



**BOARD OF DIRECTORS
MEETING AGENDA
January 5, 2022 – 1:30 PM**

In accordance with AB 361, Sonoma-Marin Area Rail Transit District Resolution No. 2021-24, Governor Newsom's March 4, 2020, State of Emergency due to the COVID-19 pandemic and Marin and Sonoma Counties Health Officials recommendations to continue measures that promote social distancing the SMART Board of Directors Meeting will continue to be held virtually through Zoom.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

[ZOOM TELECONFERENCE INSTRUCTIONS](#)

PUBLIC COMMENT PRIOR TO MEETING:

If you wish to make a comment you are strongly encouraged to please submit your comment by 5:00 p.m. on Tuesday, January 4, 2022 at <https://www.surveymonkey.com/r/SMARTBoardComments>

PUBLIC COMMENT DURING THE MEETING:

The SMART Board 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.

1. Call to Order
2. Approval of the December 15, 2021 Board Meeting Minutes
3. Board Member Announcements
4. General Manager's Report
5. Public Comment on Non-Agenda Items

Consent Calendar

- 6a. Consider and Approve a Resolution to continue virtual Tele/Video Conference Meetings during the COVID-19 State of Emergency
- 6b. Approval of Monthly Financial Reports

Regular Calendar

- 7. Approve a Resolution to revise Appendix B to Fiscal Year 2021-2022 Budget; reclassify the Supervising Accountant to Accounting Manager and reclassify the Fiscal Manager to Budget and Finance Manager; and adjust the pay scale authority related to the reclassification changes – *Presented by Heather McKillop*
- 8. Approve a Resolution to Amend Appendix B to Fiscal Year 2021-2022 Budget; Authorization to amend the Annual Budget to provide increased appropriation authority for costs associated with freight service and revised position authority related to freight operation and freight functions - *Presented by Heather McKillop*
- 9. Next Regular Meeting of the Board of Directors, January 19, 2022 – 1:30 PM
- 10. Adjournment

DISABLED ACCOMODATIONS:

Upon request, SMART will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, to enable individuals with disabilities 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-Mendoza, Clerk of the Board at lrosas-mendoza@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.



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES
December 15, 2021 - 1:30 PM**

In accordance with AB 361, Sonoma-Marin Area Rail Transit District Resolution No. 2021-24, Governor Newsom's March 4, 2020, State of Emergency due to the COVID-19 pandemic, and Marin and Sonoma Counties Health Officials recommendations to continue measures that promote social distancing, the SMART Board of Directors Meeting will continue to be held virtually through Zoom.

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

1. Call to Order

Chair Rabbitt called the meeting to order at 1:33pm. Directors Bagby, Colin, Connolly, Fudge, Garbarino, Gorin, Hillmer, Lucan, and Pahre were present; Director Rogers absent; Director Arnold joined later.

2. Approval of the December 1, 2021, Board Meeting Minutes

MOTION: Director Garbarino moved approval of December 1, 2021, Board Meeting Minutes as presented. Director Fudge second. The motion carried 10-0 (Director Rogers absent; Directors Arnold joined later).

3. Board Members Announcements

Chair Rabbitt stated that it has been a hectic two years to be an elected official and he hopes that the in next couple weeks everyone can relax and enjoy family time. Hopefully 2022 will be brighter and he wished everyone the happiest of holidays.

4. General Manager's Report

Director Arnold joined 1:39pm

General Manager Cumins provided a brief update on the following:

- Freight Update – The Freight Market Analysis was released December 10th and posted on SMART' website. Staff will be presenting various documents for you consideration at the next Board meeting.

- COVID -19 – Currently, 84.5% of SMART staff are fully vaccinated. SMART’s testing program started on Monday, December 13th and is running smoothly. There was a one-week delay in the start of testing due to finishing up some paperwork with the California Dept. of Public Health.
- Holiday Express Toy Drive – On Saturday, December 4th, SMART hosted the Sixth Annual Holiday Express Toy Drive at two locations: the first at the Santa Rosa Downtown train station from 10:00 AM – 1:00 PM, and the second at the Novato Hamilton train station from 2:00 PM – 4:00 PM. He thanked Director Lucan and Vice Chair Pahre for joining staff at Novato Hamilton.
- Planning for the Future – It is very important to look into 2022 and beyond. Over the last few weeks, he had the opportunity to meet a lot of people in the community and learn more about SMART. There are a lot of important opportunities over the next couple of years; to be successful we must be aligned, focused and very strategic. It is critical that staff, myself are aligned very well with the Board. He said that in the late January early February he will bring to the Board for discussion SMART’s priorities for 2022 and 2023. Early strategic planning with the Board will ensure SMART meets the objectives in the next couple of years. He shared a picture of the arrival of his electric bicycle.

Comments

Chair Rabbitt thanked General Manager Cumins for the Freight update and the Market Analysis Report. He said there is the need to continue to due diligence to make sure that the decisions that are made going forward are sound ones and we all understand the consequences of taking that step forward. He thanked everyone who participated in the Toy Drive. He looks forward in receiving the information that will set SMART’s priorities.

Director Bagby stated there is a tremendous amount of interest at the Board and in the public regarding the sales tax measure renewal and asked if staff plans on discussing it in January. General Manager Cumins responded that strategic planning will lead into the conversation and SMART needs to be 100% aligned to be successful.

5. Public Comment on Non-Agenda Items

Richard Brand asked if the General Manager Cumins’ presentation will be uploaded to the website. He appreciates the addition of the strategic planning for the future and the funding of this railroad is very important. He said that this is a public railroad and there are a lot of people that are ready to help.

Steve Birdlebough stated that he is pleased to see the report that evaluated the freight operations. This is a very complex issue and a lot of information, and he would like SMART to look at European experience with rolling highways. He said Highway 37 is very congested and getting trucks off Highway 37 would be very helpful.

Eris Weaver stated that she took the train to work today, and she was on the train that was decorated for the holidays which made a festive commute. She congratulated General Manager Cumins on his electric bike purchase. She would like to meet and discuss the bicycle

path. She asked about the status of the lawsuit against SMART by the landowner regarding the bike/pedestrian path.

Warren Wells congratulated General Manager Cumins on his recent electric bicycle purchase. He suggested having a meet and greet and joining him on a bike ride along the Marin County pathways. He stressed the importance of the SMART pathway as a project. He is concerned of how unsafe San Antonio Road is for bicyclist due to speeding vehicles.

Jack Swearengen stated that the Friends of SMART meet before every Board meeting to discuss the various topics that the public is discussing. He asked if public comments are accepted on the freight study. Friends of SMART believe that there is enough freight business north of the county line beyond mile post 142.5. Senator McGuire Bill ties rail, trails, and freight all together, whether he intended it or not.

Chair Rabbitt appreciates the comments. He believes that the San Antonio Road, the landfill over crossing is part of the planned SMART pathway. It isn't separate it shared with the frontage road, and he knows that that road sees some high speed vehicle traffic people who wanted to get off the freeway at that point in time. He knows the SMART's tracks at that stretch don't have the ability to include a pathway because of environmental constraints

Matthew Hartzell asked Chief Engineer Gamlen and General Manager Cumins when the public can expect to see the final report from Zoon Engineering of the feasibility study of the gap closure pathway from the top of Puerto Suello Hill to North San Pedro Road. Chief Engineer Gamlen responded to Mr. Hartzell that he corresponded to his question a week ago, and that SMART is finalizing that plan and reviewing with our partners, the City of San Rafael, and hopes to have it out by the end of the year.

6. Consent
 - a. Approval of Monthly Ridership Report – November 2021

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

MOTION: Director Arnold moved approval of the Consent Agenda as presented. Director Pahre second. The motion carried 10-0 (Directors Hillmer and Rogers absent)

7. Authorize the General Manager to Award Contract No. IT-PS-21-002 to Golden Five, LLC to perform Microsoft Office 365 managed support and upgrade services with a not-to-exceed amount of \$194,600 for the initial three year term

Procurement Manager, Ken Hendricks stated that SMART uses Microsoft 365 software suite includes Microsoft SharePoint, Microsoft Teams, and many other Microsoft applications such as Word, Excel, PowerPoint, and Outlook. These programs serve as SMART's critical business infrastructure providing a shared collaboration workplace, document management, file storage, and process control.

SMART contracts with a third-party consultant to perform monthly managed maintenance services and to provide on call support to ensure these software applications are updated, secured, and always available to SMART's staff. In addition to these maintenance services, SMART is planning to perform upgrades to the system over the next few years, including migrating the active directory to the cloud and implementing the software Microsoft Intune to serve as SMART's mobile device manager and mobile application manager.

The existing consultant's contract expires December 31, 2021. SMART issued a Request for Proposal to procure a consultant. SMART received a total of 4 proposals, of which only two were determined responsive. The two responsive proposals were received from the following firms:

1. Golden Five, LLC
2. HexaCorp, LLC

SMART's evaluation committee reviewed each proposal using the evaluation criteria. In addition to evaluating the proposals, reference checks and interviews were conducted with both firms. The evaluation committee made the determination that Golden Five, LLC provides the overall best value to SMART and is recommending them for the award.

