



**CITIZENS OVERSIGHT COMMITTEE
MEETING AGENDA
June 23, 2022 – 7:30 AM**

**IN ACCORDANCE WITH GOVERNOR’S EXECUTIVE ORDERS N-25-20 AND N-29-20 THE
CITIZENS OVERSIGHT COMMITTEE MEETING WILL BE HELD VIRTUALLY
MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON**

ZOOM TELECONFERENCE INSTRUCTIONS

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

1. Call to Order
2. Approval of February 10, 2022 Minutes
3. Public Comment on Non-Agenda Items
4. Discussion of Citizen’s Oversight Committee Roles – *Presented by General Manager Cumins*
5. Strategic Planning – *Presented by General Manager Cumins*
6. Ridership Update – *Presented by General Manager Cumins*
7. Financial Update - *Presented by Chief Financial Officer, Heather McKillop*
8. Capital Projects Update – *Presented by Chief Engineer, Bill Gamlen*
9. Next Meeting: TBD
10. Adjournment

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**CITIZENS OVERSIGHT COMMITTEE
MEETING MINUTES
February 10, 2022 – 7:30 AM**

**IN ACCORDANCE WITH GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20
THE CITIZENS OVERSIGHT COMMITTEE MEETING WILL BE HELD VIRTUALLY
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1. Call to Order

Chair Colombo called the meeting to order at 7:30AM. Committee members Steve Birdlebough, Dennis Harter, Steve Rabinowitsh, Tanya Narath were present; Julia Violich absent; Patricia Kendall, David Oster and Peter Breen joined later.

2. Approval of October 15, 2020 Minutes

Motion: Minutes approved as presented.

Mr. Oster joined at 7:35am

Ms. Kendall joined at 7:40am

3. General Manager Cumins Introduction and Planning for the Future

General Manager Cumins introduced himself. He said that prior to his career in the transit industry, he served 20 years in the United States Air Force. He was in the vehicle maintenance career 16 of 20 years; four of those years he was a Commander of an Air Force Leadership School. He retired from Air Force in 2011 and began his career in the transit industry. He was hired at the Utah Transit Authority as a Maintenance Manager and after 2 years was promoted to Regional General Manager and after 5 years was promoted to Chief Operating Officer which he served for 3 years prior to his acceptance of SMART's General Manager. He said he is excited to be here and looks forward to the future of SMART.

Mr. Breen joined at 7:45am

General Manager Cumins provided Planning for the Future PowerPoint presentation, which will be posted on SMART's website. Highlights include:

- Planning Model
 - SWOT Analysis description - Strength, Weakness, Opportunity and Treats

- Alignment Pyramid
 - Vision
 - Mission
 - Objectives
 - Goals
 - Strategy

- Strategic Objectives
 - Customer/Public Expectations
 - Equity
 - Environment
 - Quality
 - Financial Responsibility
 - Safety
- FAQ's – most common question
- Prioritized Strategic Objectives
- Next Steps

Comments:

Chair Colombo asked General Manager Cumins “when you arrived what are the things that surprised you the most and what are the things that you were pleasantly surprised?” General Manager Cumins replied SMART employees are very dedicated, his initial concerns were the first and last mile connections, since he came from a multimodal system and at SMART it’s a little fragmented.

Mr. Oster asked for an update of the Pathway litigations. General Manager Cumins responded that the litigation is still pending and and construction has stopped and staff is looking at strategies.

Mr. Rabinowitsh asked for elaboration on the term stopped construction. General Manager Cumins responded that the Pathway construction has stopped due to litigation.

Ms. Narath thanked General Manager Cumins for the presentation. She asked what are the thoughts on improving the public perceptions of SMART and the Community engagement. General Manager Cumins responded that SMART has to be very visible and continue to inform the public about the benefits of SMART.

Mr. Breen stated that the first and last mile is very critical, since SMART has two very difficult last mile segments in Santa Rosa and Larkspur. He asked is the COC members involved in the freight budget process. Chief Financial Officer McKillop responded that it is part of our overall budget and Measure Q funds will not be used.

Mr. Birdlebough stated that there are various ways SMART can be helpful with the extension to Suisun City due to the widening of Highway 37 project. General Manager Cumins responded that a lot of questions will be answered once staff completes the Strategic Planning process.

Mr. Oster stated that Measure Q funds can not be used for the extension to Suisun City. Measure Q funds are for Cloverdale to Larkspur rail line. He asked what is SMART doing to get funds to go east. General Manager Cumins responded that there are a lot of issues that need to be addressed prior to a decision being made.

Mr. Harter asked, how do you respond to all those frequently asked questions. Once those questions are answered to some satisfaction is going to be hared to obtain public support for the next election. General Manager Cumins responded that having the answers to the questions and being able to respond will provide the opportunity to get public support.

Chair Colombo asked General Manager Cumins if he had any thoughts of the roles/responsibilities of the COC through the strategic planning process. General Manager Cumins responded that the COC can play a role with the community and SMART, however the scope is very limited of the body of this committee.

Mr. Breen stated former General Manager Mansourian tended to limit exclusivity to the COC to the review of the Strategic Plan, in his view it was minimal. He thinks that this group has been essentially not very useful to the overall operation and management of SMART. The utilization of the COC has not been maximized at all in the last 5 years.

Mr. Rabinowitsh stated that the committee has very dedicated members . He said that committee members can be more active to represent the community. He state that the roles/responsibilities of this committee are very specified. He looks forward to the discussion about how this committee can be an Advisory Committee to be able to talk and respond to questions and build political support for SMART.

4. Public Comment on Non-Agenda Items

Richard Brand complimented the COC on it's progress and suggested changing the word Oversight to Advisory and they can assist staff with outreach.

