



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

November 15, 2017 – 1:30 PM

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

1. Call to Order
2. Approval of the November 1, 2017 Board Meeting Minutes
3. Public Comment on Non-agenda Items
4. Board Member Announcements
5. General Manager's Report
6. Consent
 - a. Approval of Monthly Financial Report
 - b. Approve a Resolution for the addition of a Manager of Train Control Systems Position to the Authorized Personnel Allocations for Fiscal Year 2017-18
 - c. Approve a Resolution for the addition of an Information Systems Technician Position to the Authorized Personnel Allocations for Fiscal Year 2017-18
 - d. Approve a Resolution to Amend the Budgeted Senior Planner Salary Range to the Authorized Personnel Allocations for Fiscal Year 2017-18
 - e. Approve a Resolution to Increase the Fiscal Year 2017-18 Budget as a result of timing shifts in Capital Projects and Service Star-up Cost
7. Approve Special Relief Pass Program for Businesses and Individuals Impacted by Recent Sonoma County Wildfires
8. Closed Session - Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
 - Property: Sonoma-Marin Area Rail Transit District
Santa Rosa property located at 2 W. 3rd Street and 34 W. 6th St.
 - APN #: 010-171-019 and 010-166-003
 - Negotiating Parties: Farhad Mansourian – ROEM Corporation

9. Report Out of Closed Session
10. Next Regular Meeting Board of Directors, December 6, 2017 – 1:30 PM – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954
11. Adjournment

DISABLED ACCOMMODATION: If you have a disability that requires the agenda materials to be in an alternate format or that requires an interpreter or other person to assist you while attending this meeting, please contact SMART at least 72 hours prior to the meeting to ensure arrangements for accommodation. Please contact the Clerk of the Board at (707) 794-3072 or dial CRS 711 for more information.

DOCUMENTS: Documents distributed by SMART for its monthly Board meeting or committee meetings, and which are not otherwise privileged, may be inspected at SMART's office located at 5401 Old Redwood Highway, Suite 200, Petaluma, CA 94954 during regular business hours. Documents may also be viewed on SMART's website at: www.sonomamarintrain.org. Materials related to an item on this Agenda submitted to SMART after distribution of the agenda packet are available for public inspection at the SMART Office. For information about accessing SMART meetings by public transit, use the trip planner at www.511.org



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES**

November 1, 2017 - 1:30 PM

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

1. Call to Order

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

Closed Session Urgency Item

Chair Fudge stated that since the posting of the agenda, facts and circumstances have arisen that necessitate immediate action. SMART's General Manager has a Closed Session Urgency Item regarding the sale of Golden Gate Transit District's property to SMART. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.

Property: APN: 011-279-03 (Second Street, San Rafael);

Negotiating Parties: Farhad Mansourian – Golden Gate Bridge Highway and Transportation District.

MOTION (2/3 required): Director Arnold moved approval to include Closed Session Urgency Item - Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations. Director Zane Second. The motion carries 11-0-0 (Director Sears absent).

Chair Fudge announced that a new timer will be used during public comments to time the public.

2. Approval of the September 20, 2017 Board Meeting Minutes

MOTION: Director Russell moved approval of September 20, 2017 minutes as presented. Director Mackenzie second. The motion carries 11-0-0 (Director Sears absent).

3. Public Comment on Non-Agenda Items

Steve Birdlebough addressed his concerns regarding the Jennings Avenue Crossing. He urged the Board members to direct SMART to repair Jennings Avenue Crossing.

Jeffrey Smith (BikePartners.net) stated that his business is located in the historic Railroad Square district of Santa Rosa and they specialize on folding bicycles. He illustrated a folding bicycle turn into a full size bicycle.

Willard Richards stated that the City of Santa Rosa has two negotiation items pending with SMART: 1) Quiet Zones and 2) Jennings Avenue Crossing construction. The Jennings Avenue Crossing has been approved by the CPUC and the City of Santa Rosa has agreed to pay the full construction cost. He also stated that there was a bicycle accident on West Steele Lane and he said that the bicyclist was not paying attention. However, if safety is SMART's primary concern, it will proceed immediately with the construction of the Jennings Avenue Crossing.

Duane Bellinger stated that he has had great experience commuting by train to Marin for medical appointments.

4. Board Member Announcements

Director Rabbitt thanked SMART staff and General Manager Mansourian for providing free train service during the fire disaster in Sonoma County. He stated that on Tuesday, October 31st a Quiet Zone establishment notice was sent to the FRA for the eleven SMART crossings in the incorporated areas, which includes three crossings in Rohnert Park and one in Cotati. On November 21st those crossing will be "Quiet Zones".

Director Mackenzie thanked the County of Sonoma for taking the lead on the Quiet Zone application.

Director Zane thanked SMART staff and General Manager Mansourian for providing free train service during the fire disaster in Sonoma County. She suggested that SMART issue discounted passes for people with financial hardship for those who lost their homes. On behalf of the Sonoma County Board of Supervisors and City of Santa Rosa she thanked every supporter and acknowledge there is a long marathon ahead for recovery. There are over 5,000 homes and 6,000 structures that were lost. She thanked Director Arnold for initiating the opening of the evacuation center for the Sonoma Valley families. Also, there will be a lot of heavy operating equipment arriving into the county passing the tracks in the next few weeks for debris cleaning.

Chair Fudge thanked SMART Staff and General Manager Mansourian for providing free train service during the fire crisis. She stated that she was involved with the Town of Windsor Emergency Operating Center. She was in contact with SMART's General Manager and SMART operated smoothly during the fire disaster. She also has received positive

comments regarding SMART's Engineers/Conductors and Staff for assisting people during the fire crisis. People with suitcases who were evacuated also used the train to get to another location when Highway 101 was closed.

5. General Manager's Report

General Manager Mansourian announced that Senator Dodd visited SMART on October 25th and took a train ride.

The Community Outreach department has been connecting with seniors to help them get their senior Clipper cards and to answer their questions. They have visited Spring Lake Village Senior Community in Santa Rosa, the Marin Senior Fair, and senior centers in Cloverdale, Petaluma and Rohnert Park. The outreach team has distributed approximately 215 senior Clipper cards.

Mr. Mansourian distributed the SMART Transit Connection to/from San Francisco pamphlet that was produced by Golden Gate Bridge that outlines SMART connection to the Larkspur Ferry.

He introduced Chief of Police Welch, who gave a brief update on SMART's passenger alerts system. Chief Welch stated that SMART has been collecting feedback from our passengers and one major areas of improvements that have been identified is ways to notify passengers of service delays or events. SMART has identified two ways that will inform passengers: 1) Swiftly App, which is available and 2) the implementation of Nixel notification program. SMART is very excited to provide these two type of services for our passenger.

a. Operations Report

Mr. Mansourian provided a PowerPoint Presentation on Passenger and Revenue Update from onboard survey of 1,271 riders. Highlights included:

- *Where do you typically begin your trip?*
 - Petaluma Downtown 19%
 - Santa Rosa Downtown 18%
 - Sonoma County Airport 14%
 - San Rafael Downtown 13%
- *Where is your destination*
 - San Rafael Downtown 49%
 - Marin Civic Center 10%
 - Petaluma Downtown 8%
 - Santa Rosa Downtown 8%
 - Sonoma County Airport 7%
 - Novato San Marin 6%
- *Which days of the week do you travel?*
 - Thursday 62%
 - Friday 60%

