



**BOARD OF DIRECTORS
MEETING AGENDA
September 2, 2020 – 1:30 PM**

**IN ACCORDANCE WITH GOVERNOR’S EXECUTIVE ORDERS N-25-20 AND N-29-20
THE SMART BOARD OF DIRECTORS MEETING WILL BE HELD VIRTUALLY**

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, September 1, 2020 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 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 the July 15, 2020 Board Minutes
3. Board Member Announcements
4. General Manager’s Report
5. Public Comment on Non-Agenda Items

Consent Calendar

- 6a. Approval of Monthly Financial Reports – July 2020
- 6b. Accept Monthly Ridership Report – July 2020
- 6c. Approval of American Rail Engineers Corporation Contract Amendment No. 2

Regular Calendar

7. Authorize the General Manager to Award a Sole Source Purchase Orders to ZF North America, Inc. and Knorr Brake for the Purchase of Specialized Diesel Multiple Unit (DMU) Maintenance Agreement in an amount of \$665,727.63
8. Provide Input of the Reorganization of the SMART Citizen Oversight Committee
9. Status Report on Freight and Related Activities
10. SMART's Fiscal Year 2019-20 Revenue Update
11. Presentation regarding Cleaning Protocols and Enhanced Sanitizing Measures (COVID 19)
12. Next Regular Meeting of the Board of Directors, September 16, 2020 – 1:30 PM
13. 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
July 15, 2020 - 1:30 PM**

**IN ACCORDANCE WITH GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20
THE SMART BOARD OF DIRECTORS MEETING WILL BE HELD VIRTUALLY**

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

1. Call to Order

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

2. Approval of the June 17, 2020 Board Minutes

MOTION: Director Hillmer moved approval of the June 17, 2020 Board Minutes. Director Zane second. The motion carried 10-02(Directors Arnold and Phillips absent).

3. Board Members Announcements

Director Rabbitt stated that Metropolitan Transportation Commission Blue Ribbon Transit Recovery Task Force held its meeting to discuss the second round of CARES Act fund distribution. The initial grant funding distribution was 61%, out of which SMART received a good allocation. In the second round of discussions there was politics and negotiations involved. The Valley Transportation Authority (VTA) has appealed the second-round distribution. The five north bay agencies (Golden Gate Bridge, Petaluma Transit, Santa Rosa Bus, SMART and Sonoma County Transit) received approximately \$77 million of the distribution. Director Rabbitt thanked everyone for their participation and collaboration.

Director Arnold joined at 1:38pm

Chair Lucan said that BART has joined with leaders of major transit agencies across the United States to lobby for additional relief funds. He asked Director Rabbitt if smaller transit agencies

will be included in the next round. Director Rabbitt responded that it was discussed and a hard decision will be made.

4. General Manager's Report

General Manager Mansourian reported that since the start of passenger service in August 2017, SMART has carried 1,885,000 passengers, 188,000 bicycles, and over 7,000 wheelchairs. The monthly ridership data is on agenda item 6b. He continues to distribute weekly ridership data that it is also available on SMART's website.

He stated that Metropolitan Transportation Commission Blue-Ribbon Transit Recovery Task Force has concluded their second round of the CARES Act fund distribution. On July 8, 2020, the Programming and Allocation Committee have reviewed the recommendations and have provided full recommendations for Metropolitan Transportation Commission Meeting on July 22, 2020. If the recommendations are approved, SMART will receive \$2 million less of what was budgeted. He will provide an update to the Board, once SMART receives the current sales tax distribution for discussion or approval if needed.

He announced that the Court of Appeal ruled in favor of Metropolitan Transportation Commission for Regional Measure 3 funds. The Howard Jarvis Group filed a lawsuit saying the vote needed to be 2/3rd and not 50% of the vote and now plans to petition the Supreme Court. Once a final decision is made by the Supreme Court, he will provide an update at future Board meeting to discuss proposed items related to Regional Measure 3 funds.

He provided an update of the Freight Service project. The State of California informed SMART's General Manager that the funds have been deposited into an escrow account. There are various agreements that need to be reviewed and finalized prior to transfer of property/ownership. North Coast Railroad Authority continues to work with Federal agencies on documents/agreements to transfer equipment and property. It is going to take various months to complete this project and for SMART to become the freight operator.

He said that the Metropolitan Transportation Commission launched a low-income pilot program. At the February 5, 2020 meeting, the Board unanimously approved SMART's formal request to participate in the regional Clipper START Low Income Fare Program. Staff participated in the most recent technical advisory meeting. In March 2020, Metropolitan Transportation Commission Programming and Allocation Committee denied SMART from participating, since SMART did not fit several criteria. We were notified in late June that the program has been re-opened and based on the Board previous approval we have asked Metropolitan Transportation Commission staff to include SMART in the program.

Lastly, Mr. Mansourian stated that the Board usually does not meet in August, He has coordinated with Chair Lucan and therefore the August meetings have been cancelled. He asked the Board members to keep the date blocked if for any reason a Board meeting needs to occur.

Comments

Director Zane asked what the fare rates will be once the pilot program is adopted. Mr. Mansourian responded that it will be 50% off the current fare rate. He will provide a chart/table with approximate rates.

5. Public Comment on Non-Agenda Items

Mike Pechner asked if the NWPCo freight committee was established and open to the public to attend as stated by Director Fudge. Director Fudge responded that she did not make that comment. Chair Lucan clarified that the conversations we have at Board meetings are thoughts and the Board has not formed an official committee. Director Fudge stated that is something she would not do, it will need to be decided with the entire Board and Mr. Mansourian, she could have made a comment but it's not her position to create a committee.

Richard Brand asked if the \$2 million payment promised by Senator McGuire's office by June 30 has been received.

Ben Peters requested an update from SMART's Management regarding the Downtown Petaluma station lease negotiations. At the City of Petaluma Council meeting, they did not approve the Ordinance, because they were clearly unhappy with SMART's negotiators and in addition to the lack of Transverse Street, which the Citizens of Petaluma have been very clear about the importance to mitigate traffic, there were concerns that the Art Center and public meeting areas were not going to be renewed under the lease. Many City Council Members asked the Petaluma City Manager to go back and negotiate the lease to include the Art Center. He asked SMART's management to comment as to why they are being difficult in negotiating with the City of Petaluma.

Aleta Dupre stated that today is a big day because of Clipper START. She urged staff and the Board to continue advocacy of the program and join Clipper START. This program will help people with the cost of fares and making public transportation affordable. She suggested that staff continue to seek appropriate funds to continue to provide passenger service.

Duane Bellinger said that bicycle ridership is down 85% and general ridership is down 90%. He asked if the park-n-rides are contributing to more or less passenger riders. He stated that if the project does not have enough funds for a parking it could be postponed, since the people of east Petaluma would gladly use their bicycles or walk to the Junior College.

Sheila Baker stated that she enjoys riding the train and takes the train 2 times a week. She is a SMART supporter and was on the Measure I campaign. She suggested that Transverse Street remain the same. She thanked SMART for having the best little train and she will continue to ride.

Doug Kerr stated that he agrees with Director Rabbitt comment from previous Board meeting regarding the Petaluma Project. In that meeting Director Rabbitt stated that SMART does not have any authority over land use decisions in the City of Petaluma. This is a huge example of why the public gets frustrated with government agencies. He encouraged SMART to be part of a land use decision processes with localities agencies. Even if SMART is not the decision maker, however it has a vested interest in decisions regarding land near to SMART stations.

Director Phillips joined at 2:02pm

Chair Lucan clarified that the Petaluma City Council voted to continue the agenda item and no vote or approval action was taken. He explained the process; and the Petaluma City Council introduced an Ordinance as part of their Agreements, then SMART Board of Directors approved the Agreements, now it has returned to the Petaluma City Council for the second reading of the Ordinance. The leases that are in place and will expire when the Agreement terms expire.

Mr. Mansourian clarified the he stated earlier that the State of California informed SMART's General Manager that the funds have been deposited into an escrow account for the Freight Service project. The Governor had allocated and secured the funds for this project. SMART continues to work with the City of Petaluma staff. Mr. Peters continues to make statements regarding SMART's management, they are not positive or beneficial to either parties. Also, we understand that Mr. Peters is one of the individuals that filed a lawsuit with the City of Petaluma. We have informed the Board and the public on the complexity of this project.

6. Consent
 - a. Approval of Monthly Financial Reports
 - b. Accept Monthly Ridership Report - June 2020
 - c. Approval of Netwoven, Inc. Contract Amendment No. 1

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

MOTION: Director Hillmer moved approval of the Consent Agenda as presented. Director Garbarino second. The motion carried 11-0-1 (Director Arnold absent).