The action before the Board today is to authorize the General Manager to Award Contract No. IT-PS-21-002 to Golden Five, LLC to perform Microsoft Office 365 managed support and upgrade services with a not-to-exceed amount of \$194,600 for the initial three-year term. This contract has one two-year optional term to extend at SMART's discretion.

Comments:

Vice Chair Pahre asked if the two companies are existing providers. Mr. Hendricks responded that they will be a new provider. Vice Chair Pahre asked if SMART was looking for something specific when a new provider was selected. Mr. Hendricks responded that the evaluation committee was looking for responsive proposals as stated in the evaluation criteria.

MOTION: Director Lucan moved to Authorize the General Manager to Award Contract No. IT-PS-21-002 to Golden Five, LLC to perform Microsoft Office 365 managed support and upgrade services with a not-to-exceed amount of \$194,600 for the initial three year term as presented. Director Garbarino second. The motion carried 10-0 (Directors Hillmer and Rogers absent)

8. Next Regular Meeting of the Board of Directors, January 5, 2022 – 1:30 PM
9. Adjournment - Meeting adjourned at 1:59PM

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____

Resolution No. 2022-01.01 (JAN)
Sonoma-Marín Area Rail Transit District
January 5, 2022

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AND RELATED FINDINGS REGARDING VIRTUAL-CONFERENCE MEETINGS DURING THE COVID-19 STATE OF EMERGENCY

WHEREAS, on March 4, 2020, Governor Newsom proclaimed pursuant to his authority under the California Emergency Services Act, California Government Code Section 8625, that a state of emergency exists with regards to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, on June 4, 2021, in lifting many restrictions that the State previously imposed due to COVID-19, the Governor indicated that those changes did not end the ongoing, proclaimed state of emergency; and

WHEREAS, as of the date of this Resolution, neither the Governor nor the Legislature have exercised their respective powers pursuant to California Government Code Section 8629 to lift the state of emergency either by proclamation or by concurrent resolution in the state Legislature; and

WHEREAS, Marin and Sonoma Health Officials continue to recommend that we continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings;

WHEREAS, in light of this recommendation, the Board of Directors of SMART desires to continue to have the flexibility, for itself to meet virtually via tele/video conference.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of SMART has resolved to continue with virtual meetings, and has reconsider the circumstances of the emergency and determine that the state of emergency continues to directly impact the ability of the members to meet safely in person;
2. There is an ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
3. State and Local officials continue to recommend measures to promote social distancing, and as a result of that emergency, meeting in person would present imminent risks to the health or safety of attendees of in-person meetings and of this legislative body within the meaning of California Government Code Section 54953(e)(1).

Resolution No. 2022-01.01 (JAN)
Sonoma-Marín Area Rail Transit District
January 5, 2022

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 5th day of January 2022, by the following vote:

DIRECTORS:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Rabbitt, Chair, Board of Directors
Sonoma-Marín Area Rail Transit District

ATTEST:

Leticia Rosas-Mendoza, Clerk of the Board of Directors
Sonoma-Marín Area Rail Transit District



January 5, 2022

David Rabbitt, Chair
Sonoma County Board of Supervisors

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

Judy Arnold
Marin County Board of Supervisors

Melanie Bagby
Sonoma County Mayors' and
Councilmembers Association

Kate Colin
Transportation Authority of Marin

Damon Connolly
Marin County Board of Supervisors

Debora Fudge
Sonoma County Mayors' and
Councilmembers Association

Patty Garbarino
Golden Gate Bridge,
Highway/Transportation District

Susan Gorin
Sonoma County Board of Supervisors

Dan Hillmer
Marin County Council of Mayors and
Councilmembers

Eric Lucan
Transportation Authority of Marin

Chris Rogers
Sonoma County Mayors' and
Councilmembers Association

Eddy Cumins
General Manager

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

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

SUBJECT: Monthly Financial Status

Dear Board Members:

RECOMMENDATION: Information Item

SUMMARY:

The first part of the Monthly Financial Status report is regarding revenues. We have provided a chart that lists the revenues forecasted in the FY 2021/22 adopted budget and the amounts collected to date. In addition, we have specifically broken out sales tax and fare revenues to show current and comparative information over the last three years. Both sales tax and fare revenues appear to be trending above projections and will be reviewed as part of the amended budget process. Last month the sales and use tax revenue for October was recorded on the charts under September instead of October. This has been corrected in this report.

The second part of the Monthly Financial Status report is regarding expenditures. We have added expenditure gauges so with a glance the reader can see what percentage has been spent in administration, operations, capital, and freight. We have also provided the detail information on approved budget, actual expenditures, and remaining budget. Please keep in mind that expenditures don't always occur on a straight-line basis, many large expenditures such as debt service only occur on specific intervals. In addition, we are including more extensive information on our capital program.

We have also included information regarding SMART's investment policy, where our funds are being held, and how much is currently being held. In addition, we have shown the current obligations, reserves, and fund balance requirements for FY 2021-22. The amount of remaining fund balance has increased. Last month the reserves were deducted from the cash on hand at Sonoma County and in the reserve total. This has been corrected in this report.

Very truly yours,

/S/

Heather McKillop
Chief Financial Officer

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



MONTHLY FINANCIAL STATUS NOVEMBER 2021

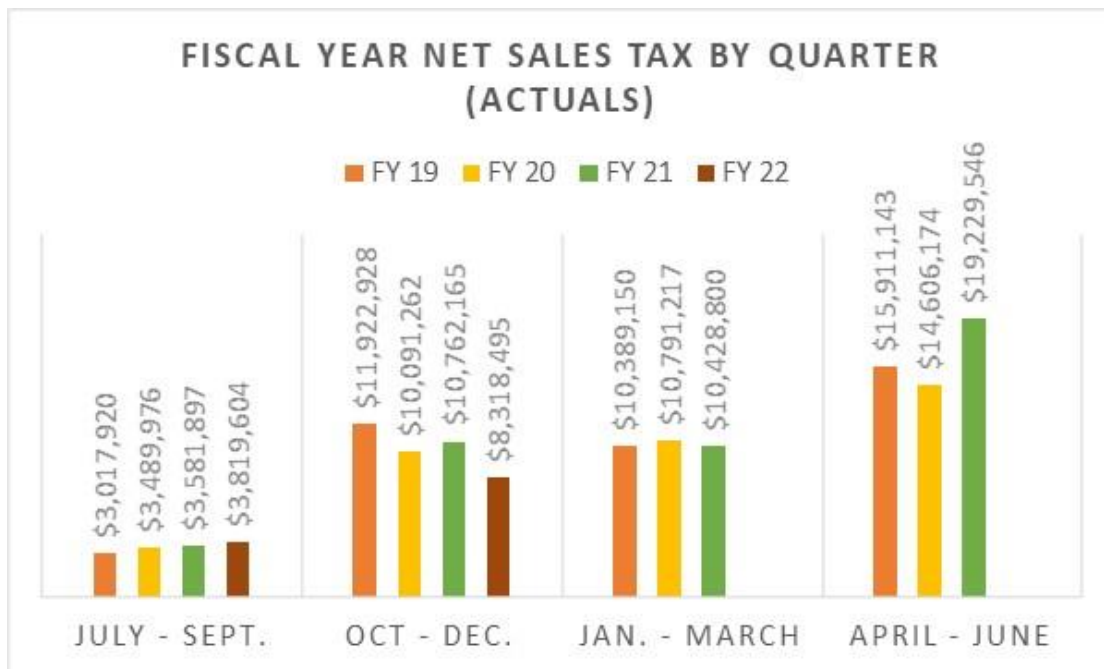
REVENUES

	FY 2021-22 Approved Budget	Actual	Amount Over/ Under Budget	Comments
Revenues				
Transit/Pathway				
Sales/Use Taxes	\$ 42,074,000	\$ 12,345,599	\$ (29,728,401)	Sales Taxes are recorded when received not when earned
Interest and Lease Earnings	\$ 732,665	\$ 297,335	\$ (435,330)	Leases renew throughout the year
Miscellaneous Revenues	\$ 30,000	\$ (695)	\$ (30,695)	
Fare Revenue	\$ 811,050	\$ 515,818	\$ (295,232)	
Parking Revenue	\$ 27,000	\$ 5,889	\$ (21,111)	
State Grants	\$ 8,630,684	\$ 1,816,134	\$ (6,814,550)	State grants are received throughout the year
Charges For Services	\$ 57,500	\$ 75,990	\$ 18,490	Includes dispatching and flagging services which are performed throughout the year
Federal Funds (Non-COVID Relief)	\$ 4,271,640	\$ 427,048	\$ (3,844,592)	Federal funds are received on a reimbursable basis. Funds have to be expended before they can be requested.
Federal Funds (COVID Relief)	\$ 427,907	\$ -	\$ (427,907)	American Rescue Plan (ARP) Funds
Other Governments/ Misc.	\$ 158,998	\$ 20,768	\$ (138,230)	
Transit/Pathway Subtotal	\$ 57,221,444	\$ 15,503,886	\$ (41,717,559)	
Freight				
Interest and Lease Earnings	\$ -	\$ 19,350	\$ 19,350	Lease income from freight right-of-way
State Grants	\$ 5,803,473	\$ 6,920	\$ (5,796,553)	
Freight Subtotal	\$ 5,803,473	\$ 26,270	\$ (5,777,204)	
Total Revenues	\$ 63,024,917	\$ 15,530,155	\$ (47,494,762)	