- Tuesday 60%
- Monday 59%
- Wednesday 58%
- Saturday 22%
- Sunday 20%
- *Which time(s) of the day do you travel on SMART?*
 - MORNING Top Answers:
 - 7-8 a.m. 32%
 - 6-7 a.m. 26%
 - 8-9 a.m. 24%
 - 9-10 a.m. 14%
 - AFTERNOON Top Answers:
 - 5-6 p.m. 43%
 - 4-5 p.m. 36%
 - 6-7 p.m. 26%
 - 3-4 p.m. 21%
- *Totals!*
 - Total Number of Passengers Carried Since August 25th: 137,702
 - Fridays: 25,329
 - Thursdays: 20,798
 - Wednesdays: 20,291
 - Mondays: 19,670
 - Tuesdays: 19,090
 - Saturdays: 16,893
 - Sundays: 15,631
 - Average Weekly Passengers Projected: 15,600
 - Actual Weekly Passengers: 15,300 (*including the No Service and limited Fire days*)
 - Total Number of Bikes Carried Since August 25th: 11,644
 - Total Number of Wheelchairs Carried Since August 25th: 619
- *Financials*
 - Total Revenue Received Since August 25th: \$690,691
 - Actual Average Weekly Fares Since Start: \$74,362
(*including free, fire & limited service days*)
 - Average Weekly Fares Required to Meet Budget: \$68,023

Comments

Director Rabbitt asked if SMART had a percentage on capacity for bicycles. Mr. Mansourian responded that the Operations Department manually tracks the number of passengers and bicycles for each train. Also, train #4 that departs southbound at 6:19 a.m. has the highest passenger and bicycle riders.

Director Lucan asked when SMART anticipates receiving accurate/robust information from Clipper. Mr. Mansourian responded that SMART anticipate receiving more accurate data from Clipper early next year, at this time Clipper is behind schedule. Director Lucan asked

how SMART envisions the report. Mr. Mansourian responded that once the data is received/reviewed it should capture the Clipper program and any App's being used.

Director Hillmer asked if the PowerPoint Presentation be on SMART's Website. Mr. Mansourian responded yes.

Jack Swearingen asked if the ridership forecast is for the entire system or just the Initial Operating Segment.

Director Mackenzie stated that Golden Gate Bus Route 27 to the Financial District is very convenient at the moment.

Chair Fudge complimented Golden Gate Bus Route 31 driver. He was very friendly and helpful.

a. North Bay Fire Report

General Manager Mansourian thanked Chair Fudge for being available via phone and text during the fire disaster. He provided a PowerPoint Presentation of how SMART responded to the Sonoma County Fires. Highlights included:

- On Sunday, October 8, 2017, at 9:36 p.m., the on-duty Controller at the Operations Control Center advised that the power was out at the Rail Operations Center and was operating on generator power.
- At approximately 11:10 p.m., the Operations Control Center was notified of a fire at 6th Street in Santa Rosa.
- On Monday, October 9, 2017, at approximately 12:30 a.m., the on-duty Controller notified the Operations Manager that the fire had reached the greater Santa Rosa area, and another fire near Shiloh Road in Windsor was reported.
- At 2:30 a.m., the fire had burned down to Bicentennial Way and Highway 101.
- At 3:30 a.m., the on-duty Controller notified the Operations Manager that Highway 101 southbound and northbound was closed at Bicentennial Way. The Track Supervisor reported that the tracks were undamaged, however, the fire was burning on both sides of the track north of Piner Road by Coffey Park.
- At 4:00 a.m., with most of our train crews and SMART staff unable to get to the Rail Operations Center, the General Manager suspended the morning service.
- At approximately 6:30 a.m., SMART's Chief of Police activated SMART's Emergency Operations Center (EOC).
- At approximately 8:00 a.m., the Maintenance of Way Division started connecting portable generators to crossings and signal houses in Santa Rosa.
- At approximately 11:30 a.m., crews that were able to report to the Rohnert Park Station were transported by hi-rail to the Rail Operations Center, since Highway 101 remained closed.
- At approximately 12:30 p.m., the Operations Manager provided status of vehicles, train control system and the available personnel. The General Manager approved operations plan to start a limited service between Santa Rosa Downtown Station and San Rafael Downtown Station on a modified schedule.

- At 2:49 p.m., limited afternoon service began between Santa Rosa Downtown and San Rafael Downtown Stations.

Lastly, he acknowledge and thanked Operations Manager Duane Sayers, Superintendent of Transportation Jon Kerruish, Superintendent Signal and Way Marc Bader, Operations, Legal, Finance, Communications and Administration staff for responding and devoting time during the fire disaster to provide information and transportation to those in needs.

He said that SMART is a spine for both counties to provide transportation for people in an emergency. The public was informed to of SMART limited schedule at various locations.

Directors' Comments

Chair Fudge stated that people who planned a rail service 30-years ago to provide alternative transportation, little did SMART know with 3 months into operation that it would be tested in the worst possible way.

Director Zane stated that she and her Aide Michelle Whitman shared a video of the Coffey Park area on Facebook that was provided by the General Manager Mansourian. This video showed the world the devastation that happen overnight, which had 265,000 views and 5,000 shares.

Mr. Mansourian mentioned that Federal Inspectors arrived at the Rail Operations Center without notice on Thursday, October 12 to perform an inspection. On Friday, October 13th the San Rafael Police and Fire Department notified SMART of a gas leak North San Pedro Road near SMART tracks. SMART worked with Golden Gate Bridge and other private companies to provide a bus bridge for transportation. He thanked Extreme Pizza for notifying passengers waiting at Downtown San Rafael of delay of service. Also, PG&E was fantastic for responding to this gas leak in Marin during the crisis.

Director Hillmer suggested having a discussion with this Board and other partners as a possible way to leverage SMART assets to strengthen communications during an emergency in both counties.

6. Consent
 - a. Approval of Monthly Financial Report
 - b. Approval of Certified Employment Group Contract Amendment No. 2
 - c. Approve a Resolution for the addition of two (2) Full Time Equivalent (FTE) Laborer position in the Operations Budgeted position authorization
 - d. Accept Railroad Liability and Property Insurance Report

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

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

7. Authorize the General Manager to execute Contract Amendment No. 1 to Contract No. OP-PS-17-008 with CMC Traffic Control Specialists in the amount of \$204,762

General Manager Mansourian stated that the Federal Railroad Administration requires flagging when grade crossing are not functioning for additional safety measure. This a specialized field and hopefully one day SMART has flaggers to save cost. SMART uses flagger along its operating segment in support of our business and assisting the County of Sonoma and other municipal partners.

Directors' Comments

Director Phillips said that flaggers were used at McGuinness at-grade crossing and asked if the gate malfunction issues have been resolved. Mr. Mansourian responded that the issues have been resolved. SMART has 63 at-grade crossings that can have software/hardware malfunction at any time.

MOTION: Director Arnold moved approval to Authorize the General Manager to execute Contract Amendment No. 1 to Contract No. OP-PS-17-008 with CMC Traffic Control Specialists in the amount of \$204,762 as presented. Director Mackenzie second. The motion carried 11-0-0 (Director Sears absent).

8. Award a Sole-Source Purchase to Nippon Sharyo Manufacturing, LLC for the purchase of specialized rail parts and equipment only manufactured by Nippon Sharyo Manufacturing, LLC and Authorize the General Manager to Execute a Purchase Order

General Manager Mansourian stated that Nippon Sharyo Manufacturing, LLC is the sole manufacture and distributor of vehicle equipment installed on SMART's current Diesel Multiple Units rail cars (DMUs). These are specialized rail equipment/parts necessary and compatible with the DMU's.

MOTION: Director Pahre moved approval to Award a Sole-Source Purchase to Nippon Sharyo Manufacturing, LLC for the purchase of specialized rail parts and equipment only manufactured by Nippon Sharyo Manufacturing, LLC and Authorize the General Manager to Execute a Purchase Order as presented. Director Lucan second. The motion carried 11-0-0 (Director Sears absent).