7. Authorize the General Manager to Issue a Purchase Order with Bearing Engineering Company for 96 Train Wheelset Components (Journal Bearings) in the amount of \$165,468.80

Procurement Coordinator, Ken Hendricks stated that the item before the Board today is included in the current budget. The purchases of new journal bearings for use by SMART's Vehicle Maintenance Department in conjunction with required maintenance activities on the Diesel Multiple Units (DMUs).

A formal Invitation for Bid was issued on September 30, 2019 to procure these wheelset components (Journal Bearings). SMART received a total of 4 bids; Bearing Engineering

Company was the lowest responsive responsible bidder of the four bids received. In November 2019, your Board authorized the General Manager to award the initial purchase order to Bearing Engineering Company for the 80 train wheelset components (Journal Bearings), which included an option for SMART to purchase additional train wheelset components (Journal Bearings). SMART is utilizing the option available in the bid to purchase 96 additional train wheelset components (Journal Bearings).

Staff recommends that the Board authorizes the General Manager to issue a Purchase Order to Bearing Engineering Company in the amount of \$165,468.80.

MOTION: Director Pahre moved to Authorize the General Manager to Issue a Purchase Order with Bearing Engineering Company for 96 Train Wheelset Components (Journal Bearings) in the amount of \$165,468.80 as presented. Director Fudge second. The motion carried 11-0-1 (Directors Arnold absent).

8. Review and Provide Guidance on SMART's Projects and Commitment Letters for the Regional Transportation Plan - Plan Bay Area 2050

Programming and Grants Manager, Joanne Parker, gave an overview of the Plan Bay Area 2050. She stated that every four years the Metropolitan Transportation Commission (MTC) updates the long-range transportation plan. There is an existing plan called "Plan Bay Area 2040". The current update process will be in effect for four years to 2025. The current Plan Bay Area 2040, has a financially constrained transportation project list which included SMART's rail extension north to Windsor.

SMART secured funding for the Windsor Extension project from the following: 1) State Transit and Intercity Rail Grant; 2) Regional Measure 3; 3) Federal Railroad Administration; 4) State Affordable Housing and Sustainable Communities.

At the time of the plan's finalization, SMART requested of MTC to include an additional station (Healdsburg) in the plan so that SMART could seek additional grant funds to extend further north. MTC informed SMART that a request to amend the plan could be made once SMART was complete to Windsor. During the development of *Plan Bay Area 2050*, SMART staff has been in communications and briefings with MTC Staff. Your Board authorized staff to submit a project list, which is included in this staff report.

MTC has released "Plan Bay Area 2050 Draft Blueprint" and is seeking public comment between July 10 and August 10, 2020. A Blueprint Virtual Workshop will be held in Marin on July 18th from 10 am to noon and in Sonoma on August 5 from 10 am to noon. On July 10, 2020, the Joint MTC Planning/Association of Bay Area Governments (ABAG) Administration committee heard the most recent update on the "Plan Bay Area 2050 Draft Blueprint: Key Findings" in advance of upcoming MTC stakeholder workshops later in July.

Plan Bay Area 2050 is developed in partnership with the County Transportation Agencies (CTAs). In SMART's case, there are two primary CTAs, the Sonoma County Transportation Authority (SCTA) and the Transportation Authority of Marin (TAM).

Ms. Parker stated that there are three recommendations for your Board approval. The first recommendation is as follows: 1) Review the status of SMART's projects within the context of long range regional and county transportation plans. She asked for comments prior to moving to the last two recommendations.

Comments

Director Connolly asked if there are not inclusions on the financial constrained transportation project list through Plan Bay Area 2050, how does that translate to not being able to access any funding. Ms. Parker responded that Plan Bay Area region looks at revenues to be available for transportation investment over the course of 30-years. "We have been very successful in securing funds from Federal, State and local agencies for the Windsor Extension Project". Director Connolly gave an example; the potential extension east and west to connect with the Capital Corridor in Solano County. The State has expressed clear interest in that project and stated in a letter dated June 29th and they seem willing to provide funding toward that project. However, if that Project is not listed in the financially constrained project list, that would mean that SMART is not eligible to obtain funds. Ms. Parker responded yes, if the guidelines for the program are written that the project must be included in the Regional Transportation Plan. We need to consider which projects we want to compete for outside funding resources in the next four years, that is the duration that the Plan Bay Area 2050 will be in effect. Director Connolly said that part of the fiscal constrained environment at MTC is they are assuming in this evaluation that the Faster Measure would not return for at least 15 years and maybe re-evaluated since it seems a long time.

Director Rabbitt stated that the MTC Commission did have the Faster Measure discussion. If your project is fiscally constrained there are two ways of considering a project: 1) making sure the project has accurate cost; and 2) eliminate projects to lower the overall cost. The Faster Measure was pulled this year due to COVID 19, however it does not mean it would be pulled for 15 years. It is very important for SMART to have projects listed in Plan Bay Area 2050 and we need to choose the project to incorporate. He said that Commissioners, Mackenzie, Connolly and himself stated the importance, age, and potential of SMART in the North Bay, at the MTC Commission Meeting on Friday, July 10th. We need to double down efforts on bicycle paths, complete and operate the Petaluma second station, and the Windsor to Healdsburg extension.

Director Naujokas mentioned that when SMART first submitted the projects for consideration it was for the entire segment to Cloverdale and the project cost was high. Would SMART have better opportunity to be included in the Plan if the project was in segments? What position does the Board need to take in order to make the project stronger? Ms. Parker responded that the processes between the countywide plan and regional plan vary, funds that are included in the county plan don't rely on the regional plan. For example, the Sonoma County

Bus Improvement project is fully funded at the county level budget that is in the Plan, and because of this there is no need for the region to weigh in on whether the project should be included in the regional financially constrained project list. Another option is to phase the project for physical segmentations to lower the cost. Director Naujokas asked if the project is smaller in segments does it improve the changes. Ms. Parker responded yes, since you are asking for less money.

Director Fudge stated that she would be hesitant to stop the train south of the Bridge in Healdsburg. She believes that SMART cannot afford two station in Healdsburg, perhaps a Downtown station would serve more people especially tourists. The cost of bridge is a lot. She suggested getting the train to Downtown Healdsburg and including the design work to Cloverdale. The Cloverdale Depot will be used by the population of Cloverdale, Mendocino and Lake County, those people will commute to Cloverdale to take the train. There were MTC Commissioners that have visited SMART right-of-way in Healdsburg. Are MTC Commissioners aware of many riders that are in the outlying e counties who most likely come to get in SMART, there is a huge population surrounding that will add to ridership.

Director Arnold asked why the east and west connection to the Capital Corridor was not included. The State is very interested in this project and asked SMART to conduct an environmental document. Ms. Parker responded that part of the Plan Bay Area process is to conduct project performance assessments against regional goals (cost benefit analysis). All of SMART's project north to Healdsburg and Cloverdale and east to Solano are deemed to be low cost rail infrastructure projects. The process is very extensive and they follow regional guidelines, which favor the larger volume system.

Ms. Parker stated that the next 2 recommendations are: 2) Approve the SMART commitment letters submitted to MTC pursuant to Board authorization in May 2019, and; 3) Request MTC to amend their *Plan Bay Area 2050* financially constrained transportation project list, so that SMART can be eligible to receive outside funding, to include: SMART Windsor to Healdsburg, SMART Healdsburg to Cloverdale, and SMART to Solano (Novato to Suisun).

Director Naujokas asked for clarification on what action approvals does the Board need to make. Ms. Parker responded that your Board approved in May 2019 for SMART to advocate the SMART to Cloverdale project. At this time, your Board can make the decision on how to phase the projects. She suggested that the Board give staff and MTC Commissioners as much flexibility as possible, note the difference in recommendation #3 and the 2019 approval projects. Staff is proposing Windsor to Healdsburg and Healdsburg to Cloverdale and last year was the entire project Windsor to Cloverdale.

Director Phillips stated he is impressed by Director Naujokas thoughts and concerns with the extension through Healdsburg and to Cloverdale. He said he does not have any data that confirms Director Fudge optimism regarding ridership, however he is not familiar with the area. If there is significant ridership to the North, he would be interested in a study/analysis, that would support that decision. He could be persuaded if there was data available.

Chair Lucan asked if all the components projects are included in the Plan and if we are not successful, and the Plan does not come up for discussion in four years, where do we end up as an agency with the vision of expanding north and east. Ms. Parker responded that SMART is at capacity with the current plan and can not seek outside funding. Regional Measure 3, listed Windsor to Healdsburg extension project. Technically, the next step would be to reach out to MTC to include Windsor to Healdsburg extension.

