



**BOARD OF DIRECTORS  
MEETING AGENDA  
December 16, 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, December 15, 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 November 18, 2020 Board Minutes
3. Board Member Announcements
4. General Manager’s Report
5. Public Comment on Non-Agenda Items
6. Consent Calendar
  - a. Approval of Monthly Financial Reports
  - b. Accept Ridership Report – November 2020
  - c. Approval of Van Scoyoc Associates Second Contract Option
  - d. Approval of Netwoven Contract Amendment No. 2
  - e. Approve a Resolution for the Conversion of One Full Time Equivalent (FTE) Administrative Analyst to an Accounting Assistant to the Approved Positions for Fiscal Year 2020-21 Budget

## Regular Calendar

7. Approve a Supplemental Resolution of Support Affirming SMART's Participation in Regional Means Based Fare Program (Clipper START)
8. Creation of In-House Training Program and Approve a Resolution Authorizing the addition for Two (2) Signal Technician Trainee Positions to the Approved Positions for Fiscal Year 2020-21 Budget
9. Recognition of Erin McGrath for her Service as SMART's Chief Financial Officer (*Ceremony*)
10. Next Regular Meeting of the Board of Directors, January 6, 2021 – 1:30 PM
11. Adjournment

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### 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](mailto: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  
November 18, 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, Phillips, Rabbitt, Pahre and Rogers were present; Director Arnold joined later. Director Zane absent.

**2. Approval of the November 4, 2020 Board Minutes**

**MOTION:** Director Phillips moved approval of the November 4, 2020 Board Minutes. Director Rabbitt second. The motion carried 10-0-0 (Director Arnold and Zane absent).

**3. Board Members Announcements**

Director Connolly thanked those who have participated and attended the Listening Session of November 12<sup>th</sup>. The session was about 90 minutes and covered a wide range of system wide topics including San Rafael and we continue to have worthwhile sessions. SMART will be having additional Listening Sessions on more specific topics. He thanked Directors Hillmer, Garbarino, Phillips, Rabbitt, Pahre, Lucan and staff for an excellent job. Various issues were covered and there is a lot of work ahead, looking forward to the work, he added.

Chair Lucan stated that 8 Listening Session have been held in Sonoma County and 3 have been held in Marin County and with the League of Woman Voters. SMART will continue to hold session in the month of December to be topic-based sessions as opposed to jurisdiction based. We don't have dates yet, however the focus will be on bicycles and pedestrians that encompasses in Sonoma and Marin Counties. The invitations will be sent to various bike coalitions and commissions, he asked Board members if they had any interest groups that

should be included to be sent to General Manager Mansourian. Another Listening Session staff is trying to schedule for the month of December is the focused in environmental community. Once they are scheduled, information will be provided and posted on SMART's website.

#### 4. General Manager's Report

General Manager Mansourian reported that since the start of passenger service in August 2017, SMART has carried 1,923,000 passengers, 196,000 bicycles, and over 7,000 wheelchairs. He continues to provide weekly ridership data that is also available on SMART's website.

He announced that in observance of Thanksgiving Holiday, SMART will not operate train service on Thursday, November 26<sup>th</sup> and Friday, November 27<sup>th</sup>. Services will be restored on Monday, November 30<sup>th</sup>.

Mr. Mansourian reported that staff continues to coordinate with the State of California, NCRA and NWPCo. and Senator McGuire regarding the Freight Service and related activities process. The funds have been encumbered and deposited into an escrow account. SMART has not spent any agency funds to purchase NWPCo, the funds are from the State of California. We will continue to provide updates to the Board and members of the public. The State of California has prepared and released an assessment report of the future North Coast Railroad Authority and the Great Redwood Trail. The report is very well written and gives history of NCRA. The report is located on SMART's website (<https://www.sonomamarintrain.org/node/428>).

Mr. Mansourian announced that on December 5th, SMART will hold a drive thru drop off Holiday Express Toy Drive at Santa Rosa Downtown Station and Novato Hamilton Station. This year, we're partnering with organizations in Marin and Sonoma counties to collect unwrapped toys to help local families in need. Join community nonprofits, first responders and local organizations for a safe and festive way to serve those in need.

General Manager Mansourian provided an update of the Petaluma Property Sale that it was previously approved by the Board. Funds from the sale of the Downtown property will be used to construct a station at Corona. The real estate contract expires on November 19<sup>th</sup> and the Developer had a hearing with Petaluma City Council on Monday, November 23<sup>rd</sup>, which was postponed until January 2021. The Developer has asked for a three-month extension. SMART staff has prepared the real estate agreement to be extended until February 2021.

General Manager Mansourian stated that President Elect Biden has appointed a transportation team that is being led by Phillip K Washington. President Elect Biden has made transportation a big part of their Administration and has called a \$2 trillion transportation package, which needs to be prioritized. There is still a lot of information, details and negotiations to be completed.

Lastly, he stated that during the Listening Session in Novato, a member of the Novato City Council mentioned that there was a potential issue with the Olive Avenue Crossing in Novato. On Friday, November 13<sup>th</sup>, SMART's Chief of Police McGill and Chief Engineer Gamlen met with Novato Police Department, Novato Public Works Department and a member of Olive School to evaluate the area and reported that the entire group had no concerns and had not received safety incident reports. The City of Novato reported that the roadway has improvements occurring in the next few years. The group consensus was that the crossing was okay and there is no need for improvements. When members of the public bring up safety issues, it's SMART's job to review and investigate quickly.

## 5. Public Comment on Non-Agenda Items

Jack Swearingen stated that he and Dani Sheehan have been communicating and she does not understand why her audio is not functioning. He said that several Friends of SMART members have been participating during the Listening Sessions and they commend the Board and staff for the outreach that has been done in the community. There has been a number of interesting and beneficial ideas. They look forward to the summary of comments and would like to know when they anticipate staff to provide it.