9. Approve a Resolution to designate \$6,697,000 in SMART Measure Q Capital Reserve Funding for the Larkspur Extension Project

Chief Financial Officer stated that Federal Transit Administration (FTA) requires that SMART establish a fully funded project that satisfies their requirements. SMART has begun initial work on the Larkspur Extension Project, the 2.1 mile extension from Downtown San Rafael to Larkspur. SMART has secured funding from our partners and is in the final stated of executing a grant agreement with the FTA. The FTA typically insists on 15% contingency for project like this that is being administered through a design-build contract. SMART has negotiated with the FTA to carry a 10% project contingency. As a comparison SMART

completed the two design build contract for the 43-mile Initial Operating Segment with a 5% contingency. The 10% contingency for this project should satisfy the FTA requirements.

Directors' Comments

Director Lucan asked when the grant agreement will be executed and anticipate receiving the funds from the FTA for the project. Ms. McGrath responded that the grant agreement shall be executed by year end. The FTA has issued a Letter of No Prejudice that allows construction expenditures to be eligible for reimbursement.

MOTION: Director Hillmer moved Approve a Resolution to designate \$6,697,000 in SMART Measure Q Capital Reserve Funding for the Larkspur Extension Project as presented. Director Phillips second. The motion carried 11-0-0 (Director Sears absent).

10. Approve and Authorize the Board Chair to Execute the Collective Bargaining Agreement Between the Sonoma-Marin Area Rail Transit District and the International Association of Machinist and Aerospace Workers for the period of October 23, 2017 to June 30, 2019

Human Resources Manager Lisa Hansley stated that this is SMART's second collective bargaining agreement. The first collective bargaining agreement between SMART and the International Association of Machinist and Aerospace Workers, which represent Vehicle Maintenance Technicians, Laborer and Facilities Maintenance Technicians.

She thanked all SMART staff, negotiators and the Board that worked on the agreement.

MOTION: Director Arnold moved to Approve and Authorize the Board Chair to Execute the Collective Bargaining Agreement Between the Sonoma-Marin Area Rail Transit District and the International Association of Machinist and Aerospace Workers for the period of October 23, 2017 to June 30, 2019 as presented. Director Arnold second. The motion carried 11-0-0 (Director Sears absent).

11. Authorize the General Manager to Execute Contract Amendment No. 4 with Portola Systems Inc. for an amount of \$178,627

General Manager Mansourian stated that Portola Systems Inc. services are used to perform Information Technology maintenance and support. This include monthly monitoring of all routers, maintenance contracts, firewalls, switches for the Station Network, closed-circuit cameras, Clipper vending machines, and Wi-Fi at the platforms.

He introduced, acknowledge and thanked Information Technology Manager, Dan Hurlbutt and Bryan Crowley, who worked endless hours during the fires.

Directors' Comments

Director Zane asked if the company is local. Mr. Hurlbutt responded that they are from Sebastopol.

MOTION: Director Zane moved to Authorize the General Manager to Execute Contract Amendment No. 4 with Portola Systems Inc. for an amount of \$178,627 as presented. Director Arnold second. The motion carried 11-0-0 (Director Sears absent).

12. Review the Draft 2018 California State Rail Plan and Potential State and Regional Funding Opportunities (*Discussion*)

General Manager Mansourian stated that the California State Transportation Agency released their draft of the 2018 California State Rail Plan (“The Plan”). He introduced Programming and Grants Manager, Joanne Parker who gave a PowerPoint presentation. The highlights included:

- California State Rail Plan Vision Statement
- Role of Rail in Statewide Transport
 - The Rail Plan assesses a changing funding landscape including Senate Bill 1
- Illustrated Existing Rail System Map
- Existing Rail System (Intercity Rail)
 - Capitol Corridor Joint Powers Authority
 - Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN)
 - San Joaquin Joint Powers Authority
- Existing Rail System (Intercity Rail: Emerging Corridor)
 - Coachella Valley – San Geronio Pass Rail Corridor
 - Central Coast Rail (Coast Rail Coordinating Council)
 - Central Valley – Tulare Cross Valley Corridor
- Existing Rail System (Commuter Rail)
 - Caltrain
 - Altamont Corridor Express
 - Metrolink
 - COASTER
 - Sonoma-Marín Area Rail Transit District (SMART)
- Illustrated Commuter Rail Northern California and Public Ownership of Rail Maps
- Proposed Passenger Improvements and Investments – Service Areas
 - Central Valley and Sierra Nevada
 - North San Francisco Bay Area and North Coast
 - South San Francisco Bay Area
 - Central Coast
 - Las Vegas to High Speed Rail
 - LOSSAN North and Antelope Valley
 - Los Angeles Urban Mobility Corridor
 - LOSSAN South
- 2022 Short-Term Plan: Service Goals
 - Expand SMART rail service to Larkspur
 - Connect SMART at San Rafael Transit Center to Richmond with Integrated Express Bus service
 - Evaluate expansion of rail service
 - Improvements to bus services

- 2022 Short-Term Infrastructure Investments
- 2027 Mid-Term Plan: Service Goals
 - Integrate regional rail service from Larkspur to Cloverdale (SMART Phase 2)
 - Integrate Express Bus Services
- 2027 Mid-Term Infrastructure Improvements
- 2040 Long-Term Plan: Service Goals
 - Implementation and planning for connection from Marin and Napa Counties
 - Assist communities throughout the North Bay
 - Half-hourly peak and hourly-off peak service along Cloverdale and Larkspur Corridor
- 2040 Long-Term Infrastructure Investments
- Illustrated 2040 CA Rail Vision Map
- Freight Rail Discussion
 - Freight spurs/sidings/SMART/NWP
- Potential Funding Sources
 - Senate Bill 1 (SB1)
 - Cap-and-Trade
 - Regional Measure 3

Directors' Comments

Director Russell mentioned that this is an important document, which has a 60 day public comment period. It's important to understand what short-term, mid-term and long-term signify. The years signify reasonable projection of when anticipate project are to be completed. Mr. Mansourian added that the most significant portion of this document is that SMART is being recognized at the State level.

Mr. Mansourian introduced Chief Engineer Bill Gamlen who concluded the PowerPoint presentation with construction highlights that included:

- SMART owned right-of-way map and Initial SMART System (Phase 1)
- Phase 2: Larkspur Extension (*construction has begun*)
 - Fall 2017 – Bridge piling
 - Winter 2017/18 – Platforms, Bridges and Roadways
 - Spring 2018 – Track, Anderson Drive, crossings and utilities
 - Summer 2018 – Track, roadways, crossings and Transit Center
 - Fall/Winter 2018 – Systems and Train Control Installations
 - Winter/Spring 2019 – Testing
 - Spring/Fall 2019 – Passenger Service
- Illustrated SMART Pathway System
- Bicycle Projects Underway
 - San Rafael: San Pedro Road to Civic Center Station
 - Novato: Franklin Path to Grant Street and Rush Creek Place to San Marin Station
 - Cotati/Rohnert Park: Station to Sonoma Mountain Village
 - Petaluma: Payran to South Point
- Passenger Rail Extensions

- Sonoma County Airport to Cloverdale
- North Estimates: Sonoma County Airport to Windsor (\$55M); Windsor to Healdsburg (\$125M); Healdsburg to Cloverdale (\$170M)
- Northern scope and cost review: 1) review existing designs; 2) update cost estimate; and 3) verify scope
- Novato to Solano Hub
 - Conceptual Study: 1) evaluate right-of-way; 2) develop operations model; 3) identify potential stations; and 3) prepare implementation strategy
 - Feasibility Study: Solano Hub to Sonoma/Marin Project (total project cost: \$836,739 which includes a local match of \$96k)

Comments

Director Rabbit asked if there is an existing railroad/hub that takes you to Mare Island. Mr. Mansourian responded that he had a conversation with the Secretary Office on how to get to the City of Vallejo, SMART will continue to evaluate and research.