Mr. Mansourian stated that in 2011, MTC policy was not to allocate funds north of Santa Rosa. However, SMART contested to include the bicycle pedestrian pathway and Windsor Extension in the Plan. When Regional Measure 3 was introduced and needed support from Sonoma, SMART negotiated to include the project toward Healdsburg and received \$40 million. The State of California, Secretary of Transportation Office are responsible for preparing the Rail Master Plan for commuter rails and freight in the entire state. The State of California created a master plan which covers the entire State of California. He believes that SMART to Solano project has a lot of merits for Marin and Sonoma County. SMART wants to be a partner and be included in the region area. Our three MTC Commissioner worked really hard last Friday, and open the door for SMART to continue to negotiate and work with staff. He said that his job as SMART's General Manager is to implement policies that are directed by your Board. Your policy and direction are to continue to build to Cloverdale. Chair Lucan said that at the end of the day if SMART has reached its capacity, at some point the Board needs to have a discussion to evaluate next steps for the next four years.

Public Comments

Steve Birdlebough stated that transit influences development, therefore rail transit is well known to lead development that is compact and pedestrian friendly. If the objective is to reduce greenhouse gases, SMART is a project that needs to lead development and not follow it. SMART should still consider funding to get to Cloverdale.

Duane Bellinger asked if SMART had ridership statistic north of Windsor. Having ridership data could be helpful to make decision. He was able to locate bicycle statistic but have not been able to locate park-n-ride statistics.

Melanie Bagby thanked the Board for serving the community. She stated that City of Cloverdale is still dealing with the impacts of the 2017 Fires, with a tight housing market. Today, the vacancy rate is zero, and people are living inadequate housing that don't meet their needs. The City of Cloverdale water capacity would allow approximately a 30% increase in housing and have available developable land within the urban housing. The City of Cloverdale has been informed by developers, that the key to moving forward would be a commitment from SMART reaching Cloverdale. In order to help our region, work toward the housing goals, the City of Cloverdale needs SMART's help to fully support the extension to Cloverdale. She is pleased to see that the State of California continues to supports SMART's extension to Cloverdale. They have shown their commitment in the State Rail Plan, the recent freight service transfer to SMART, contributing significant funds for the Windsor Extension project, and the most recent TIRCP 2020 award to Lake County for a Transit Hub. With SMART

to Cloverdale, you will get current and future commuters off Highway 101, you will have a potential to divert a significant number of commuters that currently come from Lake and Mendocino Counties who have job centers in Marin and Sonoma Counties. The transportation data/studies are available at the Sonoma County Transit Authority.

Mike Pechner stated that in terms of reduction cost from Healdsburg to Cloverdale he suggested using the existing NWPCo infrastructure, using wood railroad ties and welding the existing rail. In addition, he understands that PTC is a fixed cost, but there are various ways to reduce cost. Also, Lake County, Mendocino and Ukiah commuters and add to the ridership data from Cloverdale.

Sheila Baker she enjoys taking the train from Petaluma to Airport Blvd and enjoy a bicycle ride to Healdsburg. She is looking forward to Windsor and getting to Cloverdale would be a slice of heaven. Bicycle touring is not going away.

Patricia Tuttle Brown stated that she concurs with some of the people who spoke, great comments. She agrees with Steve Birdleough comments regarding SMART to Cloverdale. It does not matter what the development is in Cloverdale now, however is the kind of transit that is created influences the development that will occur. The eastside of Petaluma was developed to be freeway-oriented town, why chose this for Cloverdale? She agrees with Ms. Bagby regarding the commitment to the voters of Cloverdale, with Mr. Mansourian's approach that SMART needs to be listed on the regional plans. The City of Petaluma was at the end/beginning of rural area just like Cloverdale and know the City is in the middle. Ms. Parker provided an excellent and clear report that SMART needs to be listed on those regional plans.

Chair Lucan provided an overview of the recommendations as follows and asked for final comments and questions from the Board:

- 1) Review the status of SMART's projects within the context of long range regional and county transportation plans,
- 2) Approve the SMART commitment letters submitted to MTC pursuant to Board authorization in May 2019, and
- 3) Request MTC to amend their *Plan Bay Area 2050* financially constrained transportation project list, so that SMART can be eligible to receive outside funding, to include: SMART Windsor to Healdsburg, SMART Healdsburg to Cloverdale, and SMART to Solano (Novato to Suisun).

Director Zane stated that COVID 19 will have an impact on where people live and what real estate areas are purchased. People are starting to move away from the city and move into the suburbs.

Director Naujokas asked if the Plan will be discussed in four years. Ms. Parker responded yes, the Bay Area Plan 2050 will be adopted 2021 and will be in affect 2021-2025. Director Naujokas re-iterated his initial position, the City of Cloverdale is the City of Healdsburg's

neighbor and he will not rest until the voters get passenger service to Cloverdale. Limiting the scope for the next four years could be the most responsible approach for the taxpayers in getting passenger service to Cloverdale. Downtown Healdsburg will be the ideal location for the station, however also a station at the south of the Bridge can be great.

General Manager Mansourian suggested that the Board should consider recommendation #1 and #2 together. He said that recommendation #3, has three options listed and the Board can approve one, two or all.

Director Rabbitt stated that he concurs with General Manager Mansourian. SMART needs to have a lot of flexibility and need to provide projects to be included in the Plan for the next four years. We may not get everything; however, we need to prioritize accordingly. The cost benefit mythology has always been there but there are ways of overwriting it. In this particular case there are fiscal constraints placed upon bay area models and statues, it makes it difficult. Regional Measure 3 is the first regional measure that Sonoma County has benefited from. SMART has a lot of work to accomplish, but in favor of bifurcating the request to make sure we can as much as possible.

Director Hillmer acknowledge the public comments and staff for providing options to move the project forward. His feelings are expressed by others especially by Director Rabbitt recent comment. He emphasized keeping the big picture in place and provide SMART with flexibility.

Director Fudge emphasized that MTC include in the Plan Windsor to Healdsburg extension project. She would like MTC to be aware that the entire SMART Board is aware of staff communication with MTC regarding the completion of Windsor Extension project, to make Healdsburg Extension project stronger, the entire Healdsburg extension should be considered and not just south of the bridge. We need to include the extension to Cloverdale at least design work. She suggested delaying SMART to Solano in the next four years.

Director Rogers stated that he agrees with the comments that SMART needs to be programmatic in order to include projects into the Plan. He emphasized Ms. Bagby comment, that SMART's commitment to Cloverdale is helping the City of Cloverdale to move forward on projects that will transform their community. He suggested including the Cloverdale extension.

Chair Lucan asked the Board to move approval on recommendations #1 (Review the status of SMART's projects within the context of long range regional and county transportation plans) and #2 (Approve the SMART commitment letters submitted to MTC pursuant to Board authorization in May 2019). Therefore, only recommendation #2 requires action approval.

MOTION: Director Hillmer moved to Approve SMART's Commitment Letters Submitted to Metropolitan Transportation Commission Pursuant Board Authorization in May 2019 as presented. Director Naujokas second. The motion carried 12-0.

Chair Lucan asked General Manager Mansourian to provide clarification on recommendation #3. He asked if this will be an official request from staff and provide direction to MTC Commissioners with the flexibility. Mr. Mansourian stated that staff functions as an extension of your Board and communicate with MTC staff as an extension of the Commissioners. He gave an idea, what if the State of California informs SMART staff that they are very interested in going East, will your Board be interested in keeping the State involved along SMART's corridor. The previous time the State of California reached out to SMART, we were able to secure additional funds for the Windsor Extension project. The recommendations that your Board will provide is specific to this Plan (Bay Area Plan 2050).

Director Rabbitt stated that the letters need to be written that will provide flexibility, which can help in negotiations. There have been a variety of project that have been in and out and MTC staff would know those projects. He appreciates that option, which will continue to complete projects incrementally.

Director Connolly concurs with Director Rabbitt comment, having flexibility is the key. That being said, any specific direction is obviously helpful and we are not sure we have heard clear direction. Perhaps at this point all three projects remain a priority, also one Director expressed a willingness to defer SMART to Solano, and a number of Directors would disagree. Director Fudge responded that she is willing to consider SMART to Solano project now, she had not thought of the project in the terms the General Manager Mansourian did, including the project could help SMART get State funding. Director Connolly said that staff and the Board members will be having conversation with the community and stakeholders regarding the direction the agency is moving forward. At this time, it might be best to include all three projects.

Director Pahre thanked Director Fudge for her insight of what it would be to not include SMART to Solano project (Route 37). We don't need to disfranchise any of our North Bay MTC Commissioners. She appreciates Director Naujokas flexibility in discussing other things. Having creative ideas could assist SMART in negotiating the projects. No matter what happens, we will have people come to public meetings to inform the Board of their wrong decision. She suggested that the staff and Board have flexibility.