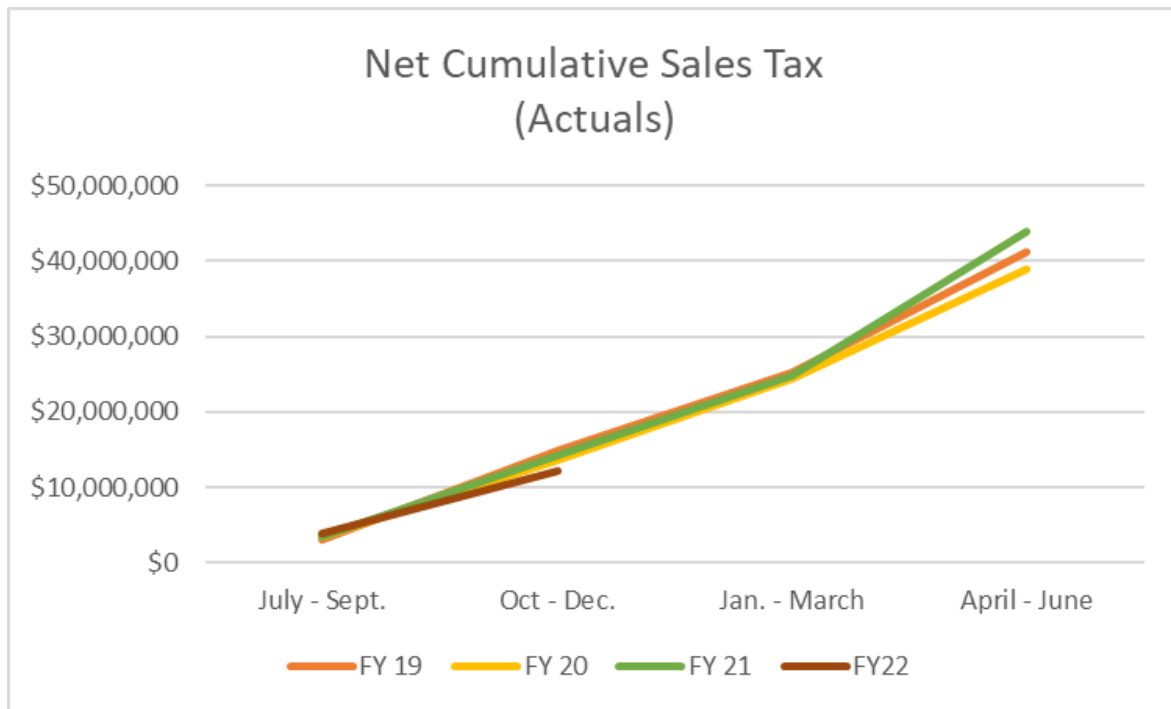
**Measure Q Sales Tax
Fiscal Year (FY) 2021/2022**

Time Period	July - Sept.	Oct - Dec.	Jan. - March	April - June
Forecasted FY 22 Budget	\$ 3,506,166	\$ 10,518,498	\$ 10,518,498	\$ 17,530,830
Actual	\$ 3,819,604	\$ 8,318,495		
Difference	\$ 313,438	\$ (2,200,003)		

**Fiscal Year 2019-2022 Net Sales Tax Comparison
(by Quarter)**

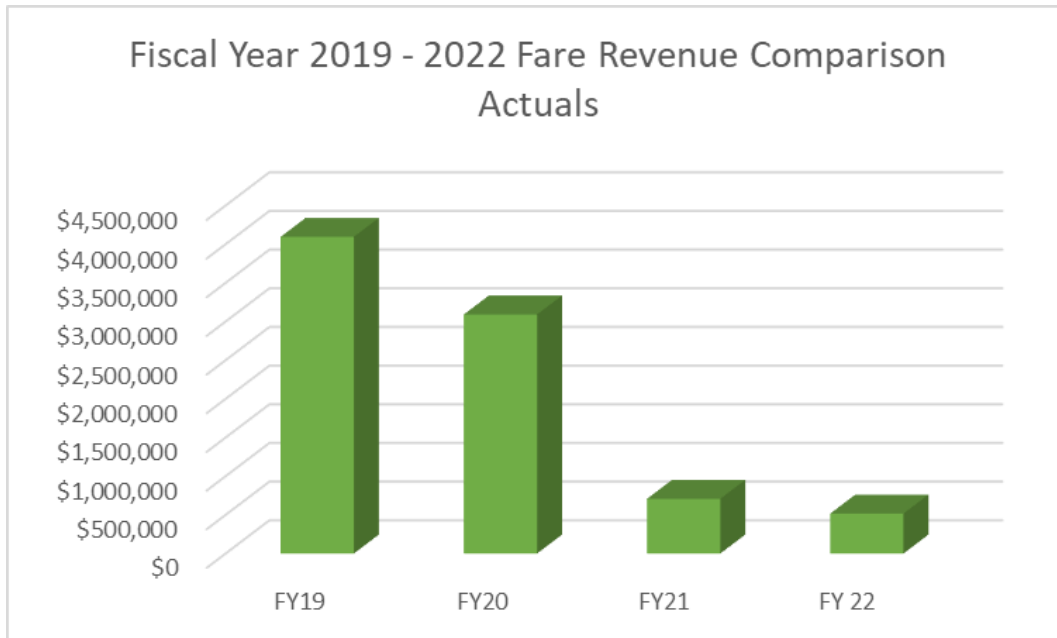


Fiscal Year 2019-2022 Net Cumulative Sales Tax Comparison

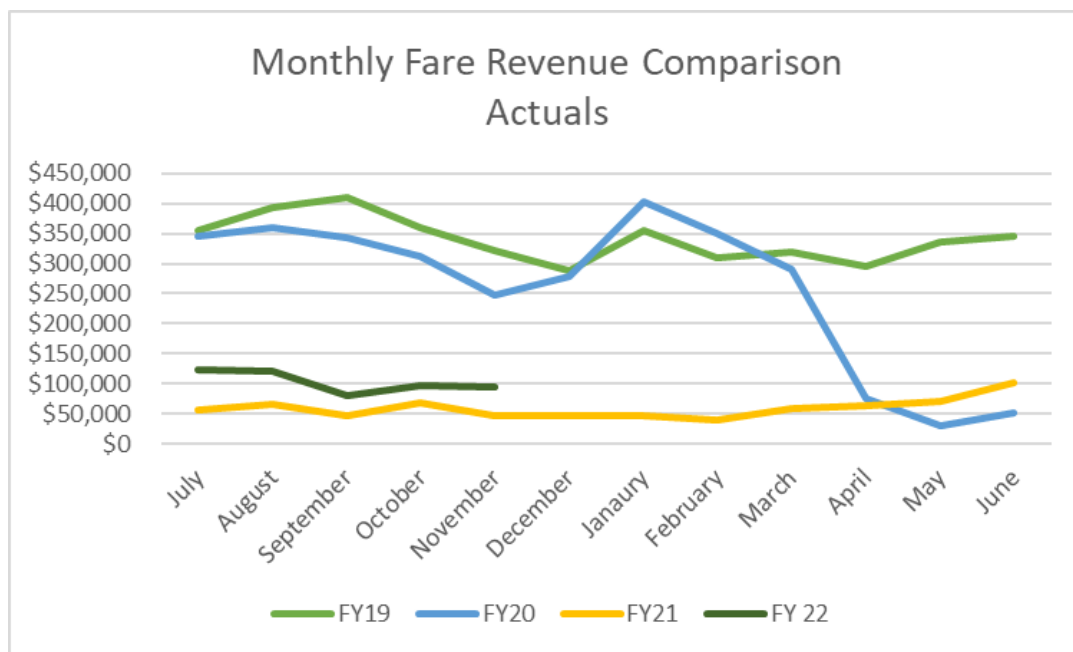


Note: Sales Taxes are recorded when received not when earned.