Duane Bellinger suggested that a group of members consist of people who live within the first and last mile to help with connectivity.

5. Financial Update – *Presented by Heather McKillop*

Chief Financial Officer, Heather McKillop introduced herself to the COC and her past work experience. She provided a Financial Update PowerPoint presentation which will be located on SMART's website. Highlights included:

Financial Staff

- Seven employees
- Functions

Financial Documents

- Capital Plan
- Short Range Transit Plan
- Annual Budget

- Strategic Plan
- Annual Report
- Annual Comprehensive Financial Statement

Funding – Allocation

- Fiscal Year Adopted Passenger Rail/Pathway Budget
- Fiscal Year Adopted Freight Budget

Comments

Mr. Birdlebough stated that separating the Passenger, Pathway and Freight budget can be tricky and asked how that is accomplished. Ms. McKillop responded that it is not difficult due to her past experience. She said that a separate fund account has been opened for freight and cost allocations codes have been incorporated for funding. Mr. Birdlebough stated freight is much heavier and it creates problems with the right-of-way maintenance and how is that accounted for? Ms. McKillop stated the amount of freight being driven compared to passenger rail trains is very miniscule to get a percentage.

Mr. Rabinowitsh asked if they will be receiving more information on “projections of the income and expenses of the organization”. Ms. McKillop responded that the information is available on the Short Range Plan and Capital Plan which are both located on SMART’s website.

Duane Bellinger suggested including the parking revenue by stations. Ms. McKillop responded that the parking revenues are presented to the Board monthly.

Chair Colombo asked how many parking stations currently charge for parking? Mr. Gamlen responded there are currently five SMART parking lots that have paid parking.

6. Ridership Update – *Presented by Eddy Cumins*

General Manager Cumins provided a brief Ridership Report presentation which will be located on SMART’s website. Highlights included:

- SMART Fiscal Year 2020 to 2022 Monthly Ridership
- SMART Pre-COVID vs. 2021 Average Weekday Ridership
- SMART 12-month Average Weekday Ridership Average (Feb 2021 – Jan 2022)
- Origin/Destination Comparison (Post-COVID)
- SMART Ridership by day of the week (Previous 4 weeks)

7. Pathway Update - *Presented by Bill Gamlen*

Chief Engineer, Bill Gamlen provided a brief Pathway Report. He stated that in Spring 2021, the Board had agreed to fund the last segments of the pathway to get them through design and permitting and ready for construction. There are a total of 12 segments that the Board approved for funding for design and permitting. We currently have four pathway segments that are fully funded; three are in Sonoma County and one is in Marin County. Construction is pending to start this Summer or Fall, we are obtaining the permits as long as the litigation allows us to we will push through.

Chair Colombo asked what are those segments? Mr. Gamlen responded that the segments are as follows; 1)McInnis Parkway to Smith Ranch Road in San Rafael; 2) Lakeville to Payran in Petaluma; 3)South Point Boulevard in Petaluma to Main Street in Penngrove; and 4) Golf Course Drive in Rohnert Park to Bellevue Avenue in Santa Rosa.

8. Capital Projects Update - *Presented by Bill Gamlen*

Chief Engineer, Bill Gamlen provided an update on Capital Projects. He said that the Windsor Extension project is on hold. We currently have two contracts: 1) for the systems and train control; and 2) the civil and and track components.

He said that for the Windsor Extension project, staff procured a lot of key materials. The environmental permitting work is complete and its ready to start construction once funding is available through grants.

He said that the Federal Railroad Administration requires SMART to perform annual bridge inspections and to provide a Bridge Management Plan.

There is on-going environmental mitigation at the MiraMonte property. The property has constant maintenance and hopes to receive approval from all the agencies. Other mitigation work includes planning in San Rafael that was required for the Larkspur Extension project.

Comment:

Mr. Rabinowitsh asked about the lawsuit on Regional Measure 3 and is SMART in a position to obtain infrastrucure funds from a newly past infrastructure bill. Mr. Gamlen responded that Regional Measure 3 lawsuit is taking some time to move forward. SMART is positioned in order to receive infrastructure funds. Grants Manager, Joanne Parker is excellent at her job and is constantly monitoring grant opportunities for different funding sources.

Chair Colombo stated maybe that the Board make it a priority to to make sure we define our role of the COC so that they could be doing more. Personally a little frustrated with the lack of clarity from the Board about the role of the COC.

Mr. Birdlebough stated that he thinks the COC's strongest role is with the staff, that what they accomplish with the COC is through the staff because the Board has no time or interest in the matters. He suggested the COC Chair and the Board chair meet after every meeting to make a clear line of communication. The need for the staff to report to the citizens group has value.

Chair Colombo stated his experience at Board meetings he was invited to and his interaction with the Board. Better communication and better definition of the COC role.

Mr. Breen acknowledged the staff for recognizing the COC membership in the recent annual report; It's the first time since we started that the COC has been acknowledged by the agency in a public manner.

General Manager Cumins stated he'd like to bring the COC as a Board agenda item so that the COC could get the clarity needed from the Board in his word "formalize" the process of the COC.

Chair Colombo stated he'd like to have more scheduled meetings with Mr. Birdlebough agreeing to his comment and stating that the schedule be establish a year ahead.

Mr. Brand stated it was an excellent meeting, a great start up with General Manager Cumins joining the team. This group has has a right to be frustrated because he thinks they have not been recognized, there is a lot of knowledge, expertise and possibilities in this group.

Board Member, Ms. Garbarino acknowledged the COC and it's value as well as agreeing with General Manager Cumins on his idea to bring the COC feedback to the Board as they bring value to SMART.

9. Next Meeting: Thursday May 5, 2022
10. Adjournment - Meeting adjourned at 8:35am

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____