Director Naujokas stated that the Plan gets updated again in another four years, and suggested having maximum flexibility for the following projects is: 1) south of the Bridge in Healdsburg; 2) design work toward Cloverdale; and 3) SMART to Solano. He asked for clarification if asking for only south of the Bridge in Healdsburg will it lock the project to that point. Mr. Mansourian responded that providing specific details/points could hurt the project, when they perform the cost analysis evaluation. The City of Healdsburg is doing a Redevelopment Master Plan and evaluating the current Healdsburg Station and potential Downtown Station.

General Manager Mansourian stated that while listening to Directors Rabbitt and Connolly comments, he wrote the proposed language: SMART's goal and vision is to serve Healdsburg,

Cloverdale and going East to connect to Solano. We are willing to be a regional partner and have further dialogue but we must have projects in the Bay Area Plan 2050 to enable SMART to go outside the region for funds.

Director Arnold stated that she likes the proposed language that General Manager Mansourian just stated. The State is very interested in the East to connect to Solano project and recommends that it be submitted for consideration in the Bay Area Plan 2050.

Chair Lucan stated that what he hears from General Manager Mansourian is the intent and desire is to have identified projects to continue to have the door open and not lose the momentum.

MOTION: Director Arnold moved to SMART's goal and vision is to serve Healdsburg, Cloverdale and East to connect to Solano. We are willing to be a regional partner and have further dialogue but we must have projects in the Bay Area Plan 2050 to enable SMART to go outside the region for funds. Director Pahre second. The motion carried 12-0

9. Discuss Board Activities Related to SMART's Next Sales Tax Extension

Chair Lucan stated that in April the Board heard discussions about the defeat of Measure I, SMART's sales tax extension ballot measure in March. During the meeting numerous of public comments were received from individuals. A group of Board members was formed which included; Barbara Pahre, David Rabbitt, Chris Rogers, Damon Connolly and Citizen's Oversight Committee Chair Russ Colombo. The group met to discuss the next steps.

At the meeting, there was a discussion of actions that the Board could take in the next few months, while COVID is still forcing people to stay at home and SMART's budget and operations during this time is still the main focus of staff time.

The group discussed the need for a series of virtual public listening sessions, with the focus of smaller community groups that would be held in conjunction with local officials. The sessions would be for a specific City or community. Directors Rogers and Rabbitt will spearhead the efforts in Sonoma County and Directors Connolly and Hillmer will do in Marin County. The results of these listening sessions will help inform the Board on the next steps in planning for discussion and approval items.

Another topic of discussion was at the request from the Citizen's Oversight Committee if the Board could begin conversation on clarifying the perhaps changing role of the Citizen's Oversight Committee.

Director Rabbitt thanked Chair Lucan for conveying the meeting. It was good timing to discuss various topics after the election and to combine topics in various categories. He encouraged the public to participate in the listening sessions. The resources are always going to be very thin, however SMART is here to stay and will recover after COVID and is part of our

transportation network. This is the start in providing the story of who SMART is and he looks forward to the discussions.

Vice Chair Pahre thanked the group for excellent discussion. She is very optimistic that SMART will receive good information on how to move forward.

Director Connolly thanked all the participants. This is the beginning of process to provide details and to flush the top to bottom reviews that were spoken after the results. The sessions will be a public engagement process, and stakeholders' group, general public, cities and towns. It's going to be crucial that we listen to the public, he concurs with Director Rabbitt that SMART is not going away. It's the Board job to make sure that its success and the vision is carried out to provide service in a cost effective and meaningful way. Given the current COVID pandemic, staff will find creative ways to reach out to the public. He stated that he is available by appointments to meet with members of the public or groups. He looks forward for the discussions in Sonoma and Marin Counties.

Director Rogers stated that these listening sessions will provide an opportunity to partner with local government. This will be an opportunity to listen to Cloverdale Councilmember Melanie Bagby and the community about opportunities and concerns about the future of SMART. It will be good to listen to each community concerns, all comments/issues will be placed in categories that the entire Board can address. He is excited about starting this process and looks forward in also listening to the citizens of Marin.

Chair Lucan asked General Manager Mansourian to clarify the logistics of the community listening sessions. Mr. Mansourian responded that SMART will provide technical support staff and key staff members. Staff will be coordinating dates/times with Directors Rabbitt, Rogers, Connolly and Hillmer. Once dates/times are established a meeting location will take place and advertisement will follow to make them impactful and successful.

Chair Lucan stated that the intent was to have these listening sessions in person, which had geographic limitations for the public. Given COVID pandemic these sessions will be via Zoom, which can cover various jurisdictions.

Director Hillmer thanked the Board for allowing him to participate in the sessions. He would like to engage the residents of San Francisco that work in Marin or Sonoma County about the various of public transportations methods (Ferry and SMART) are available to get to their jobs He asked if the Golden Gate Bridge District can assist in notifying the residents of San Francisco the opportunity to listen and voice their concerns. Vice Chair Pahre responded that she follow-up with GGB.

Director Fudge stated that she and Director Naujokas had a conversation of how commute traffic patterns will be changing. People in San Francisco are moving into their second homes in the North Bay (Healdsburg and Windsor) now that they commute to San Francisco perhaps two times a week since Zoom is allowed. It would be good to reach out beyond our county

boarders due to commute patters changing.

Director Rogers clarified that these listening sessions will give individual communities the ability to provide input.

Comments

Steve Birdleough suggested that your Board ask various organization within the community to get invited. He said that sometimes is very difficult to get people to attend meetings. He suggested perhaps attending meetings that have gatherings already. He hopes that staff goes to the Tax Payers Association. Also, these types of sessions will be important to continue until SMART tax extension goes back on the ballot.

Melanie Bagby stated that it is going to be important to conduct outreach to organizations and bring their memberships. She is available to assist in providing groups to the Board members who will be conducting outreach in north county as well as Cloverdale. She suggested reaching out to the Geyserville Chamber of Commerce a very active group with an interest in SMART. We are looking forward to the recovery of tourism in the region

Duane Bellinger stated this is a well worth project and wished it had been occurring the last few years. He suggested conduct analysis of what was wrong during the last campaign and how to fix those issues, rather than what the people want.

Dani Sheehan thanked the Board and General Manager Mansourian for a very productive meeting. She asked if SMART will be accepting public input from Coalitions and other organizations. Chair Lucan responded yes and encouraged everyone to submit input.

Eris Weaver stated that she is looking forward to these sessions. She suggested having questions that are open that invite people to speak. Also, instead of clarifying and educating is a different process vs. listening.

Richard Brand suggested that the Citizen's Oversight Committee meetings meet at later time instead of 7:30am so that the public can attend and provide input.

Director Naujokas he suggested alternate outreach methods to get quality feedback verbally or data. Also, we need to honest to the public that we are listening their input/feedback.

Director Rogers stated that he has monthly community hours where he listens to the public. He looks forward in engaging people and groups who normally are not involved the opportunity to provide information

Lastly, Chair Lucan stated that staff and the Board will learn a lot during this process. It will not be perfect; however, we are committed to continue to improve. We will continue to provide update to the Board and the public.

10. Next Regular Meeting of the Board of Directors, August 5, 2020 – 1:30pm
11. Adjournment – Meeting adjourned at 4:09pm

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____



September 2, 2020

Eric Lucan, Chair
Transportation Authority of Marin

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

Judy Arnold
Marin County Board of Supervisors

Damon Connolly
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Shirlee Zane
Sonoma County Board of Supervisors

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

SUBJECT: Monthly Finance Reports – July 2020

Dear Board Members:

RECOMMENDATION: Information Item

SUMMARY:

We are presenting the monthly reports for activity through the month of July. This financial report shows transactions for the first month of the new fiscal year. The budgeted amounts shown in the report reflect the budget approved by your Board on June 17, 2020. All revenues and expenses are within budgeted amounts. Because of the lag time in sales tax receipts, the report does not reflect any revenue yet as all receipts are booked toward the prior fiscal year. Fare and parking revenues are \$55,996. Bond fund investments through July totaled \$24,487,031 while other cash and investments equaled \$42,223,590.

