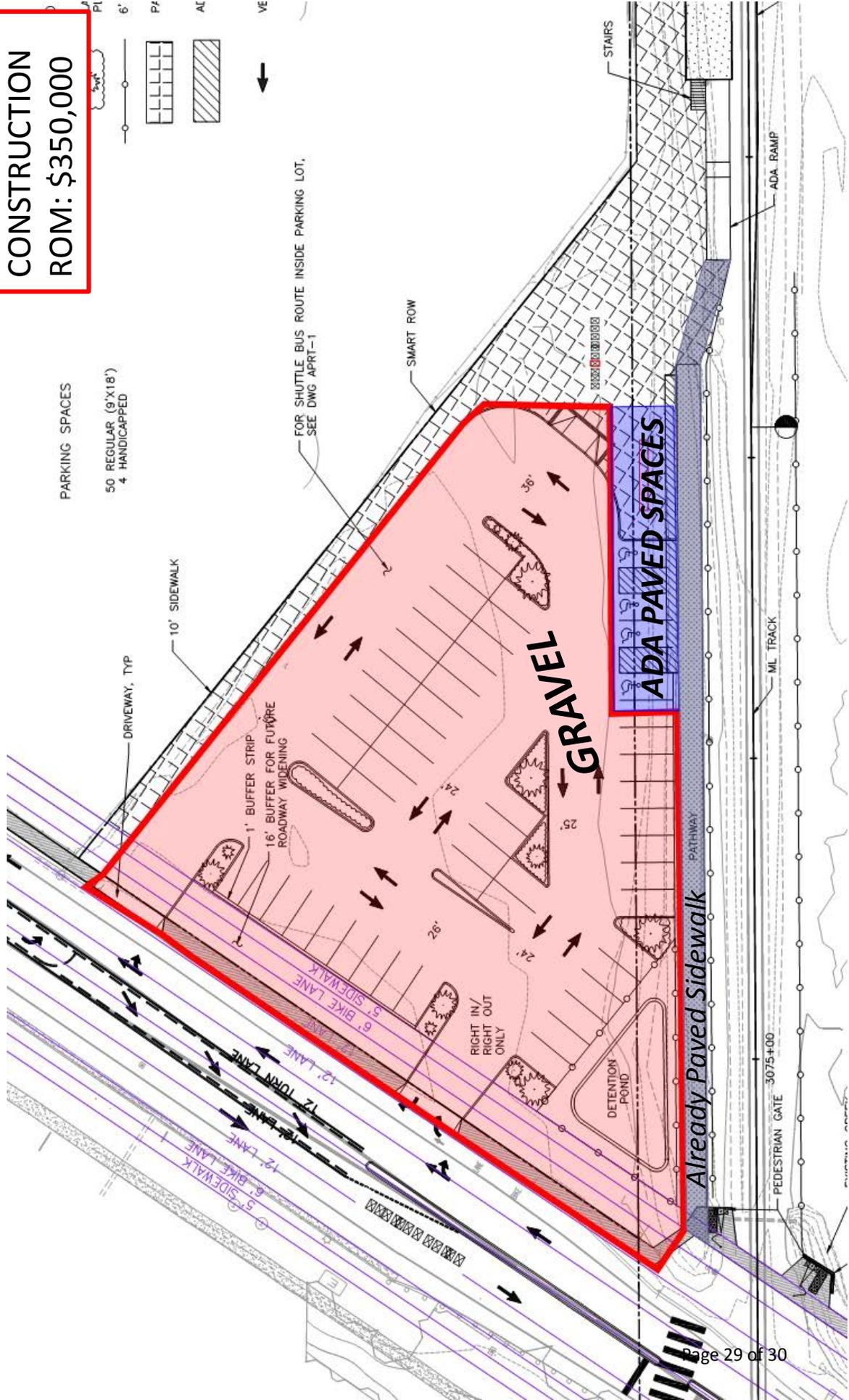
Very truly yours,

Bill Gamlen, P.E.
Chief Engineer

Attachment(s): Airport Station Gravel Parking Drawing
Downtown Petaluma Gravel Parking Drawing

SONOMA COUNTY AIRPORT PARKING CONCEPT 3

**CONSTRUCTION
ROM: \$350,000**



PETALUMA DOWNTOWN PARKING CONCEPT 4

PETALUMA STATION
CONCEPT 4
OVER 50 SPACES

CONSTRUCTION
ROM: \$150,000

