



## **CITIZENS OVERSIGHT COMMITTEE MEETING**

**August 14, 2024 – 1:30 PM**

5401 Old Redwood Highway, 1<sup>st</sup> Floor  
Petaluma, CA 94954

Members of the public who wish to attend in person may do so at:

5401 Old Redwood Highway, 1<sup>st</sup> Floor  
Petaluma, CA 94954

The Meeting will facilitate using a dual format with listening and participation available through Zoom and in-person. SMART provides several remote methods for viewing the meeting and providing Public Comment.

### **HOW TO WATCH THE LIVE MEETING USING THE ZOOM**

<https://sonomamarintrain-org.zoom.us/j/83089308195?pwd=TStrbWxoMGI0SXJ0WU5sUzJTSmZldz09>

Webinar ID: 830 8930 8195

Passcode: 252425

### **TELECONFERENCE**

Members of the public wishing to participate via teleconference, can do so by dialing in to the following number the day of the meeting: 1-669-900-6833; Access Code: 830 8930 8195; Passcode: 252425

### **HOW TO PROVIDE COMMENTS ON AGENDA ITEMS**

*Prior To Meeting:*

Technology limitations may limit the ability to receive verbal public comments during the meeting. If you wish to make a comment you are strongly encouraged to please submit your comment to [COC@SonomaMarinTrain.org](mailto:COC@SonomaMarinTrain.org) by 5:00 PM on *Tuesday, August 13, 2024*.

*During the Meeting:*

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

# CITIZENS OVERSIGHT COMMITTEE MEETING AGENDA

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1. Call to Order
2. Approval of May 22, 2024 Minutes
3. COC Members Announcements
4. General Manager's Report
5. Public Comment on Non-Agenda Items
6. Construction and Capital Projects Update (*Presentation*) – *Presented by Senior Engineer, Michael Wiltermood*
7. Strategic Plan Update (*Information/Discussion*) – *Presented by Planning Manager, Emily Betts*
8. Next Meeting of the Citizens Oversight Committee, **November 13, 2024** (*New Date*) – 1:30pm – 5401 Old Redwood Highway, 1<sup>st</sup> Floor, Petaluma, CA 95492
9. Adjournment

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#### ACCOMMODATION:

Public participation is solicited without regard to race, color, national origin, age, sex, gender identity, religion, disability, or family status. Upon request, SMART will provide for written agenda materials in appropriate alternative formats, disability-related modification, or other accommodation, to enable individuals to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, service, or alternative format requested at least two (2) days before the meeting. Requests should be emailed to *Leticia Rosas, Clerk of the Board* at [lrosas@sonomamarintrain.org](mailto:lrosas@sonomamarintrain.org) or submitted by phone at (707) 794-3072. Requests made by mail SMART's, 5401 Old Redwood Highway, Suite 200, Petaluma, CA 94954 must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.



**CITIZENS OVERSIGHT COMMITTEE  
MEETING MINUTES**

**May 22, 2024 – 1:30pm**

5401 Old Redwood Highway, 1<sup>st</sup> Floor  
Petaluma, CA 94954

1. Call to Order

Chair Sheehan-Meyer called the meeting to order at 1:30pm. Members Adams, Dilworth, Engdahl, Kushel, McCubbin, McKay, and Nachor present; Member Ericksen absent.

2. Approval of March 13, 2024 Minutes

**MOTION:** Minutes approved as presented.

3. COC Members Announcements

Chair Sheehan-Meyer said that the Board of Directors Ad Hoc Committee met on April 11, 2024, to review 18 applications. They re-appointed two individuals representing Marin County and recommended one new applicant.

They are as follows:

1. Thomas Engdahl, Marin County (*Re-Appointed*)
2. Lucy Dilworth, Marin County (*Re-Appointed*)
3. Kevin Hagerty, Marin County

On April 17, 2024, the Board of Directors approved the Ad Hoc Committee recommendations. On behalf of the COC, she congratulated members Engdahl and Dilworth on their re-appointment and welcomed member Hagerty who will be attending our next meeting.

Member Nachor spoke regarding Transit month in September and would like for SMART to participate. He said that Petaluma Transit is offering free rides for 2 years starting July 1, 2024.

Chair Sheehan-Meyer stated that Friends of SMART participated in Transit month last year.

Member Adams stated that the afternoon trains are getting crowded.