Mr. Mansourian stated that SMART submitted a grant application with the Caltrans Sustainable Transportation planning on Friday, October 27th for the Conceptual Study of the Solano Hub to Sonoma/Marin Project. They will announce the allocation next month.

Director Zane stated that she and her Cycling Woman's Group rode along the Pathway near Railroad Square toward Guerneville Road. She asked if there are plans to make the pathway more continuous and safer. Director Zane also asked if parking will be installed at the Santa Rosa North Station. She mentioned that the area has high density housing. Mr. Gamlen responded that the completed Pathway was part of the Initial Operating Segment, SMART has applied for a few grants to extend the Pathway from Guerneville Road North. Mr. Mansourian responded that if she recalls a few concepts were presented and not successful; however, SMART is open for ideas and continues to research options.

Director Arnold stated that this information is very timely because of the Highway 37 discussions occurring at this time.

Director Pahre stated that Highway 37 Task Force shall not disregard SMART's right-of-way that goes through Napa County. She believes that the Napa community will use the Brazos Junction to commute; however, Highway 37 Task Force may not be aware of SMART's track ownership.

Director Lucan asked for the status of the Novato Downtown Station and also if Solano Hub to Sonoma/Marin Project will affect the layout of the Novato Downtown station. Mr. Gamlen responded that it will not affect the station layout. Mr. Mansourian responded that SMART has not received any communication to proceed with the construction and is also waiting on a response from the City of Novato on an outstanding issue.

Director Russell stated that all the goals and many of the policies that SMART has discussed over the last few years have been addressed in the State Rail Plan. The Rail Plan mentioned

social equity and household income and how these relate to the lack of public transportation. She thanked SMART's staff and General Manager Mansourian for the excellent presentation.

Chair Fudge stated that she, Director Russell, General Manager Mansourian, Programming and Grants Manager Joanne Parker and two Healdsburg Council Members Joe Naujokas and Bridgette Mansell traveled to Sacramento Senate/Assembly to lobby for rail funds to extend SMART's passenger service to Windsor, Healdsburg and Cloverdale. SMART was well received and is now be mentioned in the State Rail Plan. She thanked the General Manager Mansourian for his continued efforts in Sacramento.

Director Mackenzie mentioned that on page 41 of the PowerPoint presentation outlines the potential funding sources which included Senate Bill 1 (SB 1), Cap-and Trade and Regional Measure 3. On December 20th, the Metropolitan Transportation Commission will hold a workshop to discuss the allocation of Regional Measure 3 funds.

Steve Birdlebough thanked staff for having this item for discussion. The Plan that was submitted to the Highway 37 Policy Committee dismissed the idea that rail service can be a factor in their considerations. In the State Rail Plan on page 146 states hourly services between the Solano County Hub and Novato providing connections.

Jack Swearingen stated that the State Rail Plan addresses the reduction in vehicle miles traveled and the Highway 37 Plan addresses adding addition driving lanes.

Patricia Tuttle Brown addressed her comments to the Highway 37 Committee whom are on the SMART Board of Directors, that the public desires SMART to be included. Now that SMART is included in the State Rail Plan and considered as a regional train it provides that other agencies should not think in different boxes.

Director Eddie stated that Northwestern Pacific Railroad is still considered in the map from Cloverdale to Eureka. However, there are concerns that highways are still being built to two lanes instead of four, which is more dangerous and causes traffic congestions.

Public Comment on Closed Session 13c

Duane Bellinger appreciated the Santa Rosa North parking discussion. He attended a workshop at the Petaluma Community Center about 10 years ago where the discussed the Corona Parking and hope they were incorporated into the Strategic Plan. He suggested that SMART conduct a survey to address the Petaluma residents east and west parking needs. Also, to reach public policy in closed session about the placement of parking, buildings and expenditure of funds in Petaluma is considered a Brown Act violation,

Chair Fudge adjourned the Board to closed session at 3:31 p.m. to discuss the following:

13. Closed Session
 - a. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
 Property: Sonoma-Marín Area Rail Transit District
 Santa Rosa property located at 2 W. 3rd Street and 34 W. 6th St.
 APN #: 010-171-019, 010-166-003
 Negotiating Parties: Farhad Mansourian – ROEM Corporation
 - b. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
 Property: APN(s): 007-131-003; 007-131-004 and 137-061-019
 D Street and Corona Road, Petaluma
 Negotiating Parties: Farhad Mansourian – Lomas Partners
 - c. *Additional/Changes to the Agenda (Government Code Section 54954.2(b)(2) (2/3 Vote)* - Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations
 Property: APN: 011-279-03 (Second Street)
 Negotiator: Farhad Mansourian – Golden Gate Bridge Hwy & Transportation District

14. Report Out of closed Session

Chair Fudge reported out of closed session at 4:21PM on the following:

- a. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
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 Santa Rosa property located at 2 W. 3rd Street and 34 W. 6th St.
 APN #: 010-171-019, 010-166-003
 Negotiating Parties: Farhad Mansourian – ROEM Corporation
Report Out: No Action Taken
- b. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
 Property: APN(s): 007-131-003; 007-131-004 and 137-061-019
 D Street and Corona Road, Petaluma
 Negotiating Parties: Farhad Mansourian – Lomas Partners
Report Out: No Action Taken
- c. *Additional/Changes to the Agenda (Government Code Section 54954.2(b)(2) (2/3 Vote)* - Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations
 Property: APN: 011-279-03 (Second Street)

Negotiator: Farhad Mansourian – Golden Gate Bridge Hwy & Transportation District
Report Out: Board of Directors approved a Purchase Agreement with Golden Gate Bridge District

15. Next Regular Meeting Board of Directors, November 15, 2017 – 1:30 PM – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954
16. Adjournment – Meeting adjourned at 4:22 p.m.

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____



Debora Fudge, Chair
Sonoma County Mayors and
Councilmembers Association

Kathrin Sears, Vice Chair
Marin County Board of Supervisors

Judy Arnold
Marin County Board of Supervisors

Jim Eddie
Golden Gate Bridge,
Highway/Transportation District

Dan Hillmer
Marin Council of Mayors and
Councilmembers

Eric Lucan
Transportation Authority of Marin

Jake Mackenzie
Sonoma Mayors and Councilmembers
Association

Barbara Pahre
Golden Gate Bridge,
Highway/Transportation District

Gary Phillips
Transportation Authority of Marin

David Rabbitt
Sonoma County Board of Supervisors

Carol Russell
Sonoma Mayors and Councilmembers
Association

Shirlee Zane
Sonoma County Board of Supervisors

Farhad Mansourian
General Manager

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November 15, 2017

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

SUBJECT: Monthly Financial Reports

Dear Board Members:

RECOMMENDATION: Information Item

SUMMARY:

As of October 31, SMART ended the month with a fund balance of \$41,107,617 and bond fund investments totaling \$21,752,302. Gross Sales Tax Revenue received through the month of October is \$5,867,884. Spending is within overall budgetary authority as approved by the Board.

The Capital Project report, previously provided quarterly, has now been incorporated into the financial reports and will be updated monthly. In order to reflect total funds available for the annual budget, we have also added the Fiscal Year 2017-18 beginning fund balance to the report.