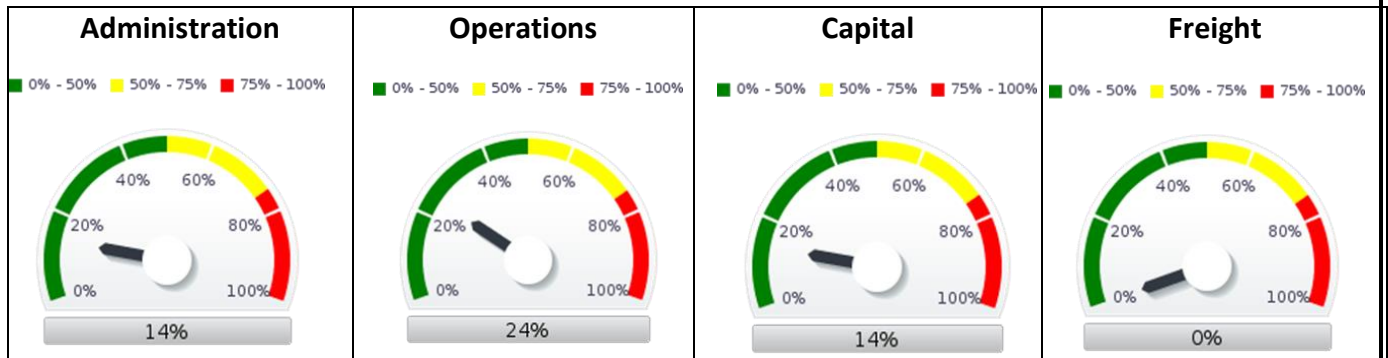
Fiscal Year 2019-2022 Fare Revenue Comparison



Fiscal Year 2019-2022 Monthly Fare Revenue Comparison



EXPENDITURES



	FY 2021-22 Approved Budget	Actual	Amount Over/ Under Budget
Expenditures			
Administration			
Salaries & Benefits	\$ 5,924,313	\$ 1,749,370	\$ 4,174,943
Services & Supplies	\$ 10,315,306	\$ 2,289,575	\$ 8,025,731
Debt Service/Other Charges	\$ 14,944,169	\$ 283,538	\$ 14,660,631
Machinery & Equipment	\$ 445,600	\$ -	\$ 445,600
Administration Subtotal	\$ 31,629,388	\$ 4,322,483	\$ 27,306,905
Operations			
Salaries & Benefits	\$ 16,573,654	\$ 5,205,557	\$ 11,368,097
Services & Supplies	\$ 6,883,110	\$ 1,470,686	\$ 5,412,424
Buildings & Capital Improvements	\$ 4,462,941	\$ -	\$ 4,462,941
Operations Subtotal	\$ 27,919,705	\$ 6,676,243	\$ 21,243,462
Capital			
Salaries & Benefits	\$ 1,482,430	\$ 532,969	\$ 949,461
Services & Supplies	\$ 787,694	\$ 128,521	\$ 659,173
Other Charges	\$ 30,000	\$ 23,153	\$ 6,847
Machinery & Equipment	\$ 1,555,000	\$ 1,100,000	\$ 455,000
Infrastructure	\$ 10,550,920	\$ 196,583	\$ 10,354,337
Capital Subtotal	\$ 14,406,044	\$ 1,981,226	\$ 12,424,818
Freight	\$ 5,803,473	\$ 17,043	\$ 5,786,430
Total All Expenditures	\$ 79,758,610	\$ 12,996,995	\$ 66,761,615

CAPITAL PROJECTS

	Budget	Actual	Remaining	Project Status
Additional Railcar Purchase	\$ 11,000,000	\$ 11,000,000	\$ -	All milestone payments complete
Windsor Extension	\$ 65,000,000	\$ 24,408,475	\$ 40,591,525	Funds on hold, pending MTC lawsuit on RM3 funding. Awaiting Supreme Court decision
Sonoma County Pathway Connector Project - Design & Construction	\$ 15,691,763	\$ 1,852,071	\$ 13,839,692	In design & permitting
- Southpoint to Main (2.9 miles)				
- Golf Course to Bellevue (2.8 miles)				
Marin & Sonoma Pathway Design & Permitting	\$ 10,791,740	\$ 118,065	\$ 10,673,675	The design consultant work has been divided into two Request for Proposals (RFPs). The Phase I RFP is out now for bid and the Phase II RFP will be going out in the Spring of 2022.
RFP Phase I Locations:				
- McInnis Parkway at Bridgewater Drive to Smith Ranch Road (0.74 miles)				
- Main Street to East Railroad Ave. (1.48 miles)				
- Joe Rodota Trail to 3rd Street (0.06 miles)				
- Santa Rosa Downtown Station to 6th Street (0.04 miles)				

- Guerneville Road to West Steele Lane (0.32 miles)				
- West Steel Lane to San Miguel Road (1.2 miles)				
- San Miguel Blvd. to Airport Blvd. (3.1 miles)				
Payran to Lakeville Pathway - Design & Construction	\$ 1,085,806	\$ -	\$ 1,085,806	Pending grant execution & securing environmental permits
Black Point Bridge - Fender & Structural Repair	\$ 715,000	\$ 65,186	\$ 649,814	Awaiting environmental construction permits
Basalt Creek Timber Bridge Replacement	\$ 568,257	\$ 1,555	\$ 566,702	In design
San Antonio Tributary Timber Trestle Replacement	\$ 1,129,110	\$ 12,295	\$ 1,116,815	In design
McDowell Blvd. Crossing Reconstruction - Design & FY21 Const.	\$ 1,150,000	\$ 14,748	\$ 1,135,252	In design

INVESTMENTS

Investments are guided by the SMART investment policy adopted each year with the budget. The policy outlines the guidelines and practices to be used in effectively managing SMART's available cash and investment portfolio. District funds that are not required for immediate cash requirements are to be invested in compliance with the California Code Section 53600, et seq.

SMART uses the Bank of Marin for day-to-day cash requirements and for longer term investments the Sonoma County Treasury Pool is used. This chart reflects a point in time verses a projection of future fund availability.

<u>Cash On Hand</u>	
Bank of Marin	\$ 20,360,598
Sonoma County Investment Pool *	\$ 67,014,097
Total Cash on Hand	\$ 87,374,695
<u>Reserves</u>	
Self-Insured	\$ 2,370,675
OPEB/ CalPERS	\$ 3,574,676
Operating Reserve	\$ 10,000,000
Capital Sinking Fund	\$ 7,625,000
Corridor Completion	\$ 7,000,000
Total Reserves	\$ 30,570,351
Cash Balance	\$ 56,804,344
Less: Current Encumbrances	\$ 8,715,357
Balance	\$ 48,088,987
Less: Estimated FY22 Year-end Fund Balance**	\$ 23,078,175
Remaining Balance	\$ 25,010,812
* Does not include funds held by the trustee for debt service	
** Will be adjusted in Fiscal Year 2022 amended budget	



Contract Summary

Active Contracts as of December 1, 2021

Contractor	Scope	Fiscal Year 21/22 Projected	Fiscal Year 21/22 Actuals-To-Date
A.J. Janitorial Service	Janitorial Services for all Stations, Roblar, ROC, and Fulton	\$104,000.00	\$41,700.00
Ai-Media, Inc.	As Needed Live Captioning Services for Public Meetings	\$15,000.00	\$1,440.00
Air Technology West	Maintenance and On-Call Repair for Air Compressors	\$4,800.00	\$3,154.00
Alcohol & Drug Testing Services, LLC	DOT Drug and Alcohol Testing	\$36,000.00	\$9,773.00
Allen, Glaessner, Hazelwood LLP	Legal Services for Litigation and Rail Transit Issues	\$26,782.00	\$12,446.00
Alliant Insurance Services	Insurance Brokerage and Risk Management Services	\$70,000.00	\$0.00
American Integrated Services, INC.	On-Call Biohazard Remediation Services	\$50,000.00	\$0.00
American Rail Engineers Corporation	Railroad Bridge Engineering, Inspection, & Design	\$90,000.00	\$16,375.00
Asbury Environmental Services (AES)	Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment	\$18,600.00	\$1,819.00
Barbier Security Group	Security Patrol Services along Right-of-Way	\$67,000.00	\$0.00
Bay Area Traffic Solutions	Flagging Support for MOW	\$13,000.00	\$8,950.00
Becoming Independent	Emergency Bus Bridge Services	\$37,000.00	\$4,600.00
Bettin Investigations	Public Safety and Emergency Training Consultation Services	\$5,000.00	\$188.00
Bright Star Security, Inc.	Security Patrol Services at SMART's Cal Park Tunnel	\$5,832.00	\$3,480.00
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$100,000.00	\$0.00
Business Training Library, LLC	Cloud-Based Learning Courses	\$14,000.00	\$12,605.00
Cinquini & Passarino, Inc.	Right-of-Way Land Surveying and Related Services	\$22,728.00	\$6,339.00
Civic Edge Consulting	Social Media Outreach Strategy Consulting	\$138,788.00	\$93,033.00
DeAngelo Brothers, LLC (DBI Services)	Vegetation Control Services	\$35,000.00	\$0.00
Dikita Enterprises, Inc	NTD Compliant Passenger Counting Services	\$43,537.00	\$0.00
Doug Williams	Fire and Life Safety Consultant	\$5,000.00	\$420.00
Dr. Lance O'Connor	Occupational Health Screening Services	\$3,000.00	\$0.00
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$25,000.00	\$10,054.00
eLock Technologies, LLC	Station Bike Lockers and Maintenance Services	\$13,130.00	\$2,783.00
Empire Cleaners	Operations Uniform Dry Cleaning, Laundering, and Related Services	\$50,000.00	\$4,226.00
Environmental Logistics, INC.	On-Call Biohazard Remediation Services	\$150,000.00	\$0.00
Gary D. Nelson Associates, Inc.	Temporary Staffing and Placement Services	\$50,000.00	\$20,060.00
George Hills Company, Inc.	Third Party Claims Administration Services	\$45,000.00	\$2,230.00
GHD, Inc.	3 Segments MUP Petaluma - Penngrove - Rohnert Park	\$177,721.00	\$146,672.00
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis	\$120,000.00	\$2,644.00
GP Crane & Hoist Services	Cal/OSHA Inspection Services	\$5,000.00	\$2,640.00
Granicus, Inc.	Media Streaming and Internet Broadcasting Services	\$11,665.00	\$11,665.00
Hanford A.R.C.	Implementation and Monitoring, San Rafael Creek Riparian Enhancement Project	\$175,000.00	\$0.00
Hanford A.R.C.	Implementation and Monitoring Las Gallinas Creek Riparian Enhancement Plan	\$33,830.00	\$1,643.00
Hanson Bridgett LLP	Legal Services	\$150,000.00	\$18,520.00
HCI Systems, Inc.	Fire Equipment Inspection and Certification	\$14,500.00	\$0.00
Heavy Equipment Transportation, Inc.	Transportation of Heavy Equipment	\$7,330.00	\$0.00
Hogan Lovells LLP	Legal Services - Freight and Passenger Rail Sector	\$100,000.00	\$0.00
Innovative Business Solutions	Payroll processing services	\$35,400.00	\$8,567.00
Integrative Security Controls, Inc.	CCTV Maintenance and Support	\$30,000.00	\$0.00
Intelligent Technology Solutions, LLC	Maximo SaaS Development, Implementation, and Related Services	\$242,000.00	\$121,378.00
JMA Civil, Inc.	On-Call Civil & Rail Engineering Design Services	\$144,663.00	\$1,580.00
Joanne Roessler	On-Call Graphic Design Services	\$10,000.00	\$0.00
Judy D. James	Public Affairs and Dispute Resolution Consultation Services	\$4,500.00	\$1,275.00
Kimberly Dow	On-Call Graphic Design Services	\$8,000.00	\$0.00
KL2 Connects	GM Recruitment Services	\$37,200.00	\$33,750.00
Kristie Doughty-Oxford	Design, Implementation, and Troubleshooting for New Access Contract Database	\$16,250.00	\$0.00