#### 4. General Manager's Report

In the absence of General Manager Cumins, Chief Financial Officer, Heather McKillop provided a PowerPoint presentation, which is located on SMART's website. Highlights include:

- Ridership Update
- Construction Update
- New Initiatives
- FTA Triennial Review
- Questions

##### Ridership Update

- April Average Weekday ridership: 3,055
  - 31% over April 2023
  - 26% over April 2019 (pre-COVID)
- May Average Weekday ridership to date: 3,111
  - 25% over May 2023
  - 23% over May 2019 (pre-COVID)
- April Monthly ridership: 80,340 (37% increase from 2023, 33% increase from 2019 pre-COVID)
- Annual Ridership: 716,847 (Fiscal Year 2019); 722,983 (Fiscal Year 2024 to date)
- Pathway Counts: 67,311 (April 2024)
- Celebration: Cake was enjoyed

##### Pathway Counter – San Rafael

- SMART Maintenance of Way installed SMART's 10<sup>th</sup> Counter
- Located in San Rafael, on Caltrans Right of Way along the Lincoln Hill Pathway
- Counts from this location are included in April's total Pathway Counts

##### Construction Progress

Chief Financial Officer McKillop illustrated various construction photos of various sites including:

- McDowell Boulevard – Installing traffic signal conduits
- Petaluma North Station – Placing concrete for platform walls
- Windsor - There was progress on the undercrossing project in partnership with the Town of Windsor, and fencing was set to be installed along the right of way in Windsor.

##### New Initiatives

###### *Santa Rosa Rose-E Trolley*

- Partnership with Santa Rosa downtown district established.
- Trolley connects Railroad Square to downtown district.
- SMART, Sonoma Clean Power, City of Santa Rosa, and Visit Santa Rosa are sponsors.
- Electric trolley with ADA accessibility.

- Free of charge for riders.
- Program duration: May 15th to September 20th.
- Operating times:
  - Wednesdays, Thursdays, Fridays: 5 PM to 9 PM.
  - Saturdays: 1 PM to 4 PM, 5 PM to 9 PM.
  - Sundays: 11 AM to 3 PM.

#### *River Shuttle Partnership*

- The current shuttle stops just short of SMART connect stops.
- A partnership between SMART and regional parks will extend the shuttle route.
  - SMART will offer a direct ride to Steel Head beach in the morning and one pickup in the afternoon.
  - The project supports transit access to regional parks.

#### *SMART Connect Larkspur*

- Launching shuttle to Larkspur Ferry terminal in June, aiming for June 1st.
- Ribbon cutting planned for June 20th.
- Service days: Thursday through Sunday initially, expanding later.
- Service hours: Weekdays from 7 am to 6 pm; weekends from 8:30 am to 7:30 pm.
- Shuttle to meet every train and ferry within 5 minutes.
- Shuttle to also serve Larkspur Landing and Corte Madera malls on demand.
- Collaboration with local entities like Corte Madera malls, and Chambers of Commerce.
- Adult fares set at \$1.50, Seniors and Youth ride free.
- Partnership discussions ongoing with TAM and Golden Gate.

#### FTA Triennial Review

Chief Financial Officer McKillop reported on the FTA's Triennial audit, mandated by Congress in 1982 for urbanized area formula program fund recipients. The audit, conducted every three years, scrutinized 23 areas including legal and financial management, technical capacity, transit asset management, and cybersecurity. They responded to 238 questions and provided 805 documents. The audit found one deficiency, easily addressed with a new procedure. Procurement was complimented and called it a model process. The draft report arrives around June 10th, final by July 16th, with 90 days to resolve deficiencies. Team SMART's hard work ensured compliance and readiness.

#### Comments

Member Dilworth asked to identify the deficiency. Ms. McKillop responded that SMART did not have an Equal Employment Opportunity (EEO) procedure document to provide data. SMART will start the process to create a document and begin to implement.

Member Adams is excited about the Larkspur Shuttle. She asked for clarification of the pathway counters. Ms. Betts responded that additional counters will be added as appropriate to new segments.

Member Nachor asked the spacing for pathway counters. Ms. Betts responded that they are approximately 3-5 miles apart. Member Nachor suggested that SMART consider expanding the Larkspur Shuttle to Bon Air Shopping Center. Ms. Betts responded that SMART can potentially increase service if there is a demand.

Chair Sheehan-Meyer asked for clarification of the Russian River shuttle service. Ms. Betts responded that the service is intended to drop off people at Steelhead beach where they can rent a kayak and inflate tubes.

Member Dilworth asked about the status of the fiber optic cable along SMART's right-of-way. Ms. McKillop responded that she would research and report back.

5. Public Comments on Non-Agenda Items

None

6. Fiscal Year 2024-25 Draft Budget – *Presented by Chief Financial Officer, Heather McKillop*

Chief Financial Officer, Heather McKillop, introduced Budget and Finance Manager, Claire Springer. The purpose of today's presentation is to receive feedback to prepare the Fiscal Year 2024-25 Budget. The presentation is located on SMART's website. Highlights include:

*Fiscal Year 2024-25 Draft Budget:*

Content of Discussion

- Passenger
  - Revenue
  - Expenditure and Strategies– Ridership
  - Expenditure and Strategies – Pathway
  - Expenditure and Strategies – Extension
  - Capital and State of Good Repair
  - Fund Balance and Reserves
- Freight
  - Revenues
  - Expenditures
  - Fund Balance and Reserves
- Next Steps

Vision and Mission

- SMART House

Passenger - Revenues

- Estimated Revenues – Fiscal Year 2025

### Passenger – Expenditures

- Expenditure and Strategies -Ridership
- Expenditure and Strategies -Pathway
- Expenditure and Strategies -Extensions
- Expenditure -Salary and Benefits
- Capital of State of Good Repair
- Summary
- Fund Balance and Reserves

### Comments

Member Kushel asked for clarification of the marketing budget. Communications and Marketing Manager, Julia Gonzalez responded that SMART has a lean budget, and various graphic designs are done in-house. SMART website requires a technology/software update. Member Kushel suggested having a marketing only line item in the budget can be helpful.