Very truly yours,

Erin McGrath
Chief Financial Officer

Attachment(s): Monthly Financial Report
 Contract Summary

SMART
Monthly Financial Report
As of October 2017

	FY 2017-18 Budget	YTD Actuals	Remaining Budget
Revenues			
Sales/Use Taxes	37,011,973	5,867,884	31,144,089
Interest Earnings	295,000	-	295,000
Rent - Real Estate	394,088	181,454	212,634
Other Governments	1,805,000	5,164	1,799,836
Measure M	285,000	-	285,000
MTC - RM2	4,073,222	-	4,073,222
Fare Revenue	2,950,000	708,521	2,241,479
Charges For Services	30,000	23,623	6,377
State Grants	4,321,096	-	4,321,096
Federal Funds	8,157,643	-	8,157,643
Miscellaneous Revenue	50,000	470,101	-
Revenue Total	59,373,023	7,256,748	52,536,376
Beginning Fund Balance	54,362,265		

Expenditures			
Administration			
Salaries & Benefits	5,309,286	1,336,394	3,972,892
Services & Supplies	7,049,372	1,301,830	5,747,543
Debt Service/ Other Charges	14,204,676	4,005,126	10,199,550
Depreciation	15,698,600	1,557,031	14,141,569
Machinery & Equipment	85,000	-	85,000
	<u>42,346,935</u>	<u>8,200,382</u>	<u>34,146,553</u>
Capital			
Salaries & Benefits	1,208,467	294,211	914,256
Services & Supplies	964,830	92,289	872,541
Other Charges	110,000	-	110,000
Land	2,754,000	829,000	1,925,000
Buildings & Capital Improvements	170,000	170,000	-
Machinery & Equipment	9,203,450	180,000	9,023,450
Infrastructure	23,142,218	3,013,146	20,129,072
Intangible Assets	-	-	-
	<u>37,552,965</u>	<u>4,578,645</u>	<u>32,974,320</u>
Operations			
Salaries & Benefits	12,766,695	3,374,876	9,391,819
Services & Supplies	7,401,364	1,223,106	6,178,258
Buildings & Capital Improvements	1,224,851	75,935	1,148,916
Appropriations for Contingencies	600,000	-	600,000
	<u>21,992,910</u>	<u>4,673,918</u>	<u>17,318,992</u>
Adjustments	(15,698,600)	(1,557,031)	(14,141,569)
Expenditure Total	86,194,210	15,895,914	70,298,296

Investment Report			
Bond Reserve Fund			
Sonoma County Treasury Pool		17,072,500	
Interest Fund			
Sonoma County Treasury Pool		676,428	
Project Fund			
Sonoma County Treasury Pool		371,705	
Principal Fund			
Sonoma County Treasury Pool		3,631,669	
SMART Fund Balance			
Bank of Marin		5,132,826	
Sonoma County Treasury Pool		<u>35,974,790</u>	
		62,859,918	

Capital Project Report			
	Budget	Actual	Remaining
Phase 1 Operating Segment			
Revenues	448,207,379	439,535,799	8,671,580
Expenditures	448,207,379	410,725,186	37,482,193
Additional Railcar Purchase			
Revenues	11,000,000	220,000	10,780,000
Expenditures	11,000,000	220,000	10,780,000
San Rafael to Larkspur Extension			
Revenues	55,435,059	3,125,000	52,310,059
Expenditures	55,435,059	5,788,815	49,646,244



Contract Summary

Active Contracts as of October 31, 2017

Contractor	Scope	Fiscal Year 17-18 Projected	Fiscal Year 17-18 Actuals- To-Date
A.J. Janitorial Service	SMART Station Janitorial and Related Services	\$75,550	\$21,350
A.J. Janitorial Service	Janitorial Services for the ROC, Fulton, and Roblar	\$25,000	\$5,520
Adobe Associates Inc.	Real Property Support Services	\$12,000	\$0
ADS System Safety Consulting, LLC	Safety Program Development and Emergency Preparedness Consultation Services	\$39,912	\$0
Ahlborn Fence & Steel, Inc.	Claim-Based Fencing Repair Work	\$3,950	\$0
Ahlborn Fence & Steel, Inc.	Fencing and Gate Installation Services at the ROC	\$2,815	\$0
Alcohol & Drug Testing Services, LLC	DOT Drug and Alcohol Testing	\$35,000	\$1,546
Alliant Insurance Services	Insurance Brokerage & Risk Management Services	\$71,000	\$0
Aramark Uniform Services	Employee Uniform Provider and Cleaning Service	\$60,000	\$5,377
Area West Environmental, Inc.	Environmental Compliance Support Services	\$44,491	\$0
Asbury Environmental Services (AES)	Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment	\$11,439	\$470
Barbier Security Group	Security Guard/Patrol Services	\$25,000	\$0
Bender Rosenthal, Inc.	Real Estate Support Services for Larkspur Extension	\$98,780	\$13,601
Bettin Investigations	Background Investigations	\$10,000	\$3,398
Big Cat Advertising	Digital Advertisement Services	\$18,000	\$6,000
Biggs Cardosa Associates, Inc.	Engineering Design and Construction Support for Payran to Southpoint Multi-Use Pathway	\$325,000	\$96,763
Bradford D. Andersen dba Andersen Window Tinting	Anti-Graffiti Film and Window Tinting Installation Services for Stations	\$1,850	\$1,850
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$129,348	\$61,549
Cal Accessibility, Inc.	ADA Compliance Support Services for CP4	\$20,000	\$0
CALOPPS - City of Foster City	Internet Employment Website - CALOPPS	\$2,000	\$0
Cascade Training Center	AED Program Management	\$2,000	\$1,800
Certified Employment Group	Temporary Staffing Services	\$16,470	\$7,000
Cinquini & Passarino, Inc.	Land Surveying and Related Services	\$15,000	\$1,055
CMC Traffic Control Specialists	Flagging, Traffic Control, and Related Services	\$50,000	\$43,718
Coates Field Service, Inc.	Real Estate Acquisition and Relocation Services	\$20,000	\$1,144
David Rzepinski & Associates	Transit Market, Fare Analysis, Coordination	\$10,000	\$0
David Tattersall & Co.	Real Estate Appraisal Services	\$10,000	\$0
David Tattersall & Co. Real Estate Advisory Service	Real Estate Appraisal Services for Larkspur Extension	\$10,000	\$0
DeAngelo Brothers, LLC (DBI Services)	Vegetation Control Services	\$24,627	\$0
Denno Enterprises	ROW Maintenance & Weed Abatement	\$89,420	\$58,915
DGD Feeds (dba Frizelle Enos Feeds)	Dust Suppression Services for Downtown Petaluma and Airport Blvd Park & Ride Lots	\$3,000	\$2,722
Diego Truck Repair	Towing, Recoveries, Demolition, and Related Services	\$1,000	\$1,000
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$15,000	\$5,480
eLock Technologies, LLC	Station Bike Lockers and Maintenance Services	\$10,500	\$0
Empire Cleaners	Uniform Dry-Cleaning, Laundering, and Related Services	\$41,873	\$3,103
Emtec Consulting Services, LLC	Oracle Accounting System Support Services	\$65,000	\$0
ePath Learning, Inc.	Cloud-Based Training / Learning Management Software	\$6,180	\$0
Everbridge, Inc.	Nixle Computer Software (Cloud-based)	\$15,662	\$0
George Hills Company, Inc.	Third Party Claims Administration Services	\$60,000	\$437
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis for CP4	\$182,373	\$4,773
Golden Gate Bridge, Highway and Transportation District	Weekend Bus Service between San Rafael Transit Center and Larkspur Ferry	\$43,578	\$0
Golden Gate Bridge, Highway and Transportation District	Customer Service Support Services	\$89,806	\$48,000
GP Crane & Hoist Services	Cal/OSHA Crane Inspection Services	\$11,050	\$0
Granicus, Inc.	Media Streaming & Internet Broadcasting Services	\$8,500	\$1,310
Holland Company	Track Geometry and Measurement Services	\$30,000	\$0
Hulcher Services, Inc.	Derailment & Hazmat Services	\$40,000	\$0
ICF Jones & Stokes, Inc.	Environmental Permitting Management and Support Services	\$360,320	\$56,034