Contractor	Scope	Fiscal Year 21/22 Projected	Fiscal Year 21/22 Actuals-To-Date
LC Disability Consulting	Disability Access Consulting	\$20,000.00	\$0.00
Leete Generators	Generator Maintenance	\$3,508.00	\$2,609.00
Masabi LLC	SMART Mobile Ticketing Pilot Project	\$57,600.00	\$19,000.00
MaxAccel	Compliance Management Software Design/Implementation/Asset Management	\$20,000.00	\$6,291.00
Maze & Associates	Financial Audit Services	\$43,646.00	\$31,333.00
MGrodner, LLC	Project Management Services	\$25,000.00	\$0.00
Mike Brown Electric Co.	On-Call Electrical Maintenance	\$25,000.00	\$0.00
Militus, Inc.	Cybersecurity Assessment Services	\$40,000.00	\$40,000.00
Milton R. Davis dba Davis Sign Co, Inc.	Printing, Installation, and Removal of Holiday Express Window Clings on SMART's DMU for Toy Dr	\$1,167.00	\$0.00
Mission Linen Supply	Employee Uniform Services	\$36,000.00	\$9,810.00
Modern Railway Systems, Inc.	Monitoring and Maintenance SMART's Communications Network and TDX System	\$155,132.00	\$14,765.00
MuniServices, LLC	Sales Tax Recovery Services	\$45,710.00	\$3,500.00
Murphy, Campbell, Alliston & Quinn	Legal Services for Rail Transit Matters	\$100,000.00	\$0.00
Netspeed Solutions, Inc.	SMART Phone System Maintenance	\$19,000.00	\$11,867.00
Netwoven Inc.	SharePoint Maintenance, Support, Implementation, and Related Services	\$29,350.00	\$19,702.00
Nextdoor Inc.	Use of Nextdoor Platform for Community Notifications	\$19,447.00	\$4,862.00
North Bay Petroleum	Provision of Fuel for DMUs	\$1,100,000.00	\$273,971.00
North Bay SAP Services	Substance Abuse Professional Services	\$2,600.00	\$0.00
Nossaman LLP	Litigation, Rail Transit Issues, and other related legal services	\$246,481.00	\$42,716.00
Occupational Health Centers of CA	Pre-Employment Evaluation Services	\$20,000.00	\$3,400.00
Oracle	Fusion ERP System	\$60,000.00	\$0.00
Pamco Machine Works, Inc.	Railroad Wheel Pressing Services	\$102,700.00	\$61,744.00
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$20,000.00	\$6,650.00
Peterson Mechanical, Inc.	HVAC Maintenance Services	\$22,000.00	\$0.00
PFM Financial Advisors, LLC	As-Needed Financial Consultant Services	\$10,000.00	\$0.00
Portola Systems, Inc.	SMART Station Network Maintenance and Configuration Services	\$250,000.00	\$164,647.00
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$4,952.00	\$4,952.00
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$38,000.00	\$9,100.00
Project Finance Advisory Limited	Freight Service Option Analysis	\$4,718.00	\$0.00
Public Financial Mangement, Inc.	Arbitrage Rebate Compliance Services	\$2,000.00	\$2,000.00
San Rafael Chamber of Commerce	Marin County Communications Consulting	\$75,000.00	\$25,000.00
Santa Rosa Fire Equipment Service, Inc.	SMART Fire Equipment Maintenance	\$10,000.00	\$0.00
SEFAC USA	Portable Lifting Jack Inspection and Certification Services	\$8,000.00	\$0.00
Sierra-Cedar, LLC	Oracle Enterprise Resources Planning Software	\$75,000.00	\$825.00
Sonoma County Fleet Operation Division	Non-Revenue Fleet Maintenance Services	\$23,000.00	\$3,735.00
SPTJ Consulting	Network Infrastructure, Security, Migration and Setup Services	\$329,400.00	\$39,960.00
Stantec Consulting Services, Inc.	Environmental Permit Management and Construction Compliance Monitoring	\$20,000.00	\$0.00
Stericycle, Inc.	Medical Waste Pick-Up and Disposal Services	\$2,000.00	\$0.00
Sue Evans	Title Investigation Support Services	\$20,000.00	\$6,533.00
Sumitomo Corporation	Manufacture & Delivery of Rail Vehicles	\$1,100,000.00	\$1,100,000.00
Summit Signal, Inc.	Emergency Call-Out Services for Track and Signals	\$56,905.00	\$46,905.00
Survival CPR & First Aid, LLC	First Aid and CPR Training, AED Compliance Program	\$5,000.00	\$1,663.00
Swiftly, Inc.	AVL Mobile Application and Website Interface	\$8,400.00	\$8,400.00
Trallant, LLC	Online Training Program	\$2,222.00	\$373.00
Transportation Analytics	Transit Financial Modeling, Benchmarking, Performance Metrics, Benefit-Cost Analysis, and Strategic	\$11,100.00	\$0.00
Trillium Solutions, Inc.	Transit Feed Mapping Software	\$1,350.00	\$1,350.00
United Mechanical Incorporated	HVAC Service, Maintenance and Related Services	\$2,000.00	\$1,622.00

Contractor	Scope	Fiscal Year 21/22 Projected	Fiscal Year 21/22 Actuals-To-Date
Van Scoyoc Associates	Federal Lobbying Services	\$30,000.00	\$25,000.00
Van Scoyoc Associates	Federal Lobbying Services	\$30,000.00	\$0.00
VenTek Transit Inc.	Fare Vending Machine Operations and Maintenance Services	\$262,176.00	\$40,517.00
Vista Broadband Networks, Inc.	Broadband Services	\$9,000.00	\$0.00
West Coast Arborists, Inc.	Tree Trimming and Tree Removal Services	\$30,000.00	\$12,100.00
WRA Environmental Consultants	Environmental Permitting, Management, & Support Services	\$225,800.00	\$54,199.00
Zoon Engineering	Right-of-Way Feasibility Study - San Rafael	\$24,000.00	\$23,153.00
	TOTALS:	\$7,445,620.00	\$2,730,263.00

Actuals-To-Date includes invoices that have been approved as of November 30, 2021, but may not have been processed in SMART's Financial System.



January 5, 2022

David Rabbitt, Chair
Sonoma County Board of Supervisors

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

Judy Arnold
Marin County Board of Supervisors

Melanie Bagby
Sonoma County Mayors' and
Councilmembers Association

Kate Colin
Transportation Authority of Marin

Damon Connolly
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Eddy Cumins
General Manager

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

SUBJECT: Position Authorization Range Changes

Dear Board Members:

RECOMMENDATIONS:

Approve Resolution No. 2022-02 which revises Appendix B to the Fiscal Year 2021-2022 Budget (Resolution No. 2021-11).

SUMMARY:

Recently SMART's Fiscal Manager resigned. This provided an opportunity to look at the positions in the Finance Department and reevaluate the allocation of job duties to streamline processes and improve internal controls. Based on that review, staff is proposing to move some of the accounting related duties from the Fiscal Manager to the Supervising Accountant position, resulting in a change in title and pay for both positions. These changes would result in one pay range shifting upward and one pay range shifting downward. There is no change to existing authorized headcount. As a result of the shift in job responsibilities, staff proposes changing the Fiscal Manager title to Budget and Finance Manager and the Supervising Accountant title to Accounting Manager.

FISCAL IMPACT: The financial impact to reclassify the Supervising Accountant to Accounting Manager is an increase of between \$17,076 - \$20,759 per year. The reclassification of the Fiscal Manager to Budget and Finance Manager is a decrease of \$13,000 - \$15,808 per year. This change would result in an overall potential increase of \$4,076 - \$4,951 per year. This amount can be absorbed in the existing Fiscal Year 22 budget.