Very truly yours,

/s/

Erin McGrath
Chief Financial Officer

Farhad Mansourian
General Manager

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

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

Sonoma-Marin Area Rail Transit District

Monthly Finance Reports

Through July 2020

	FY2020-21			
	Revised Budget		Actual	Remaining Budget
Revenues				
Administration				
Sales/Use Taxes	\$ 26,531,856		\$ -	\$ 26,531,842
Interest Earnings	436,583		1,884	434,699
Rent - Real Estate	313,700		32,572	281,128
Advertising Revenue	225,000		2,021	222,979
Miscellaneous Revenue	58,824		3,684	55,140
Administration Subtotal	27,565,963		40,161	27,525,788
Operations				
Fund Balance	2,340,621		2,340,621	-
Sales/Use Tax	6,488,898		-	6,488,894
Fare & Parking Revenue	2,658,366		55,996	2,602,370
Federal Funds	9,500,000		-	9,500,000
State Grants	6,065,711		10,351	6,055,360
Other Charges	65,000		10,399	54,601
Operations Subtotal	27,118,596		2,417,367	24,701,225
Capital				
Fund Balance	5,177,445		5,177,445	-
Federal Funds	4,000,000		-	4,000,000
State Grants	9,972,504		-	9,972,504
Other Governments/Misc	4,726,900		-	4,726,900
Measure M	157,348		-	157,348
Capital Subtotal	\$ 24,034,197		\$ 5,177,445	\$ 18,856,752
<hr/>				
Revenue Total	\$ 78,718,756		\$ 7,634,973	\$ 71,083,765
<hr/>				
Expenditures				
Administration				
Salaries & Benefits	\$ 4,973,854		\$ 403,888	\$ 4,569,966
Services & Supplies	6,133,260		242,983	5,890,277
Debt Service/Other Charges	16,405,850		-	16,405,850
Machinery & Equipment	53,000		-	53,000
Administration Subtotal	27,565,964		646,871	26,919,093
Operations				
Salaries & Benefits	15,820,656		941,289	14,879,366
Services & Supplies	8,408,030		320,130	8,087,900
Buildings & Capital Improvements	2,889,910		34,911	2,330,000
Operations Subtotal	27,118,596		1,296,330	25,297,266
Capital				
Salaries & Benefits	1,417,761		88,668	1,329,093
Services & Supplies	852,736		350	852,386
Other Charges	3,526,900		891	3,526,009
Machinery & Equipment	900,000		-	900,000
Infrastructure	17,336,800		-	17,337,691
Capital Subtotal	\$ 24,034,197		\$ 89,909	\$ 23,945,179
<hr/>				
Expenditure Total	\$ 78,718,757		\$ 2,033,110	\$ 76,161,538

Investment Report

	<u>Amount</u>
Bond Reserve Fund	
Sonoma County Treasury Pool	\$ 17,072,500
Interest Fund	
Sonoma County Treasury Pool	2,952,264
Principal Fund	
Sonoma County Treasury Pool	4,462,267
SMART Operating Accounts	
Bank of Marin	15,611,106
Sonoma County Treasury Pool	26,612,484
Total	\$ 66,710,621.00

Capital Project Report

	<u>Budget</u>	<u>Actual</u>	<u>Remaining</u>
Additional Railcar Purchase			
Revenues	\$ 11,000,000	\$ 8,250,000	\$ 2,750,000
Expenditures	\$ 11,000,000	\$ 8,250,000	\$ 2,750,000
San Rafael to Larkspur Extension			
Revenues	\$ 55,435,059	\$ 53,381,456	\$ 2,053,604
Expenditures	\$ 55,435,059	\$ 53,381,456	\$ 2,053,604
Windsor Extension			
Revenues	\$ 65,000,000	\$ 11,747,351	\$ 53,252,649
Expenditures	\$ 65,000,000	\$ 12,365,971	\$ 52,634,029
Sonoma County Pathway Connector Project			
Revenues	\$ 13,573,526	\$ -	\$ 13,573,526
Expenditures	\$ 13,573,526	\$ 67,813	\$ 13,505,713



Contract Summary

Active Contracts as of August 1, 2020

Contractor	Scope	Fiscal Year 2021 Projected	Fiscal Year 2021 Actuals-To-Date
A.J. Janitorial Service	Janitorial Services for all Stations, Roblar, ROC, and Fulton	\$109,500.00	8940
Air Technology West	Maintenance and On-Call Repair for Air Compressors	\$4,856.00	0
Alcohol & Drug Testing Services, LLC	DOT Drug and Alcohol Testing	\$25,000.00	0
American Integrated Services, INC.	On-Call Biohazard Remediation Services	\$50,000.00	0
American Rail Consultants, Inc.	Railroad Bridge Engineering, Inspection, & Design	\$40,000.00	0
Aramark Uniform Services	Employee Uniform Provider and Cleaning Service	\$18,000.00	0
Asbury Environmental Services (AES)	Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment	\$25,000.00	0
Barber Security Group	Security Patrol Services along Right-of-Way	\$74,825.00	0
Becoming Independent	Emergency Bus Bridge Services	\$50,000.00	0
Bettin Investigations	Background Investigations	\$8,000.00	0
Bright Star Security, Inc.	Security Patrol Services at SMART's Cal Park Tunnel	\$10,440.00	0
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$100,000.00	0
Certified Employment Group	Temporary Staffing Services	\$35,000.00	0
Cinquini & Passarino, Inc.	Right-of-Way Land Surveying and Related Services	\$36,000.00	0
Corey, Canapary & Galanis	NTD Compliant Passenger Counting Services	\$35,283.15	0
Delta Wheel Truing Solutions	Modifications to the Wheel Truing Machine	\$34,911.00	0
Doug Williams	Fire and Life Safety Consultant	\$6,355.00	0
Dr. Lance O'Connor	Occupational Health Screening Services	\$3,000.00	0
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$25,000.00	0
eLock Technologies, LLC	Station Bike Lockers and Maintenance Services	\$13,130.00	0
Empire Cleaners	Uniform Dry-Cleaning, Laundering, and Related Services	\$40,000.00	0
Emtec Consulting Services, LLC	Oracle Accounting System Support Services	\$15,000.00	0
Environmental Logistics, INC.	On-Call Biohazard Remediation Services	\$150,000.00	0
George Hills Company, Inc.	Third Party Claims Administration Services	\$25,000.00	0
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis	\$60,000.00	0
GHD, Inc.	3 Segments MUP Petaluma - Penngrove - Rohnert Park	\$900,000.00	0
GP Crane & Hoist Services	Cal/OSHA Crane Inspection Services	\$15,000.00	0
Granicus, Inc.	Media Streaming & Internet Broadcasting Services	\$2,986.00	0
Hanson Bridgett LLP	Legal Services	\$100,000.00	0
Holland Company	Track Geometry and Measurement Services	\$24,000.00	0
Hulcher Services, Inc.	On-Call Derailment Services	\$100,000.00	0
Innovation Business Solutions	Payroll Processing Solutions	\$35,400	0
Intelligent Technology Solutions, Inc.	Maximo MMS Implementation and Support Services	\$178,000.00	0
Leete Generators	Generator Maintenance	\$2,737.00	0
Masabi LLC	SMART Mobile Ticketing Pilot Project	\$570,000.00	0
MaxAccel	Compliance Management Software Design/Implementation/Asset Management	\$9,966.00	1124
Maze & Associates	Financial Audit Services	\$53,116.00	0
MGrodner, LLC	Project Management Services	\$30,000.00	0
Mike Brown Electric Co.	On-Call Electrical Maintenance	\$25,000.00	0
Modern Railway Systems, Inc.	Design and Construction of Systems Improvements for the Windsor Extension Project	\$5,000,000.00	0
Netspeed Solutions, Inc.	SMART Phone System Maintenance	\$16,118.00	0
Netwoven Inc.	SharePoint Maintenance, Support, Implementation, and Related Services	\$57,000.00	0
Nextdoor Inc.	Use of Nextdoor Platform for Community Notifications	\$10,529.00	0
North Bay SAP Services	Substance Abuse Professional Services	\$3,800.00	0
Occupational Health Centers of CA	Pre-Employment Evaluation Services	\$19,888.00	0