Contractor	Scope	Fiscal Year 17-18 Projected	Fiscal Year 17-18 Actuals-To-Date
Inteltrace, Inc.	Internet/Cellular Tower Maintenance Services	\$37,538	\$11,000
Intelligent Technology Solutions, Inc.	Maximo MMS Implementation and Support Services	\$122,101	\$30,303
James Flaggollet	Legal Services	\$109,325	\$33,735
John Zanzi	Fire and Life Safety Planning	\$10,000	\$3,825
Krebs Construction Services, Inc.	Project Cost Management Services	\$1,000	\$0
Leete Generators	Generator Maintenance	\$4,000	\$0
Lecture Company, Inc.	Fuel Reel Removal and Capping of Fueling Outlets	\$24,725	\$24,725
LTK Engineering Services	Vehicle and Systems Design and Construction Management Services	\$758,667	\$233,712
Managed Health Network	Employee Assistance Program (EAP) Services	\$4,500	\$1,224
Maze & Associates	Financial Audit Services	\$40,540	\$34,704
MGrodner, LLC	Project Management Services	\$99,575	\$6,806
Netspeed Solutions, Inc.	Avaya IP Office Support and Professional Services at Roblar	\$1,417	\$0
Netspeed Solutions, Inc.	Avaya IP Office Support and Professional Services at Petaluma, ROC, and MOW	\$5,800	\$0
Netwoven Inc.	Design Information Architecture for Document and Project Management Technology	\$46,050	\$7,898
North Bay SAP Services	Substance Abuse Professional Services	\$5,000	\$0
Nossaman LLP	Legal Services - Railroad Regulatory Issues & Transit D-B Projects	\$75,000	\$0
Oracle	Fusion Enterprise Resource Planning (ERP) Software & Hosting Services	\$42,707	\$10,677
Parks Electric	On-Call Electrical Contracting Services	\$35,000	\$6,085
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$10,000	\$7,500
Paychex	Payroll Processing Services	\$31,000	\$8,967
Platinum Advisors, LLC	State Legislative Advocacy Services	\$120,000	\$30,000
Portola Systems, Inc.	SMART Station Network Configuration Services	\$130,966	\$22,140
Public Financial Management, Inc.	Financial Advisory Services	\$5,000	\$0
Public Financial Management, Inc.	Arbitrage Rebate Compliance Services	\$2,000	\$0
RailPros, Inc.	Professional Engineering Services for Larkspur Extension	\$180,000	\$65,520
ServPro of Lake Mendocino and Sonoma County	Biohazard Clean-Up and Hazmat Services	\$24,360	\$0
Shimmick Construction Co, Inc.	D/B Construction of IOS2, Haystack, OMF, Station Finishes and Pathway	\$3,292,813	\$1,252,122
Sonoma County Probation Department	Right-of-Way Vegetation Control, Brush and Debris Removal, and Homeless Camp Clean-up	\$42,160	\$6,541
SPTJ Consulting	Network Infrastructure, Security, Migration and Setup Services	\$133,416	\$32,468
Stacy and Witbeck/Herzog, JV	Design/Build Construction of Civil, Track & Structures Improvements of IOS-1	\$1,178,173	\$537,311
Stacy and Witbeck/Herzog, JV	Design/Build Construction of Civil, Track & Structures Improvements of Larkspur Extension	\$3,325,708	\$1,400,000
Steve Taylor Excavation	Excavation, Asphalt, and Related Contracting Services	\$35,000	\$0
Stripe N Seal	Painting Parking Lot Lines, Stenciling, and Asphalt Sealing Services	\$4,152	\$0
STV, Inc.	On-Call Railroad Bridge Inspection Services	\$50,000	\$0
Sumitomo Corporation	Manufacture & Delivery of Vehicles	\$8,978,318	\$0
Summit Signal, Inc.	Emergency Call-Out Services for Track and Signals	\$10,000	\$0
The GBS Group	Internet Connectivity (Wi-Fi) for SMART Trains	\$254,647	\$97,327
United Mechanical Incorporated	HVAC Installation Services for SMART Facilities	\$16,832	\$0
United Mechanical Incorporated	HVAC Maintenance Services at SMART Facilities	\$24,994	\$0
Van Scoyoc Associates	Federal Legislative Advocacy Services	\$51,000	\$12,000
VenTek Transit Inc.	Fare Vending Machine Operations and Maintenance Services	\$225,000	\$54,772
WBE	Design and Installation of Security Equipment	\$95,088	\$79,867
William Campagna	Disability Access Consultant Services	\$30,000	\$1,750.00
Totals		\$21,916,066	\$4,466,894

* Actuals-To-Date includes invoices that have been approved as of October 31, 2017, but may not have been processed in SMART's Financial System.



Debora Fudge, Chair
 Sonoma County Mayors' and
 Councilmembers Association

Kathrin Sears, Vice Chair
 Marin County Board of Supervisors

Judy Arnold
 Marin County Board of Supervisors

Jim Eddie
 Golden Gate Bridge,
 Highway/Transportation District

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 Transportation Authority of Marin

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Farhad Mansourian
 General Manager

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November 15, 2017

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

SUBJECT: Amendment to SMART Salary Ranges and Position Allocation Authorizations.

Dear Board Members:

RECOMMENDATION:

Adopt Resolution Number 2017-16 to amend position authorizations to add a Manager of Train Control Systems position in Fiscal Year 2017-18.

SUMMARY:

The Signaling and Positive Train Control Systems are a critical part of the District's rail infrastructure, ensuring safe, efficient travel for passengers, motorists, cyclists and pedestrians. The District currently contracts with a consulting firm to oversee the design, testing and support of its train control systems. As an operating agency, the District will need to assume the on-going responsibilities related to the planning, modification, maintenance and repair of its signaling and positive train control systems. Positive Train Control is an emerging technology, making the position very difficult to fill as incumbents with the required skill set are in high demand nationwide.

The Manager of Train Control Systems position will assume the duties currently being contracted out, providing crucial expertise in train control systems at a significant cost savings over the contracted rate. The existing consultant position costs the District \$434,720 annually. Based on the highly specialized nature of this position, we recommend a salary range of \$175,282 to \$213,075. The proposed position, including salary and benefits will cost the District \$276,998, an annual savings of \$157,722.

We recommend amending the authorized personnel and salary allocations for Fiscal Year 2017-18 to add one full-time equivalent (FTE) Manager of Train Control Systems position as outlined below.

POSITION	FTE	PROPOSED SALARY RANGE	
Manager of Train Control Systems	1	\$175,282	\$213,075

FISCAL IMPACT: This additional position will increase salary and benefit costs annually by \$276,998. Savings from the project will be shifted to the salary and benefits budget in the Fiscal Year 2017-18 budget.

REVIEWED BY: Finance  Counsel 

Very truly yours,


Lisa Hansley
Human Resources Manager

Attachment(s):

Resolution Number 2017-16 Amending the Authorized Personnel and Salary Allocations for Fiscal Year 2017-18

**Resolution No. 2017-16
Sonoma-Marín Area Rail Transit District
November 15, 2017**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2017-05 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 TO PROVIDE FOR REVISED POSITION AUTHORITY

WHEREAS, as part of its approval of the Annual Budget for Fiscal Year 2017-18, the Board duly considered the annual expenditures necessary for the Sonoma-Marín Area Rail Transit District; and

WHEREAS, on June 21, 2017, the Board adopted Resolution No. 2017-05 approving the Annual Budget for Fiscal Year 2017-18; and

WHEREAS, Resolution No. 2017-05 considered the creation of employee positions and fixed the compensation and salary for those positions; and

WHEREAS, the Board desires to amend the Annual Budget to provide revised position authority and to increase appropriation authority for increased salary and benefit expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2017-18 Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution No. 2017-05 is hereby amended to revise Table 4, Fiscal Year 2017-18 Proposed Position Authorizations, to reflect position revisions shown below:

POSITION	FTE	Annual		Hourly	
		Low	High	Low	High
Manager of Train Control Systems	1	\$175,282	\$213,075	\$84.27	\$102.44

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, 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. 2017-05.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 15th day of November, 2017, by the following vote:

DIRECTORS:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debra Fudge, 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



Debora Fudge, Chair
 Sonoma County Mayors' and
 Councilmembers Association

Kathrin Sears, Vice Chair
 Marin County Board of Supervisors

Judy Arnold
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November 15, 2017

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

SUBJECT: Amendment to SMART Salary Ranges and Position Allocation Authorizations.