Member Nachor asked if the Petaluma North station and Windsor station have a budget for improving connectivity. Ms. McKillop responded that there are various line items throughout the budget for example: shuttles, wayfinding, etc. Member Nachor said that he would like SMART to contribute funds to improve the connectivity (first and last mile).

### Freight

- Revenue
- Expenditures
- Fund Balance and Reserves

### Next Steps

- Draft Budget Published for Public Review
- COC meeting on May 22<sup>nd</sup>
- Public Comments Due – May 31, 2024
- Incorporate Comments if appropriate
- Present Budget for Board Approval June 18<sup>th</sup>

### Comments

Member McCubbin asked if SMART is concerned about future funding. Ms. McKillop responded that state and federal funds are becoming more competitive.

Member Adams thanked staff for the report and inviting the public to provide feedback. She suggested adding funding to conduct a study as to how SMART can accommodate additional bicycles on the trains.

Member McCubbin asked for an update on SB904. Ms. McKillop responded that the SB904 is pending Assembly approval.

Member Dilworth asked if the Fare Box Recovery percent decreased. Ms. McKillop responded that the percentage would vary depending on the pilot programs in the fiscal year.

Public Comments

Smarty requested the documents have a higher resolution and suggested that the debt service should be in the subsidize category.

Mike Arnold said that SMART's Operating expenses don't align with the way that other transit operators present them to the National Transit Database (NTD) and asked they be included. The brochure mailer for both counties is a very expensive proposition, and it is done before elections to get votes. The brochure should include information that is relevant to the voters. He asked if there is going to be a ballot measure in November and the requirements of the expenditure plan.

Ms. McKillop clarified that debt service is a specific cost to finance capital projects. We are prohibited from issuing debt for operating costs. SMART does not put NTD estimates in the budget. We do provide the actual information to the NTD. The information contained in the budget is factual and accurate and to the best of our knowledge at this time. We can adjust the budget since there are not statutory requirements. SMART staff is in the process of developing and updating the Strategic Plan

Member Dilworth said that she doesn't see the budget process and strategic plan focus on the specifics of the issues that defeated the sales tax previously and need to look at those issues more closely.

7. Next Meeting of the Citizens Oversight Committee, **July 10, 2024** – 1:30pm – 5401 Old Redwood Highway, 1<sup>st</sup> Floor, Petaluma, CA 95492)
8. Adjournment - Meeting adjourned at 2:47pm.

Respectfully submitted,

Leticia Rosas  
Clerk of the Board

Approved on: \_\_\_\_\_





**DATE:** August 14, 2024  
**TO:** Citizens Oversight Committee Members  
**FROM:** Emily Betts, Planning Manager  
**STAFF REPORT:** 2024 Strategic Plan Update

**RECOMMENDATION:** Discussion Item

**SUMMARY:**

The Citizens Oversight Committee (COC) bylaws require the committee to provide input and review the Strategic Plan and subsequent plans, which is updated at least every five years. The current plan was adopted by the Board of Directors on September 18, 2019, and is for the period 2019 – 2024.

Staff has conducted public outreach for the Plan, as outlined to the COC in December 2023. Five public Strategic Plan Workshops were held online between January and March 2024, with the initial results presented at the March 2024 COC meeting. Attendance for the three workshops ranged from 30-60 participants, with great input and participation from attendees. Following this, staff has presented to a range of community groups and public agency officials on the status of SMART and sought input on the Strategic Plan. In July, SMART sent out an email invitation to a wide range of stakeholders, inviting them to provide input and schedule a presentation to their organization. As of late July, we have received 97 public comments submitted online, and expect to receive more as the outreach period continues. Information on this process is also posted on our website: <https://www.sonomamarintrain.org/Strategic-Plan>.

Staff have been organizing the input received into our objective areas, with specific strategies and actions that the agency can take during the timeframe of this plan, and in the future. SMART is planning to hold an in-person public workshop in late September to get input on the objectives, strategies, and actions included in the Plan.

At this meeting, staff will outline the proposed structure for the plan and request feedback from the COC, as to how information is presented in the Draft Strategic Plan. SMART staff will present the Draft Strategic Plan to the COC in November and take the final 2024 Strategic Plan to the SMART Board of Directors for approval by the end of 2024.