Contractor	Scope	Fiscal Year 2021 Projected	Fiscal Year 2021 Actuals-To-Date
Oracle	Financial Software and Support	\$47,712.00	0
Panuco Machine Works, Inc.	Railroad Wheel Pressing Services	\$174,920.00	0
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$18,000.00	0
PFM	Financial Advisory Services	\$20,000.00	0
Portola Systems, Inc.	SMART Station Network Configuration Services	\$150,120.00	123856
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$38,000.00	0
Premier Fall Protection, Inc.	Inspection and Certification Services for SMART's Fall Protection Equipment	\$8,000.00	0
Railquip, INC.	Providing Portable Hydraulic Rerailing Equipment, Training, and Related Services	\$147,721.00	0
Santa Rosa Fire Equipment Service, Inc.	SMART Fire Equipment Maintenance	\$10,000.00	0
SEFAC USA	Portable Lifting Jack Inspection and Certification Services	\$8,000.00	0
Sonoma County Fleet Operation Division	Non-Revenue Fleet Maintenance Services	\$50,000.00	0
Sperry Rail Service	Rail Flaw Detection Services	\$13,500.00	0
SPTJ Consulting	Network Infrastructure, Security, Migration and Setup Services	\$340,470.00	0
Stacy and Witbeck, Inc.	Design/Build Construction of Civil, Track & Structures of Windsor Extension	\$6,190,000.00	0
Stacy and Witbeck/Herzog, JV	Design/ Build Construction of Civil, Track & Structures Improvements of IOS-1	\$50,000.00	0
Stacy and Witbeck/Herzog, JV	Design/Build Construction of Civil, Track & Structures Improvements of Larkspur Extension	\$291,260.00	0
Stantec Consulting Services, Inc.	Environmental Permit Management and Construction Compliance Monitoring	\$36,000.00	0
Stericycle, Inc.	Medical Waste Pick-Up and Disposal Services	\$1,836.06	0
Summit Signal, Inc.	Emergency Call-Out Services for Track and Signals	\$10,000.00	0
Survival CPR & First Aid, LLC	First Aid and CPR Training, AED Compliance Program	\$5,000.00	192
Swiftly, Inc.	AVL Mobile Application and Website Interface	\$8,400.00	0
Testing Engineers, Inc.	Material Failure Analysis on cracked flywheel from DMU	\$4,500.00	0
Trailant, LLC	Online Training Program	\$444.00	0
United Mechanical Incorporated	HVAC Maintenance Services at SMART Facilities	\$6,000.00	0
Van Scoyoc Associates	Federal Lobbying Services	\$30,000.00	0
VenTek Transit Inc.	Clipper Vending Machine Operations and Maintenance Services	\$45,746.00	0
WBE	Existing CCTV System On-Call Maintenance	\$25,000.00	0
West Coast Arborists, Inc.	Tree Trimming and Tree Removal Services	\$30,000.00	0
WRA Environmental Consultants	Environmental Permitting, Management, & Support Services	\$204,000.00	0
Totals		\$16,112,469.21	\$134,112.00



September 2, 2020

Eric Lucan, Chair
Transportation Authority of Marin

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

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Marin County Board of Supervisors

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Farhad Mansourian
General Manager

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

SUBJECT: Monthly Ridership Report – July 2020

Dear Board Members:

RECOMMENDATIONS: Information Item

SUMMARY:

We are presenting the monthly ridership report for activity for the month of July 2020. This report shows trends in ridership for SMART by tracking Totals, Average Weekday riders, and Average Weekend/Holiday riders via the two methods we employ to track riders on a daily basis: Onboard Counts and Clipper + Mobile App paid fares. The report details bicycles and wheelchairs counted as well.

As discussed in prior presentations to Your Board, both methods of counting are necessary to track progress. Onboard Counts capture all riders, including the riders who are riding during the Free Fare Days or Free Fare Programs offered by Your Board, riders with passes who neglect to tag on or off, as well as categories of riders such as children under five years old. Therefore Clipper + Mobile App paid fare reports do not capture all riders.

This and future reports will compare the most recent month to the same month during the prior year, as is standard industry practice for tracking trends over time. The report also shows progress so far in the Fiscal Year compared to the same time in the last Fiscal Year, to enable tracking of riders relative to budget expectations.

SMART's rider data for June 2020 was posted on the SMART Ridership web site (<http://sonomamarintrain.org/RidershipReports>) at the end of July. SMART's July 2020 data was posted after validation at the end of August.

The July 2020 report covers the gradual increase of riders returning to SMART as Bay Area Counties modify their Shelter-In-Place restrictions and cyclically phase the opening of restaurants, retail shops, offices, and other places of work. In response to the pandemic, SMART annulled service on weekends starting March 21 and reduced weekday services, first from 38 to 34 trips, then to 32 trips and, starting April 6, reduced weekday service to 16 trips.

FISCAL IMPACT: None

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

Very truly yours,

/s/
Joanne Parker
Programming and Grants Manager

Attachment(s): July 2020 Monthly Ridership Report

JULY 2020 SMART RIDERSHIP REPORT

SMART Ridership Report
Board of Directors, September 2, 2020

COVID-19 related public health orders to Stay at Home in July 2020 have been partially lifted in various phases in the Bay Area. As a result of more restaurants, retail shops, offices, and other places of work reopening, SMART, along with other Bay Area Transit Agencies, has seen slight increases in ridership compared to the early months of the pandemic (April & May).

SMART modified services in March 2020 due to the pandemic, with weekend service annulled starting March 21/22 and weekday service reduced first by 4 trips (down to 34) on March 23rd, then by another 18 trips, (down to 16), on April 6. The first week of July saw a weekday average ridership of 393. That figure increased approximately 11% to 435 average weekday riders during the first week in August.

SMART's July 2020 ridership is down 85% overall compared to July 2019. Fare payments through the Clipper and SMART App systems are down 84%. The total number of bicycles is down 68%. However, the percentage of riders bringing bicycles onboard grew from 11% in July 2019 to 23% in July 2020, and 26% the first week in August.

MONTHLY TOTALS YEAR-OVER-YEAR	July 2019	July 2020	% Change
Total Ridership (Onboard Counts)	62,851	9,427	-85%
Total Paid Ridership (Clipper + App Only)	53,623	8,720	-84%
Average Weekday Ridership (Onboard Counts)	2,409	410	-83%
Average Weekday Paid Ridership (Clipper + App Only)	2,108	379	-82%
Average Weekend/Holiday Ridership (Onboard Counts)	1,095	0	-100%
Average Weekend/Holiday Paid Ridership (Clipper + App Only)	804	0	-100%
Total Bikes Onboard	6,666	2,143	-68%
Total Wheelchairs Onboard	168	24	-86%

FISCAL YEAR-TO-DATE	Fiscal Year 2020	Fiscal Year 2021	% Change*
Total Ridership (Onboard Counts)	62,851	9,427	-85%
Total Paid Ridership (Clipper + App Only)	53,623	8,720	-84%
Average Weekday Ridership (Onboard Counts)	2,409	410	-83%
Average Weekday Paid Ridership (Clipper + App Only)	2,108	379	-82%
Average Weekend/Holiday Ridership (Onboard Counts)	1,095	0	-100%
Average Weekend/Holiday Paid Ridership (Clipper + App Only)	804	0	-100%
Total Bikes Onboard	6,666	2,143	-68%
Total Wheelchairs Onboard	168	24	-86%

**NOTES: COVID-19 Stay at Home Orders issued third week of March 2020. SMART annulled services starting March 21. SMART experienced similar ridership reductions to other transit systems in the Bay Area and Nationally. Free fare days and free fare programs offered in Fiscal Year 2020 also contributed to lower Clipper + App numbers than Fiscal Year 2019.*



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September 2, 2020

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

SUBJECT: Approval of American Rail Engineers Corporation Contract Amendment No. 2

Dear Board Members:

RECOMMENDATION:

Authorize the General Manager to execute Contract Amendment No. 2 to Professional Service Contract No. CV-PS-18-003 with American Rail Engineers Corporation in an amount of \$40,000 for professional engineering support for bridge inspection services for a total not-to-exceed amount of \$120,000.

SUMMARY:

American Rail Engineers Corporation (ARE) provides professional engineering services, consisting of bridge inspection, load rating, recommendations and serves as SMART's Bridge Engineer.

Part 237 Bridge Safety Standards of Title 49 the Code of Federal Regulations (CFR) requires that railroads have a bridge management program that addresses inspection, load rating, rehabilitation, and maintenance of bridges in order to maintain a safe railroad. A key aspect of the bridge management program is yearly bridge inspections and load ratings to verify that the bridges are in a good state of repair and meet the intended load carrying capacities. SMART has a variety of bridges consisting of timber trestles, a moveable bascule bridge, concrete and steel bridges. A broad knowledge of railroad bridges, materials and regulations is essential to effectively inspect and develop load ratings for all of these different bridges. ARE is well qualified and experienced railroad bridge inspection firm that conducts railroad bridge inspections all over the country. ARE has assisted us for a couple years in implementing our bridge management plan.

Staff recommends authorizing the General Manager to execute Amendment No. 2 to Professional Service Contract No. CV-PS-18-003 with American Rail Engineers Corporation in an amount of \$40,000 for professional engineering support for bridge inspection services for a total not-to-exceed amount of \$120,000.

FISCAL IMPACT: Funding is included in the Fiscal Year 2020-21 budget.