Dear Board Members:

RECOMMENDATION:

Adopt Resolution Number 2017-17 to amend annual position authorizations to add an Information Systems Technician position in Fiscal Year 2017-18.

SUMMARY:

Currently the District has only one Full-Time Equivalent (FTE) position allocated to the Information Systems Division, an Information Systems Specialist, and contracts out for additional network support services. As we have transitioned to an operating transit agency, additional information systems have been brought online and staff size has increased to over one hundred users. The size of the network now spans the entire forty-three mile operating alignment. In order to provide sufficient security and adequate staff support, we recommend the addition of one (1) Full-time Equivalent (FTE) Information Systems Technician. This position will provide on-going daily support in maintaining the District's Information Systems Network, including hardware and software, provide technical support to end-users and act as a back-up for the Information Systems Specialist as needed. Based on a recent salary survey of similar positions at local public agencies, we recommend a salary range of \$70,306 to \$85,458.

Agency	Title	Low Annual	High Annual
City of Santa Rosa	IT Technician	\$69,430	\$84,365
City of Petaluma	IT Specialist II	\$77,834	\$94,598
City of Novato	IT Technician	\$62,067	\$75,442
Cty of Marin	Systems Support Analyst II	\$83,512	\$99,986
City of San Rafael	Network Support Technician	\$52,686	\$64,022
City of Rohnert Park	Information Systems Technician II	\$58,843	\$71,906
Cty of Sonoma	Dept Information Systems Technician II	\$54,018	\$65,645
AVERAGE		\$65,484	\$79,423

The addition of the Information Systems Technician position will result in an increase of one (1) Full-Time Equivalent (FTE) position to the authorized personnel allocations for Fiscal Year 2017-18.

POSITION	FTE	PROPOSED SALARY RANGE	
Information Systems Technician	1	\$70,306	\$85,458

FISCAL IMPACT: The annual cost of the position is \$128,187. The resolution attached would add the position to the budget and add an additional \$64,094 for the position in Fiscal Year 2017-18.

REVIEWED BY: [x] Finance  [x] Counsel 

Very truly yours,



Lisa Hansley
Human Resources Manager

Attachment(s):
Resolution Number 2017-17 Amending the Authorized Personnel and Salary Allocations for Fiscal Year 2017-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2017-05 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 TO PROVIDE FOR REVISED POSITION AUTHORITY

WHEREAS, as part of its approval of the Annual Budget for Fiscal Year 2017-18, the Board duly considered the annual expenditures necessary for the Sonoma-Marín Area Rail Transit District; and

WHEREAS, on June 21, 2017, the Board adopted Resolution No. 2017-05 approving the Annual Budget for Fiscal Year 2017-18; and

WHEREAS, Resolution No. 2017-05 considered the creation of employee positions and fixed the compensation and salary for those positions; and

WHEREAS, the Board desires to amend the Annual Budget to provide revised position authority and to increase appropriation authority for increased salary and benefit expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2017-18 Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution No. 2017-05 is hereby amended to revise Table 4, Fiscal Year 2017-18 Proposed Position Authorizations, to reflect position revisions shown below:

POSITION	FTE	Annual		Hourly	
		Low	High	Low	High
Information Systems Technician	1	\$70,306	\$85,458	\$33.80	\$41.09

BE IT FURTHER RESOLVED that the Fiscal Year 2017-18 Annual Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution No. 2017-05 is hereby amended to include the following:

EXPENDITURES: Administration Salaries and benefits \$64,094.

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, 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. 2017-05.

**Resolution No. 2017-17
Sonoma-Marín Area Rail Transit District
November 15, 2017**

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 15th day of November, 2017, by the following vote:

DIRECTORS:

AYES:

NOES:

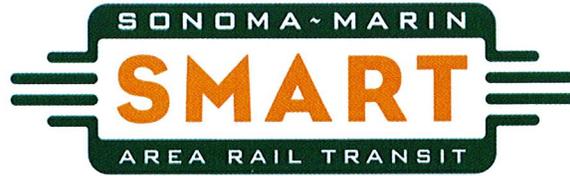
ABSENT:

ABSTAIN:

Debora Fudge, 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



Debora Fudge, Chair
 Sonoma County Mayors' and
 Councilmembers Association

Kathrin Sears, Vice Chair
 Marin County Board of Supervisors

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November 15, 2017

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

SUBJECT: Amendment to SMART Salary Ranges and Position Allocation Authorizations.

Dear Board Members:

RECOMMENDATION:

Adopt Resolution Number 2017-18 to amend position authorizations to adjust the salary range for the Senior Planner position in Fiscal Year 2017-18.

SUMMARY:

The District's Authorized Personnel Allocations for Fiscal Year 2017-18 include one full-time Senior Planner position. This position is currently vacant. A recent salary survey found that the current authorized salary range was below average for the local area. We recommend increasing the budgeted salary range for the position by in anticipation of a recruitment to assist in attracting qualified candidates.

Agency	Job Title	Low Annual	High Annual
BART	Senior Planner	\$96,514	\$125,468
VTA	Sr. Transportation Planner	\$107,182	\$130,312
Metropolitan Transportation Commission	Senior Planner/Analyst	\$116,438	\$149,053
Sonoma County Transportation Authority	Senior Transportation Planner	\$131,477	\$159,827
County Of Marin	Senior Planner	\$93,101	\$111,405
City of Santa Rosa	Transit Planner	\$92,581	\$112,528
AVERAGE		\$106,216	\$131,432

	Bottom of Range	Top of Range
Current Salary Range	\$87,797	\$106,725
Requested Salary Range	\$92,248	\$112,128
Change	\$4,451	\$5,403

Recruitment of qualified candidates will be important for the Districts ongoing planning needs, including evaluating ridership, assisting with planning for extensions North, and work on transit coordination efforts.

FISCAL IMPACT: This change will increase annual salary and benefit costs by \$7,024. There are no additional costs in Fiscal Year 2017-18 due to salary savings and the timing of the position change.

REVIEWED BY: Finance  Counsel 

Very truly yours,



Lisa Hansley
Human Resources Manager

Attachment(s):
Resolution Number 2017-18 Amending the Authorized Personnel and Salary Allocations for Fiscal Year 2017-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2017-05 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 TO PROVIDE FOR REVISED POSITION AUTHORITY

WHEREAS, as part of its approval of the Annual Budget for Fiscal Year 2017-18, the Board duly considered the annual expenditures necessary for the Sonoma-Marín Area Rail Transit District; and

WHEREAS, on June 21, 2017, the Board adopted Resolution No. 2017-05 approving the Annual Budget for Fiscal Year 2017-18; and

WHEREAS, Resolution No. 2017-05 considered the creation of employee positions and fixed the compensation and salary for those positions; and

WHEREAS, the Board desires to amend the Annual Budget to provide revised position authority and to increase appropriation authority for increased salary and benefit expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2017-18 Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution No. 2017-05 is hereby amended to revise Table 4, Fiscal Year 2017-18 Proposed Position Authorizations, to reflect position revisions shown below:

POSITION	FTE	Annual		Hourly	
		Low	High	Low	High
Senior Planner	1	\$92,428	\$112,128	\$44.35	\$53.91

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, 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. 2017-05.