Very Truly Yours,

/s/
Heather McKillop
Chief Financial Officer

Attachment(s): Resolution No. 2022-02 with Revised Appendix B

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2021-11 THE FISCAL YEAR 2021-22 APPENDIX B, COMPENSATION AND SALARY OF ALL DISTRICT EMPLOYEES

WHEREAS, Section 8.01 of Article VIII of the Administrative Code of the Sonoma-Marín Area Rail Transit District (“SMART”) requires that the Board of Directors (“Board”) adopt an annual budget for the ensuing fiscal year no later than the District’s June meeting; and

WHEREAS, the Board adopted Resolution No. 2021-22, the Fiscal Year 2021-22 budget; and

WHEREAS, the Board revised the Fiscal Year 2021-22 budget through Resolution No. 2021-20; and

WHEREAS, the Board wishes to make additional changes to Appendix B, Position Authorization, of the Fiscal Year 2021-22.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2021-22 Annual Budget, Appendix B attached hereto is hereby approved.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 5th day of January 2022, by the following vote:

DIRECTORS:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Rabbitt, Chair, Board of Directors
Sonoma-Marín Area Rail Transit District

ATTEST:

Leticia Rosas-Mendoza, Clerk of the Board of Directors
Sonoma-Marín Area Rail Transit District

Appendix B
Fiscal Year 2021-22 : Proposed Position Authorization - Revised

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly		COMMENTS
		Low	High	Low	High	
ADMINISTRATIVE POSITIONS						
Accountant I	1	\$ 67,371	\$ 81,890	\$ 32.39	\$ 39.37	
Accounts Payable Technician	1	\$ 57,242	\$ 69,576	\$ 27.52	\$ 33.45	
Administrative Assistant	1	\$ 54,454	\$ 66,186	\$ 26.18	\$ 31.82	
Assistant General Counsel	1	\$ 174,678	\$ 212,326	\$ 83.98	\$ 102.08	
Assistant Planner*	1	\$ 75,109	\$ 91,312	\$ 36.11	\$ 43.90	
Chief Financial Officer	1	\$ 232,710	\$ 282,859	\$ 111.88	\$ 135.99	
Clerk of the Board	1	\$ 82,846	\$ 100,714	\$ 39.83	\$ 48.42	
Communications and Marketing Manager	1	\$ 142,022	\$ 172,619	\$ 68.28	\$ 82.99	
Community Outreach Coordinator	1	\$ 77,002	\$ 93,579	\$ 37.02	\$ 44.99	
Community Outreach Specialist	1	\$ 116,542	\$ 141,648	\$ 56.03	\$ 68.10	Title and Pay Range Change
Budget and Finance Manager	1	\$ 118,893	\$ 144,518	\$ 57.16	\$ 69.48	
Fiscal Manager	0	\$ 121,893	\$ 160,326	\$ 62.41	\$ 77.08	
General Counsel	1	\$ 232,710	\$ 282,859	\$ 111.88	\$ 135.99	
General Manager	1	\$ 290,000	\$ 330,000	\$ 139.42	\$ 158.65	
Human Resources Manager	1	\$ 141,523	\$ 172,016	\$ 68.04	\$ 82.70	
Human Resources Principal Analyst	1	\$ 116,542	\$ 141,648	\$ 56.03	\$ 68.10	
Human Resources Technician	1	\$ 71,469	\$ 86,861	\$ 34.36	\$ 41.76	
Information Systems Manager	1	\$ 147,950	\$ 179,837	\$ 71.13	\$ 86.46	
Information Systems Technician	1	\$ 78,874	\$ 95,888	\$ 37.92	\$ 46.10	
Intern	Multiple Positions	Up to total amount	\$ 60,000			
Legal Administrative Assistant	1	\$ 71,469	\$ 86,861	\$ 34.36	\$ 41.76	
Payroll Technician	1	\$ 57,242	\$ 69,597	\$ 27.52	\$ 33.46	
Principal Planner	1	\$ 125,757	\$ 152,838	\$ 60.46	\$ 73.48	
Purchasing Assistant	1	\$ 59,550	\$ 72,384	\$ 28.63	\$ 34.80	
Procurement Manager	1	\$ 129,896	\$ 157,893	\$ 62.45	\$ 75.91	
Programming and Grants Manager	1	\$ 149,219	\$ 181,397	\$ 71.74	\$ 87.21	
Real Estate Manager	1	\$ 160,659	\$ 195,291	\$ 77.24	\$ 93.89	
Senior Administrative Analyst	1	\$ 95,659	\$ 116,272	\$ 45.99	\$ 55.90	
Senior Real Estate Officer	1	\$ 108,243	\$ 131,560	\$ 52.04	\$ 63.25	
Accounting Manager	1	\$ 110,406	\$ 134,202	\$ 53.08	\$ 64.52	Title and Pay Range Change
Supervising Accountant	0	\$ 93,330	\$ 113,443	\$ 44.87	\$ 54.54	
Total Administrative Positions		28				

Appendix B : Continued on Next Page (Page 1 of 3)

Appendix B**Fiscal Year 2021-22 : Proposed Position Authorization - Revised**

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly		COMMENTS
		Low	High	Low	High	

CAPITAL POSITIONS

Assistant Engineer *	2	\$ 91,062	\$ 110,656	\$ 43.78	\$ 53.20	
Associate Engineer*	2	\$ 108,243	\$ 131,560	\$ 52.04	\$ 63.25	
Principal Engineer*	1	\$ 142,022	\$ 172,598	\$ 68.28	\$ 82.98	
Chief Engineer	1	\$ 190,965	\$ 232,107	\$ 91.81	\$ 111.59	
Manager Train Control Systems	1	\$ 190,965	\$ 232,107	\$ 91.81	\$ 111.59	
Project Extra hires *		\$ -	\$ 50,000	\$ -	\$ -	
Subtotal Capital Full Time Equivalents (FTE)		7				

* Denotes Limited-Term Position Dependent on Project need

Appendix B : Continued on Next Page (Page 2 of 3)

Appendix B
Fiscal Year 2021-22 : Proposed Position Authorization - Revised

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly		COMMENTS
		Low	High	Low	High	
OPERATIONS POSITIONS						
Administrative Assistant	1	\$ 54,454	\$ 66,186	\$ 26.18	\$ 31.82	
Administrative Analyst-Purchasing	1	\$ 87,090	\$ 105,851	\$ 41.87	\$ 50.89	
Administrative Services Manager	1	\$ 91,062	\$ 110,677	\$ 43.78	\$ 53.21	
Assistant Superintendent of Transportation	1	\$ 127,587	\$ 155,085	\$ 61.34	\$ 74.56	
Bridge Tender*	2.5	-	\$ 68,203	-	\$ 32.79	
Chief of Police	1	\$ 173,014	\$ 210,330	\$ 83.18	\$ 101.12	
Code Compliance Officer	3	\$ 69,763	\$ 84,781	\$ 33.54	\$ 40.76	
Controller /Supervisor	10	\$ 97,594	\$ 118,643	\$ 46.92	\$ 57.04	
Conductor**	11	\$ 72,966	\$ 85,821	\$ 35.08	\$ 41.26	
Engineer-Conductor**	29	\$ 87,714	\$ 103,189	\$ 42.17	\$ 49.61	
Extra Hires Operations		-	\$ 350,000	-	-	
Facilities Maintenance Supervisor	1	\$ 100,506	\$ 122,179	\$ 48.32	\$ 58.74	
Facilities Maintenance Technician	3	-	\$ 85,322	-	\$ 41.02	
Laborers-Vehicle Maintenance	10	-	\$ 65,707	-	\$ 31.59	
Laborers-Track Maintenance	2	-	\$ 63,773	-	\$ 30.66	
Operations Manager	1	\$ 200,512	\$ 243,714	\$ 96.40	\$ 117.17	
Parts Clerk	2	\$ 64,750	\$ 78,707	\$ 31.13	\$ 37.84	
Railroad Information Systems Specialist	1	\$ 113,714	\$ 138,195	\$ 54.67	\$ 66.44	
Safety & Compliance Officer	1	\$ 131,893	\$ 160,326	\$ 63.41	\$ 77.08	
Signal Supervisor	2	\$ 108,243	\$ 131,560	\$ 52.04	\$ 63.25	
Signal Technician	9	-	\$ 112,965	-	\$ 54.31	
Signal Technician Trainee***	2	-	\$ 84,718	-	\$ 40.73	
Superintendent of Vehicle Maintenance	1	\$ 151,674	\$ 184,350	\$ 72.92	\$ 88.63	
Superintendent of Transportation	1	\$ 151,674	\$ 184,350	\$ 72.92	\$ 88.63	
Superintendent of Signals and Way	1	\$ 151,674	\$ 184,350	\$ 72.92	\$ 88.63	
Track Maintainer 1	5	-	\$ 84,490	-	\$ 40.62	
Track Maintainer 2	1	-	\$ 92,934	-	\$ 44.68	
Track Maintenance Supervisor	2	\$ 100,277	\$ 121,930	\$ 48.21	\$ 58.62	
Vehicle Maintenance Supervisor	4	\$ 103,002	\$ 125,216	\$ 49.52	\$ 60.20	
Vehicle Maintenance Technician	12	-	\$ 103,251	-	\$ 49.64	
Subtotal Operations Full Time Equivalents (FTE)**	121.5					
Total All Full Time Equivalents (FTE)	156.5					



David Rabbitt, Chair
Sonoma County Board of Supervisors

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

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January 5, 2022

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

SUBJECT: FY 22 Freight Budget Approval

Dear Board Members:

RECOMMENDATIONS:

Approve Resolution No. 2022-03 which amends Resolution No. 2021-11 and Appendix B of the Fiscal Year 2021-2022 Budget.