REVIEWED BY: [X] Finance /s/ [X] Counsel /s/

Very truly yours,

 /s/
Bill Gamlen, P.E.
Chief Engineer

Attachment(s): American Rail Engineers Corporation Contract Amendment No. 2

**SECOND AMENDMENT TO THE AGREEMENT FOR CONSULTANT SERVICES
BETWEEN AMERICAN RAIL ENGINEERS CORPORATION
AND SONOMA-MARIN AREA RAIL TRANSIT DISTRICT**

This Second Amendment dated as of September 2, 2020 (the “Second Amendment”), to the Agreement for Consultant Services by and between Precision Wireless Services (hereinafter “Consultant”) and the Sonoma-Marín Area Rail Transit District (hereinafter “SMART”), dated as of September 21, 2018 (the “Original Agreement,” as amended and supplemented by the First Amendment and this Second Amendment, the “Agreement”).

RECITALS

WHEREAS, SMART and Consultant entered into the Original Agreement to employ the services of Consultant for railroad bridge inspection, bridge engineering and design, and related services; and

WHEREAS, SMART and Consultant previously amended the Agreement to update the pricing and utilize the first of three year-long term extensions; and

WHEREAS, SMART desires to amend the Agreement to use the second of the three (3) one-year extensions to extend the term to September 21, 2021 and to increase the not-to-exceed amount of the Agreement by \$40,000 for a total not-to-exceed amount of \$120,000.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

AGREEMENT

1. **“ARTICLE 5. PAYMENT.** Section 5.02 is amended as follows:

Section 5.02 Consultant shall be paid on a time and expense basis in accordance with **Exhibit B**; provided, however, that total payments to Consultant shall not exceed \$120,000, without the prior written approval of SMART. Consultant shall submit its invoices in arrears on a monthly basis in a form approved by the Chief Financial Officer. The invoices shall show or include: (i) the task(s) performed; (ii) the time in quarter hours devoted to the task(s); (iii) the hourly rate or rates of the persons performing the task(s); and (iv) copies of receipts for reimbursable materials/expenses, if any. All reimbursable expenses must comply with SMART’s Travel Guidelines and must receive prior approval. Consultant’s reimbursement for materials/expenses shall not include items already included in Consultant’s overhead as may be billed as a part of its labor rates set forth in **Exhibit B, Addendum 1**. SMART does not reimburse Consultant for travel time.

2. **“ARTICLE 6. TERM OF AGREEMENT.** Section 6.01 is amended as follows:

Section 6.01 The term of this Agreement shall remain in effect until September 21, 2021 by exercising the second of three one-year options to renew at SMART’s discretion unless terminated earlier in accordance with the provisions of **Article 7**.

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.

THIS SPACE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties hereto have executed this Second Amendment as of the date first set forth above.

SONOMA-MARIN AREA RAIL TRANSIT DISTRICT

Dated: _____

By _____
Farhad Mansourian, General Manager

AMERICAN RAIL ENGINEERS CORPORATION

Dated: _____

By _____

APPROVED AS TO FORM:

Dated: _____

By _____
District Counsel



September 2, 2020

Eric Lucan, Chair
Transportation Authority of Marin

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

Judy Arnold
Marin County Board of Supervisors

Damon Connolly
Marin County Board of Supervisors

Debora Fudge
Sonoma County Mayors' and
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Sonoma-Marín Area Rail Transit Board of Directors
5401 Old Redwood Highway, Suite 200
Petaluma, CA 94954

SUBJECT: Authorize the General Manager to Award a Sole-Source Purchase Orders to ZF North America, Inc. and Knorr Brake Company for the Purchase of Specialized Diesel Multiple Unit (DMU) Maintenance Equipment.

Dear Board Members:

RECOMMENDATION:

Your Board-Approved Fiscal Year 2021 Budget includes purchases of specialized DMU parts and equipment essential for supporting maintenance operations on the trains. Staff recommends authorizing the General Manager to award a Sole-Source Purchase Order to ZF North America, Inc. and Knorr Brake Company for a combined total purchase amount of \$665,727.63.

SUMMARY:

ZF North America, Inc. is the sole manufacturer and distributor of certain vehicle equipment, including gear assemblies, installed on SMART's DMUs. The vehicle maintenance team is requesting to purchase seven (7) gear assemblies in the amount of \$513,344.10.

Knorr Brake Company is the sole manufacturer and distributor of certain brake assembly equipment, including brake discs, installed on SMART's DMUs. The vehicle maintenance team is requesting to purchase seventy (70) brake discs in the amount of \$152,383.53 to support regular maintenance services on the DMUs.

The specific parts and equipment described herein are manufactured by the Original Equipment Manufacturer, which do not have authorized resellers of their equipment. These parts have undergone rigorous safety and performance testing specific to passenger rail operations prior to being approved by the original car builder.

Pursuant to Public Contract Code §3400, your Board may direct the purchase of any supply, equipment, or material upon a finding that there is only a single source of procurement and that the purchase is for the purpose of matching other products in use on a particular system or equipment or for replacing supplies, equipment or material already in use.

On September 19, 2018, your Board approved the finding pursuant to Public Contract Code §3400, that there was only a single source of procurement for these specific rail vehicle parts and approved direct purchases for the equipment at that time. Since then, there have been no new authorized resellers for this equipment by either manufacturer.

Additionally, pursuant to Public Utilities Code §20355.7 the supplies, equipment or material are specialized rail transit equipment and the Board may, upon a finding by two-thirds of the members, determine that the purchase is in compliance with certain provisions of the code generally applicable to the purchase of materials and equipment does not constitute a method of procurement adequate for the District's needs.

Staff recommends authorizing the General Manager to award a Sole-Source Purchase Order to ZF North America, Inc. for the purchase of seven (7) gear assemblies in the amount of \$513,344.10 and Knorr Brake Holding Corporation for the purchase of seventy-seven (70) brake discs in the amount of \$152,383.53.

FISCAL IMPACT: Funding is included in the Fiscal Year 2020-21 budget.

REVIEWED BY: [X] Finance /s/ [X] Counsel/ /s/

Very truly yours,

 /s/
Ken Hendricks
Procurement Coordinator



September 2, 2020

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SUBJECT: Reorganization of the SMART Citizen Oversight Committee

Dear Board Members:

RECOMMENDATION: No Action. Provide input on future Committee options including:

1. Name of future public input committee
2. Scope and Duties of the committee
3. Membership options for committee
4. Minimum meeting frequency

SUMMARY:

During our public discussion on the outcome of Measure I, your Board received feedback from both the public and members of the Citizen's Oversight Committee (COC) about a change in the structure, scope of duties, membership and the frequency of the COC. Today, we are providing you with background information and ideas for revamping the structure, name and membership of the organization. Following that feedback we will reach out to the COC members for any final thoughts and bring an action item back to you at a future meeting.

BACKGROUND:

SMART's COC was created in the 2008 Expenditure Plan as part of the effort to approve Measure Q. That expenditure plan set up the role of the COC to review the Strategic Plan every 5 years, a Strategic Plan that at that time only detailed costs regarding capital buildout, with only planning-level operating costs. In 2008, the Board appointed 7 members and two alternates to serve on the Committee, with no defined representation of any particular groups. There has been little change in the membership since that time. Since then, the COC has continued to perform the assigned function of reviewing the expenditure plan (as they did again in 2019) and has convened additional meetings to review budgets and annual financial statements.

The Board has the ability to change the Expenditure Plan as well as the COC, at any time. In the past few months, your Board has received feedback from your COC requesting a review and clarification and perhaps change the role and/or name of the COC.

In particular, several members pointed out that the word “oversight” implied a responsibility that conflicted with the Board’s oversight role of the finances and operation of SMART. Suggestions were also made to utilize committee members to participate in greater outreach on behalf of the organization to increase SMART’s “eyes and ears” in the community.

PUBLIC ADVISORY COMMITTEES IN TRANSPORTATION:

Most, but not all, operating transit agencies have public input committees for various reasons. Large agencies have many committees for many reasons (and significant staff resources devoted to that effort), but most have only one or two. Most transit operations include some role for public input on accessibility, passenger concerns and general input. Below is a high level sample of Bay Area transportation agencies and the number of advisory committees listed with the scope covered by the committees. This is based on the best information available on agencies websites:

Agency	Number of Committees	Scope of Committees
TRANSIT AGENCIES		
ACE	1	Passenger issues
BART	9	Accessibility, bicycles, business opportunities, earthquake and capital bonds oversight, language and civil rights issues, transit security
Caltrain	4	Rail Customer needs and policies, project designs, bicycles, local policy input
Golden Gate Transit	3	General Advisory on Bus and Ferry; Accessibility
Marin Transit	2	Paratransit and Marin Access
Napa Valley Transportation Authority (NVTA)*	4	General advisory, bicycle and pedestrian issues, paratransit, and tax oversight (*NVTA is also a Planning Agency)
Petaluma Transit	1	General Advisory
Santa Rosa City Bus	1	Paratransit Issues
Soltrans	1	Fares, Short Range transit plan, general work plans
Sonoma County Transit	0	n/a
Valley Transportation Authority (VTA)	6	Tax measure oversight, bike and pedestrian issues, seniors/disabled, local jurisdiction input.
TRANSPORTATION PLANNING AGENCIES		
Sonoma County Transportation Authority (SCTA)	3	Policy and project decisions, input and funding compliance, paratransit, bike/ped
Transportation Authority of Marin (TAM)	1	Review and report on mandated expenditures

1. Name of the Committee

Regarding the name of the public input committees, there are a variety of options. Use of the term *Advisory Committee* is frequently used by operating transit agencies to address and provide input on rider needs, disability access, bicycle pedestrian issues, and budget priorities among others. Some transportation agencies have used the term *Oversight Committee* when a specific amount of money is planned for specific definable needs. This is true for our two local county transportation funding authorities, SCTA and TAM. Some transit districts have also used this term for specific bond measures funding specific capital projects (such as VTA and BART). However, there is no hard and fast rule as the term Citizens' Advisory Committee has been used for other county transportation tax measures. The name *Advisory Committee* may be more descriptive and accurate for SMART's purposes if the scope of the committee is to assist your Board with input on a number of issues rather than one specific topic.