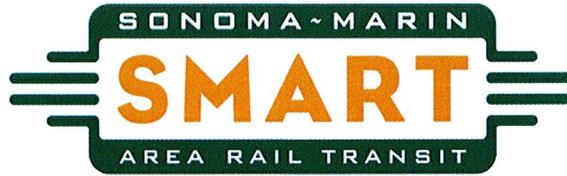
PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 15th day of November, 2017, by the following vote:

- DIRECTORS:**
- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

 Debora Fudge, 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



Debora Fudge, Chair
 Sonoma County Mayors and
 Councilmembers Association

Kathrin Sears, Vice Chair
 Marin County Board of Supervisors

Judy Arnold
 Marin County Board of Supervisors

Jim Eddie
 Golden Gate Bridge,
 Highway/Transportation District

Dan Hillmer
 Marin Council of Mayors and
 Councilmembers

Eric Lucan
 Transportation Authority of Marin

Jake Mackenzie
 Sonoma Mayors and Councilmembers
 Association

Barbara Pahre
 Golden Gate Bridge,
 Highway/Transportation District

Gary Phillips
 Transportation Authority of Marin

David Rabbitt
 Sonoma County Board of Supervisors

Carol Russell
 Sonoma Mayors and Councilmembers
 Association

Shirlee Zane
 Sonoma County Board of Supervisors

Farhad Mansourian
 General Manager

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

November 15, 2017

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

SUBJECT: Amendment to Shift Budgeted Costs into Fiscal Year 2017-18

Dear Board Members:

RECOMMENDATION:

Adopt Resolution 2017-19 to increase the Fiscal Year 2017-18 budget by \$4,337,566 as a result of timing shifts in Capital Projects and Service Start-up Costs

SUMMARY:

During the preparation of the Fiscal Year 2017-18 budget, we anticipated the completion prior to July 1 of a number of construction items as well as some passenger rail start-up expenses. Due to the fluid nature of construction and the slight shift of opening day, we now require a shift of budget from the prior year to the current Fiscal Year 2017-18. This item does not allocate additional expenditures, it only allows room for expenditures in the current budget. As a result, we anticipate our closing fund balance for last fiscal year to increase. The total amount of the shift of appropriation is \$4,337,566. This amount is tied to the following categories:

Phase 1 construction expenditures:	\$3,876,253
Larkspur project expenditures:	\$227,670
Service Startup outreach expenditures:	\$116,000
Operations Safety and Service Equipment:	\$117,643

Grant and other revenues that are tied to these expenditures will also be shifted as needed in order to ensure that the shift of expenditures is balanced with revenues. We recommend your approval of Resolu4tion 2017-19 to increase expenditure authority in Fiscal Year 2017-18 by \$4,337,566.

FISCAL IMPACT: None.

Very truly yours,



Erin McGrath
 Chief Financial Officer

Attachment(s): Resolution 2017-19 Amending the Annual Budget for Fiscal Year 2017-18

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2017-05 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 TO PROVIDE FOR INCREASED EXPENDITURE AUTHORITY

WHEREAS, as part of its approval of the Annual Budget for Fiscal Year 2017-18, the Board duly considered the annual expenditures necessary for the Sonoma-Marín Area Rail Transit District; and

WHEREAS, on June 21, 2017, the Board adopted Resolution No. 2017-05 approving the Annual Budget for Fiscal Year 2017-18; and

WHEREAS, Resolution No. 2017-05 considered the appropriation of funds for Operating expenses as part of the Annual Budget; and

WHEREAS, the Board desires to amend the Annual Budget to provide increased appropriation authority for previously authorized expenditures.

NOW, THEREFORE, BE IT RESOLVED that the Fiscal Year 2017-18 Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution No. 2017-05 is hereby amended to increase expenditure authority by adding the following amounts:

BE IT FURTHER RESOLVED that the Fiscal Year 2017-18 Annual Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution No. 2017-05, Table 3, is hereby amended to increase expenditure authority by \$4,337,566 as follows amounts:

EXPENDITURES:

Administration	\$116,000
Capital	\$4,103,923
Operations	\$117,643

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, 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. 2017-05.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 15th day of November, 2017, by the following vote:

DIRECTORS:

AYES:

NOES:

ABSENT:

ABSTAIN:

Debora Fudge, 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



Debora Fudge, Chair
 Sonoma County Mayors' and
 Councilmembers Association

Kathrin Sears, Vice Chair
 Marin County Board of Supervisors

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November 15, 2017

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

SUBJECT: Special relief pass programs for businesses and individuals impacted by recent Sonoma County wildfires

Dear Board Members:

RECOMMENDATION:

Approve two special relief pass programs that would provide SMART passes to businesses in the greater Santa Rosa area to help attract customers and to individuals who lost homes, rental units, or their place of employment due to the Sonoma County wildfires.

SUMMARY:

Your Board asked Staff to determine the feasibility of a program that would provide some relief for businesses and individuals impacted by the Sonoma County wildfires. We have investigated the options available, and in cooperation with our community partners, we are pleased to introduce two special relief passes, the Business Relief Pass and the Individual Relief Pass.

SMART's Business Relief Pass

Businesses in the greater Santa Rosa area were hit hard by the Sonoma County fires and are still struggling to recover. Beyond the major loss in sales revenue, many businesses have employees who have lost their homes. With the decline in business, many of those workers also face losing their jobs or a reduction in hours.

Our key partners in implementing the Business Relief Pass are the Santa Rosa Metro Chamber of Commerce and the North Bay Business Journal. We appreciate their commitment to promoting the program and informing local businesses.

- To encourage people to shop and dine in the greater Santa Rosa area, SMART will offer a free one-way train ride for every \$25 spent at any Santa Rosa area business during weekends of November 25 and 26, and December 2 and 3, 2017.

- SMART will provide the Santa Rosa Metro Chamber of Commerce with 5,000 Business Relief Passes good for a one-way train ride.
- SMART's media partners will also help encourage the community to participate.
- The passes will be given to SMART's onboard conductors in lieu of a Clipper card or mobile app ticket. Passes will be good through December 31, 2017.

SMART's Individual Relief Pass

The Individual Relief Pass is for individuals who have lost their home, rental unit, or place of employment due to the Sonoma County wildfires. Our goal is to bring some relief to those individuals and families impacted most.

- SMART will be providing 5,000 Individual Relief Passes loaded onto Clipper cards. These passes will be good for unlimited rides on SMART, at no cost to the user, and will be programmed to expire on December 31, 2017.
- These passes will be distributed by our community partners, listed below, to their employees and associates. Community partners will have discretion on who receives their passes.
- Recipients of the Clipper card will simply tag on before boarding, and tag off when exiting at their destination station.

Individual Relief Pass Program Partners

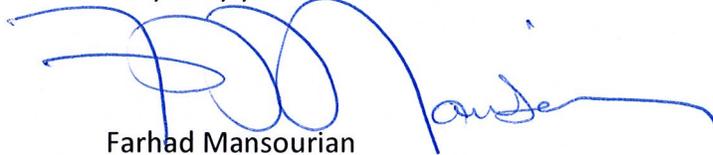
- County of Marin
- County of Sonoma
- Kaiser Permanente
- Marin County Office of Education
- Marin Independent Journal
- North Bay Business Journal
- North Bay Leadership Council
- Santa Rosa Metro Chamber of Commerce
- Santa Rosa Press Democrat
- Sonoma County Office of Education
- Sutter Santa Rosa Regional Hospital

We are also working with leaders of other businesses and community organizations, including the Latino community, to ensure relief passes are distributed as widely as possible.

SMART is grateful for the support from our community and our partners, and proud to provide your Board with these two relief pass programs to assist those who have been impacted by the recent Sonoma County wildfires.

FISCAL IMPACT: The fiscal impact is unknown at this time, and depends on the level of use of these special passes. We will come back to your Board to provide details when they are available.

Very truly yours,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Farhad Mansourian
General Manager