SUMMARY:

The California Legislature created SMART in 2002 to operate passenger rail service in the Sonoma-Marin region. Senate Bill 1029 (McGuire, 2018) amended Public Utilities Code Section 105095 to give SMART the authority to provide both freight and passenger rail service. SMART owned the right-of-way from Corte Madera north to Healdsburg and east from Ignacio to the Napa Junction in Lombard, as well as passenger rights.

Senate Bill 1029 provided \$4 million to enable SMART to purchase freight rights and equipment from Northwestern Pacific Company (NWPCo.). In addition, the agreement with the State of California, states, "While SMART is acquiring a private enterprise with the ability to generate revenue, it is also accepting additional responsibilities and costs." It further states, "it is also assuming responsibility for an aging infrastructure needing an estimated \$10.5 million in one-time track and signal maintenance repairs and an estimated \$450,000 per year in annual flood, fire, track, and signal maintenance, as well as potential safety repairs." Assembly Bill 74, allocated \$2 million to offset the maintenance, repair, and operation expenses associated with the transfer of freight operations. Of the \$2 million received last year, \$50,000 was spent in Fiscal Year 2021 leaving \$1,950,000 available in Fiscal Year 2022.

Attachment I revises the SMART FY 2021-22 budget and Appendix B by adding anticipated freight revenues and expenditures for Fiscal Year 2022 (June 30, 2022).

The following is a more detailed breakdown.

DESCRIPTION	FY 2021-22 CURRENT APPROVED BUDGET	FY 2021-22 PROPOSED BUDGET CHANGES	FY 2021-22 REVISED BUDGET
EXPENDITURES:			
Salaries and Benefits			
Employee Salaries	\$ -	\$ 53,684	\$ 53,684
Employee Benefits	\$ -	\$ 25,645	\$ 25,645
Total Salaries and Benefits	\$ -	\$ 79,329	\$ 79,329
Services and Supplies			
Maintenance-Equipment	\$ -	\$ 6,800	\$ 6,800
Maintenance-Revenue Vehicles	\$ -	\$ 40,400	\$ 40,400
Maintenance-Railway	\$ -	\$ 58,920	\$ 58,920
Maintenance of Signals	\$ -	\$ 24,800	\$ 24,800
Transportation Services	\$ -	\$ 3,800	\$ 3,800
Rents/Leases - Equipment	\$ -	\$ 12,000	\$ 12,000
Computer Software and Hardware	\$ -	\$ 10,000	\$ 10,000
Fuel and Lubricants	\$ -	\$ 21,200	\$ 21,200
Miscellaneous	\$ -	\$ 6,000	\$ 6,000
Professional Services	\$ -	\$ 308,460	\$ 308,460
Insurance	\$ -	\$ 20,000	\$ 20,000
Administrative Allocation	\$ -	\$ 37,389	\$ 37,389
Total Services and Supplies	\$ -	\$ 549,769	\$ 549,769
State of Good Repair/ Capital Improvements (Capital Assets)			
Freight Rights & Equipment	\$ 4,000,000	\$ -	\$ 4,000,000
Equipment	\$ -	\$ 129,500	\$ 129,500
Total Buildings and Capital Improvements	\$ 4,000,000	\$ 129,500	\$ 4,129,500
Total Estimated Expenditures	\$ 4,000,000	\$ 758,598	\$ 4,758,598

Between now and February 28, 2022, NWPCo. will continue to collect revenues and operate the line as they currently have done. Effective March 1, 2022, we anticipate having a third-party vendor in place to operate the line while SMART completes the hiring process. We will bring the third-party contractor recommendation to the Board at the January 19th meeting. SMART anticipates taking over the operation of the line on June 1, 2022, assuming we are staffed appropriately.

We have anticipated four months of revenue in freight and boxcar storage fees. Storage of LPG cars is assumed to cease at the end of April 2022. We had previously budgeted \$4 million from the State of California for the purchase of the freight rights and equipment, and \$1,950,00 in state funds for maintenance, capital, and operations.

The freight operation requires six (6) full time equivalent positions to operate and maintain the freight functions. Positions Include:

- 1 Freight Manager
- 4.5 Freight Utility Workers
- .5 Administrative Assistant

These positions will be Federal Railroad Retirement eligible employees instead of CalPERs.

Administrative support will be provided by administrative staff budgeted under the transit portion of the organization and allocated at a rate of 20% of direct freight labor charges. In Fiscal Year 2022, the costs are slightly higher due to one-time legal costs.

Additionally, we have also budgeted the \$4 million payment for freight rights and equipment, as well as \$129,500 for PTC installation on the 2nd locomotive, geometry care, and locomotive braking modifications.

All revenues and expenditures related to freight will be tracked in a separate fund from passenger transit and pathways.

FISCAL IMPACT: The total estimated expenditures for the remainder of fiscal year 2022 are \$4,758,598. Of this amount, \$487,400 is estimated to be covered by fees, \$4 million by the state grant designated for purchase of freight rights, and \$271,197 from a state grant to cover miscellaneous operating and state of good repair expenses. The remaining state grant of \$1,678,802 will be the fund balance which will carry into Fiscal Year 2023.

Very Truly Yours,

/s/

Heather McKillop
Chief Financial Officer

Attachment(s):

- 1) Resolution No. 2022-03
- 2) Exhibit A (Attachment I)
- 3) Appendix B

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT AMENDING RESOLUTION NO. 2021-11 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2021-22 TO PROVIDE FOR REVISED EXPENDITURE AUTHORITY AND INCREASED POSITION AUTHORITY

WHEREAS, as part of its approval of the Annual Budget for Fiscal Year 2021-22, the Board duly considered the annual expenditures necessary for the Sonoma-Marín Area Rail Transit District; and

WHEREAS, on June 2, 2021, the Board adopted Resolution No. 2021-11 approving the annual budget for Fiscal Year 2021-22; and

WHEREAS, on September 1, 2021, the Board adopted Resolution No. 2021-20 amending the annual budget for Fiscal 2021-22; and

WHEREAS, Resolution No. 2021-11 and 2021-20 considered the appropriation of funds for Operating expenses; and

WHEREAS, the Board desires to Amend the Annual Budget to provide increased appropriation authority for costs associated with freight service and revised position authority related to freight; and

WHEREAS, Resolution No. 2021-11 considered the creation of employee positions and fixed the compensation and salary for those positions; and

NOW, THEREFORE, BE IT RESOLVED THAT Resolution No. 2021-11, FY 2021-22 Annual Budget, Exhibit A, is hereby amended to increase expenditure authority. (Attachment I)

NOW THEREFORE, BE IT ALSO RESOLVED that Resolution No. 2021-11, Exhibit A, Appendix B (SMART Position Authorizations), is hereby revised to add a 1.0 FTE Freight Manager, 0.5 FTE Administrative Assistant, and 4.5 FTE Freight Utility Workers, and;

NOW THEREFORE, BE IT ALSO RESOLVED that the Freight employees will be subject to Federal Railroad Retirement and related benefits and will not be a part of the CalPERS retirement system or receive a 2% 401a match to their 457b contributions; they will receive all other benefits afforded to SMART employees, and;

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2021-11, together with all supplements, amendments and exhibits thereto is, and shall continue to be, in full force and effect as originally adopted, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of Resolution No. 2021-11.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 5th day of January 2022, by the following vote:

DIRECTORS:

AYES:

NOES:

ABSENT:

ABSTAIN:

David Rabbitt, Chair, Board of Directors
Sonoma-Marín Area Rail Transit District

ATTEST:

Leticia Rosas-Mendoza, Clerk of the Board of Directors
Sonoma-Marín Area Rail Transit District

Attachment I

DESCRIPTION	FY 2021-22 CURRENT APPROVED BUDGET	FY 2021-22 PROPOSED BUDGET CHANGES	FY 2021-22 REVISED BUDGET	EXPLANATION OF BUDGET CHANGES
REVENUES:				
FEES:				
Freight Movement Fees	\$ -	\$ 372,000	\$ 372,000	Based on 4 months of revenue
Storage Fees	\$ -	\$ 115,400	\$ 115,400	Based on 2 months of LPG & 4 months of other storage fees
STATE GRANTS:				
State Grant for Freight Rights	\$ 4,000,000	\$ -	\$ 4,000,000	
State Grant for Freight	\$ 1,950,000	\$ -	\$ 1,950,000	
Total Estimated Revenues	\$ 5,950,000	\$ 487,400	\$ 6,437,400	
Expenditures:				
Salaries & Benefits				
Freight Operations	\$ -	\$ 79,329	\$ 79,329	Based on 1 month of operations and transition from NWPCo
Total Salaries & Benefits	\$ -	\$ 79,329	\$ 79,329	
Services and Supplies				
Freight Operations	\$ -	\$ 549,769	\$ 549,769	Based on on 4 months of operations
Total Services and Supplies	\$ -	\$ 549,769	\$ 549,769	
State of Good Repair/ Capital Improvements (Capital Assets)				
Freight Rights & Equipment	\$ 4,000,000	\$ -	\$ 4,000,000	
Equipment	\$ -	\$ 129,500	\$ 129,500	
Total Buildings and Capital Improvements	\$ 4,000,000	\$ 129,500	\$ 4,129,500	
Total Estimated Expenditures	\$ 4,000,000	\$ 758,598	\$ 4,758,598	
Fund Balance			\$ 1,678,802	