2. Issues and Duties

In order for SMART to take steps toward revising its public input committee, the first step would be to define the scope of work or "Issues" for the committee to discuss. Defining clearly the issues that the committee would focus on helps the membership to know what they are volunteering for and what the Board can expect their meetings to include. We would recommend choosing a manageable list of issues of community interest so that the Committee knows what the focus of its meetings should be, such as the following "Issues" list:

- Riders: To include scheduling, disability access, fares and other concerns to current and future riders, including review of SMART's short-range transit plans
- Bicycle users and pedestrians: Specific issues related to bike access both on board, bike parking and bike/ped pathway issues
- Financial planning: Includes budget priorities, strategic plan review and accountability issues
- Capital Expansion: Planning and progress on future capital projects
- Business and Economic Development Needs
- Housing Development Needs
- Environmental and local service issues
- Minority or disadvantaged community access

3. Membership and Process:

Qualifications for committees is defined in different ways by different agencies, with some being very prescriptive about the backgrounds and representation provided by the members and others very undefined and purely open to any interested volunteer. SMART's newly constituted committee should have membership that is designed to both bring forth points of views on the scope of the committee, but also striving to achieve SMART's Title VI Program goal of representation of the diversity of the community that SMART serves. SMART's Title VI program approved by your Board states that it is committed to:

- Ensure that the level and quality of public transportation service is provided without regard to race, color, or national origin;
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

We suggest that in order to achieve these two goals, the committee membership have limited terms, be larger than the current 7 to ensure adequate participation, but small enough to keep committee discussions manageable and productive.

One option designates seats each for each of the “Issue” areas identified in #2 with perhaps the remainder chosen to balance the geographic, economic and racial diversity of the District. That process could involve accepting nominations from various interest groups and considering those nominations for the 8 “Issue” seats or for the other at large seats.

Another option is to designate certain seats for certain organizations and request that those organizations nominate, subject to your Board’s approval, a representative for a defined period to fill them. Below is a list of organizations that could be potentially involved, some of whom exist in both counties:

Potential Organization Involvement (partial list):

- Friends of SMART
- League of Woman Voters
- Large Business Representatives (i.e. North Bay Business Council)
- Chamber of Commerce(s) (County, Hispanic)
- Environmental Organizations (i.e. Sonoma County Alliance)
- Labor Organizations (North Bay Labor Council)
- Building Industry Association
- Latino Service Providers
- North Bay Association of Realtors
- Farm Bureau
- Bicycle Coalitions
- Taxpayers Associations
- Los Cien
- Youth/Student Organizations

The challenge for SMART is that the size of our operation covers over 70 miles in two counties and attempting to provide a seat to each important organization (even this partial list) would lead to a committee considerably larger than 20 members. The current list provided here has 14 types of organizations, some of which may have separate Marin and Sonoma chapters making this list much longer.

4. Meeting Frequency and Bylaws:

Unlike the current COC which is only required to meet to approve the Strategic Plan every 5 years, we recommend that meeting frequency be set at a minimum of twice a year (or potentially quarterly) to ensure the committee remains engaged. It is possible that more staff will be needed if the scope, frequency, and size of the Committee is expanded as proposed here as we have recently eliminated all vacant Administration positions, including an outreach coordinator.

At its first meeting, the new committee would be asked to review and adopt bylaws, procedures and other ministerial needs. Bylaws could easily be drafted in advance by staff based on similar committees in other transit agencies and the final direction of the Board regarding the Committee's role.

CONCLUSION

Once your Board provides input and direction on these central issues, we will share your comments with members of the current COC to get any further input they may have. After collecting all this information, we can return with an action item reflecting the feedback from your Board and the Citizen's Oversight Committee on how to structure this new community input committee. Following Board action on the structure and membership, staff would then proceed as your Board directs to implement the process of setting up the Committee.

Very truly yours,

/s/

Farhad Mansourian
General Manager

Cc: SMART COC Members



September 2, 2020

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SUBJECT: Status Report on Freight and Related Activities

Dear Board Members:

RECOMMENDATION: Information Item

SUMMARY:

At your May 20, 2020 board meeting, you authorized a number of activities as part of the Policy determination to become a freight service provider.

Since then in cooperation with Senator McGuire's office, State of California, North Coast Railroad Authority (NCRA) and Northwestern Pacific Company (NWPCo), the following activities have taken place and are ongoing:

1. Funding:
 - a) \$4 million for the purchase of NWPCo from the State of California has been funded and encumbered by the State of California.
 - b) \$2 million for SMART for freight maintenance has been funded and encumbered by the State of California.
2. Purchase Agreement: The Asset Transfer Purchase Agreement between SMART and NWPCo has been finalized and executed by the Freight operator.
3. Baseline Agreement: The Baseline Agreement between the State of California and SMART has been finalized and is pending execution by SMART.
4. SMART will execute both the asset Transfer Purchase and Baseline Agreement upon release of the report from the State Task Force to the State Legislators as required by SB 1029. This report is expected to be released by mid-September.

5. A Request for Proposal (RFP) has been released for a consultant to conduct a Freight Market Analysis of financial and business evaluations and opportunities. A report is expected to be completed by the end of 2020. We will have a formal and public presentation at your future board meeting upon the completion of the report.
6. We are reviewing our existing spur and crossing Policies that need to be amended to reflect our responsibility and ability to allow for or modify existing spur/crossing for freight operations. These Policies are subject to your Board approval and we anticipate presenting them for your considerations by the end of 2020.

We will continue to provide updates as we move forward.

Very truly yours,

/s/

Farhad Mansourian
General Manager



September 2, 2020

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SUBJECT: Fiscal Year 2019-20 Revenue update

Dear Board Members:

RECOMMENDATION: Information Item.

SUMMARY:

During our budget discussions in the Spring, we discussed the unknown nature of the impact of the shelter-in-place orders. Today we are providing you with updates on revenue assumed in the budget process.

CARES ACT ALLOCATION:

During our budget process, we were hopeful that we would be able to receive \$16.9 million through the federal CARES Act emergency funding. That funding was provided from the Federal Transit Administration (FTA) through the Metropolitan Transportation Commission (MTC) allocation process in order for transit agencies to maintain staff and continue to operate through the crises. As a result of MTC final action on July 22, SMART was allocated a total of \$14.95 million, which is \$1.9 million less than budgeted to help us to weather the crises.

SALES TAX COLLECTION:

In June, we explained that, due to the nature of sales tax receipts, our actual collections for Fiscal Year 2019-20 would not be known until September. While we still do not have the breakdown of the tax receipts by industry or payer, we do now know that we were allocated the remaining quarter of funds on August 25 for the Fiscal Year that ended on June 30. The final amount we received, prior to fees, was \$39,784,110. This is \$6,147,423 higher than we anticipated as part of the year end budget in June. Combining this with the shortfall in funds from the CARES Act means SMART received \$4 million more in a combined total of these two funding sources than was anticipated and budgeted in June.

This is a small bit of positive news for SMART's ability to weather the financial storm that we are in. This means that rather than entering the new fiscal year with less than we anticipated, we have additional funds we can place into reserves to deal with a pandemic crisis that will now clearly last longer than anyone had hoped.

At your next Board meeting, we will bring you a report about Fiscal Year 2019-20 closeout. We will have completed all of the accounting entries needed to close the books and will be able to report on whether we were able to find any additional savings and whether any expenses budgeted in Fiscal Year 2019-20 need to shift to Fiscal Year 2020-21. We will also be discussing the fact that we have additional vacant positions that, out of an abundance of caution, we should delete in order to achieve additional savings for the District.

Very truly yours,

/s/

Erin McGrath
Chief Financial Officer