Appendix B
Fiscal Year 2021-22 : Proposed Position Authorization - Revised

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly		COMMENTS
		Low	High	Low	High	
ADMINISTRATIVE POSITIONS						
Accountant I	1	\$ 67,371	\$ 81,890	\$ 32.39	\$ 39.37	
Accounts Payable Technician	1	\$ 57,242	\$ 69,576	\$ 27.52	\$ 33.45	
Administrative Assistant	1	\$ 54,454	\$ 66,186	\$ 26.18	\$ 31.82	
Assistant General Counsel	1	\$ 174,678	\$ 212,326	\$ 83.98	\$ 102.08	
Assistant Planner*	1	\$ 75,109	\$ 91,312	\$ 36.11	\$ 43.90	
Chief Financial Officer	1	\$ 232,710	\$ 282,859	\$ 111.88	\$ 135.99	
Clerk of the Board	1	\$ 82,846	\$ 100,714	\$ 39.83	\$ 48.42	
Communications and Marketing Manager	1	\$ 142,022	\$ 172,619	\$ 68.28	\$ 82.99	
Community Outreach Coordinator	1	\$ 77,002	\$ 93,579	\$ 37.02	\$ 44.99	
Community Outreach Specialist	1	\$ 116,542	\$ 141,648	\$ 56.03	\$ 68.10	Title and Pay Range Change
Budget and Finance Manager	1	\$ 118,893	\$ 144,518	\$ 57.16	\$ 69.48	
Fiscal Manager	0	\$ 121,893	\$ 160,326	\$ 62.41	\$ 77.08	
General Counsel	1	\$ 232,710	\$ 282,859	\$ 111.88	\$ 135.99	
General Manager	1	\$ 290,000	\$ 330,000	\$ 139.42	\$ 158.65	
Human Resources Manager	1	\$ 141,523	\$ 172,016	\$ 68.04	\$ 82.70	
Human Resources Principal Analyst	1	\$ 116,542	\$ 141,648	\$ 56.03	\$ 68.10	
Human Resources Technician	1	\$ 71,469	\$ 86,861	\$ 34.36	\$ 41.76	
Information Systems Manager	1	\$ 147,950	\$ 179,837	\$ 71.13	\$ 86.46	
Information Systems Technician	1	\$ 78,874	\$ 95,888	\$ 37.92	\$ 46.10	
Intern	Multiple Positions	Up to total amount	\$ 60,000			
Legal Administrative Assistant	1	\$ 71,469	\$ 86,861	\$ 34.36	\$ 41.76	
Payroll Technician	1	\$ 57,242	\$ 69,597	\$ 27.52	\$ 33.46	
Principal Planner	1	\$ 125,757	\$ 152,838	\$ 60.46	\$ 73.48	
Purchasing Assistant	1	\$ 59,550	\$ 72,384	\$ 28.63	\$ 34.80	
Procurement Manager	1	\$ 129,896	\$ 157,893	\$ 62.45	\$ 75.91	
Programming and Grants Manager	1	\$ 149,219	\$ 181,397	\$ 71.74	\$ 87.21	
Real Estate Manager	1	\$ 160,659	\$ 195,291	\$ 77.24	\$ 93.89	
Senior Administrative Analyst	1	\$ 95,659	\$ 116,272	\$ 45.99	\$ 55.90	
Senior Real Estate Officer	1	\$ 108,243	\$ 131,560	\$ 52.04	\$ 63.25	
Accounting Manager	1	\$ 110,406	\$ 134,202	\$ 53.08	\$ 64.52	Title and Pay Range Change
Supervising Accountant	0	\$ 92,330	\$ 113,443	\$ 44.87	\$ 54.54	
Total Administrative Positions		28				

Appendix B : Continued on Next Page (Page 1 of 3)

Appendix B**Fiscal Year 2021-22 : Proposed Position Authorization - Revised**

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly		COMMENTS
		Low	High	Low	High	

CAPITAL POSITIONS

Assistant Engineer *	2	\$ 91,062	\$ 110,656	\$ 43.78	\$ 53.20	
Associate Engineer*	2	\$ 108,243	\$ 131,560	\$ 52.04	\$ 63.25	
Principal Engineer*	1	\$ 142,022	\$ 172,598	\$ 68.28	\$ 82.98	
Chief Engineer	1	\$ 190,965	\$ 232,107	\$ 91.81	\$ 111.59	
Manager Train Control Systems	1	\$ 190,965	\$ 232,107	\$ 91.81	\$ 111.59	
Project Extra hires *		\$ -	\$ 50,000	\$ -	\$ -	
Subtotal Capital Full Time Equivalents (FTE)		7				

* Denotes Limited-Term Position Dependent on Project need

Appendix B : Continued on Next Page (Page 2 of 3)

Appendix B
Fiscal Year 2021-22 : Proposed Position Authorization - Revised

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly		COMMENTS
		Low	High	Low	High	
OPERATIONS POSITIONS						
Administrative Assistant	1	\$ 54,454	\$ 66,186	\$ 26.18	\$ 31.82	
Administrative Analyst-Purchasing	1	\$ 87,090	\$ 105,851	\$ 41.87	\$ 50.89	
Administrative Services Manager	1	\$ 91,062	\$ 110,677	\$ 43.78	\$ 53.21	
Assistant Superintendent of Transportation	1	\$ 127,587	\$ 155,085	\$ 61.34	\$ 74.56	
Bridge Tender*	2.5	-	\$ 68,203	-	\$ 32.79	
Chief of Police	1	\$ 173,014	\$ 210,330	\$ 83.18	\$ 101.12	
Code Compliance Officer	3	\$ 69,763	\$ 84,781	\$ 33.54	\$ 40.76	
Controller /Supervisor	10	\$ 97,594	\$ 118,643	\$ 46.92	\$ 57.04	
Conductor**	11	\$ 72,966	\$ 85,821	\$ 35.08	\$ 41.26	
Engineer-Conductor**	29	\$ 87,714	\$ 103,189	\$ 42.17	\$ 49.61	
Extra Hires Operations		-	\$ 350,000	-	-	
Facilities Maintenance Supervisor	1	\$ 100,506	\$ 122,179	\$ 48.32	\$ 58.74	
Facilities Maintenance Technician	3	-	\$ 85,322	-	\$ 41.02	
Laborers-Vehicle Maintenance	10	-	\$ 65,707	-	\$ 31.59	
Laborers-Track Maintenance	2	-	\$ 63,773	-	\$ 30.66	
Operations Manager	1	\$ 200,512	\$ 243,714	\$ 96.40	\$ 117.17	
Parts Clerk	2	\$ 64,750	\$ 78,707	\$ 31.13	\$ 37.84	
Railroad Information Systems Specialist	1	\$ 113,714	\$ 138,195	\$ 54.67	\$ 66.44	
Safety & Compliance Officer	1	\$ 131,893	\$ 160,326	\$ 63.41	\$ 77.08	
Signal Supervisor	2	\$ 108,243	\$ 131,560	\$ 52.04	\$ 63.25	
Signal Technician	9	-	\$ 112,965	-	\$ 54.31	
Signal Technician Trainee***	2	-	\$ 84,718	-	\$ 40.73	
Superintendent of Vehicle Maintenance	1	\$ 151,674	\$ 184,350	\$ 72.92	\$ 88.63	
Superintendent of Transportation	1	\$ 151,674	\$ 184,350	\$ 72.92	\$ 88.63	
Superintendent of Signals and Way	1	\$ 151,674	\$ 184,350	\$ 72.92	\$ 88.63	
Track Maintainer 1	5	-	\$ 84,490	-	\$ 40.62	
Track Maintainer 2	1	-	\$ 92,934	-	\$ 44.68	
Track Maintenance Supervisor	2	\$ 100,277	\$ 121,930	\$ 48.21	\$ 58.62	
Vehicle Maintenance Supervisor	4	\$ 103,002	\$ 125,216	\$ 49.52	\$ 60.20	
Vehicle Maintenance Technician	12	-	\$ 103,251	-	\$ 49.64	
Subtotal Operations Full Time Equivalents (FTE)**	121.5					

Appendix B**Fiscal Year 2021-22 : Proposed Position Authorization - Revised**

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly		COMMENTS
		Low	High	Low	High	
Freight						
Administrative Assistant	0.5	\$ 54,454	\$ 66,186	\$ 26.18	\$ 31.82	New Position
Freight Manager	1	\$ 151,674	\$ 184,350	\$ 72.92	\$ 88.63	New Position
Utility Worker - Freight	4.5	\$ 69,056	\$ 83,949	\$ 33.20	\$ 40.36	New Position
Subtotal Freight Full Time Equivalents (FTE)		6				
Total All Full Time Equivalents (FTE)		162.5				