Duane Bellinger said he appreciates the ridership report and it's very nice to see that bicycle riders are only down 83%. He suggested having a listening session regarding pedestrian-oriented community. He stated that the Petaluma Property sale is based on a five years old appraisal, and to grant an extension is a violation of the law.

Willard Richards stated that he wants to continue responding to the comments from SMART staff from the last Board meeting about accidents at-grade crossings. Of course, accidents happen at crossings that's where people cross the tracks. If no one uses an at-grade crossing, there will be no accidents, at-grade crossings by themselves are not dangerous. If there's an extended stretch of track with no crossings where pedestrian want to cross and the barriers across the tracks are without warning devices there will be accidents. The number of people crossing the tracks is a better predictor of the frequency of accidents. He has not found a study that analyzes accident data to see if the number of at-grade crossings or the number of people crossing the tracks is a better predictor of accidents. He believes the focus should be on people crossing the tracks and not the number of at-grade crossings. He suggested that SMART's should continue to emphasize public outreach campaigns on rail safety and it may be beneficial to improve warning devices at some grade crossings. He ended his comments by saying that at-grade crossing accidents occur because that is where people cross the tracks.

Director Arnold joined at 1:53PM

Chair Lucan stated that once all of the Listening Sessions have concluded. staff is going to organized all the information collected in a way that it can be brought back to the Board for

the community to be able to hear everything that has been presented to come before the Board for discussion, deliberation action, however he does not have an exact date.

General Manager Mansourian responded that according to General Counsel, Mr. Bellinger's claim that is a violation of the law to extend a real estate contract without notice to the Board. Mr. Mansourian said that the Board gave authority to SMART's General Manager to negotiate the terms on the offer of these real estate agreement and in that capacity, he acted and simply reported to the Board as the pending action, therefor there is no violation and it was falsely stated.

The videos of all of the Listening Session are on SMART's website with a high-level executive summary. Staff is thinking that one of your discussions, it's going to be how you're going to proceed within the comments received in a public meeting. The session should be concluded by late spring.

6. Consent
  - a. Accept Ridership Report – October 2020
  - b. Approve to Amend a Resolution Authorizing the Submittal of an Affordable Housing Sustainable Communities Grant to the State of California Strategic Growth Council and Department of Housing and Community Development and Authorizing Entering into a Standard Agreement with Project Parties
  - c. Approval of 2021 Monthly Board of Directors Meeting Calendar

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

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

7. Accept SMART's Fiscal Year 2019-20 Comprehensive Annual Financial Report and Single Audit and Memorandum on Internal Control

Chief Financial Officer, Erin McGrath thanked Fiscal Manager, Katie Roa, Supervising Accountant, Kathy Holt, and Senior Administrative Analyst for their work on the reports.

Ms. McGrath stated that there are three documents in conjunction with our annual audit process: SMART's Fiscal Year 2019-20 Comprehensive Annual Financial Report (CAFR), Federal Single Audit and the Memorandum of Internal Control provided by Maze & Associates, who is SMART's Independent Auditor. We are pleased to report that the audit did not identify any deficiencies in internal control that would be considered material weaknesses and reported no difficulties in completing the audits.

The contents of the Comprehensive Annual Financial Report are consistent from year to year. In addition to basic financial statements and notes, the report contains a Letter of Transmittal which provides an overview of the District, its activities and financial practices, a

Management Discussion providing an overview of the statements and a Statistical Section providing general, historical and regional information. It also contains the Auditors Report which states that the financial statements present fairly, in all material respects, the respective financial position of the District as of June 30, 2020. Key measurements of the District's financial status are outlined in the Management Discussion and Analysis. That includes the following information:

- SMART's net position at the close of Fiscal Year was \$497.7 million which is an increase of \$30.1 million from the previous year. This is essentially the amount by which assets exceeded liabilities, and its growth is driven by continued investment in capital assets, primarily infrastructure.
- Capital assets, net of accumulated depreciation, were \$561.2 million. This is an increase of \$17.8 million over the prior year due to the completion of two new stations and associated track, new bike paths, new operations equipment, and final payments for the first set of rail cars.
- Unrestricted Assets were \$99.5 million. This balance is primarily the result of sales tax reserves remaining from prior years, savings obtained as part of our hiring freeze and elimination of non-essential purchases, the receipt of \$8 million in federal CARES Act funding allowing a preservation of reserves, and reserves such as the equipment replacement fund, set-asides for projects such as the Petaluma second station, and other reserves needed for the closeout of several capital projects in the subsequent fiscal year.
- The Statement of Revenues and Expenses, which shows annual revenues and operating expenses, our final recorded Sales Tax revenue (net of fees) was \$38,978,630. This is 5.5% lower than the prior year due to the COVID pandemic.

The Report provides additional information about the operating and financial impacts of the COVID pandemic on SMART because of the significant impact of that external and ongoing event. It outlines the impact on: 1) fares and sales taxes; 2) the reduction in service; and 3) the significant federal assistance that we received during the year

The Single Audit has our Fiscal Year 2019-20 federal expenditures and it's required under the Code of Federal Regulations once we spend a certain amount of Federal funds. Auditors reviewed a number of different federal grants, including the \$342,807 received for the Payran to Southpoint pathway, \$1.7 million for the Larkspur extension, \$505,975 for the Windsor Extension, and \$8 million in CARES Act operating funding. There were no material weaknesses or significant deficiencies identified during this process.

Finally, the Memorandum on an Internal Control and Required Communications, Maze & Associates reported that they did not find any transactions entered into by the District that did not have authoritative guidance and that all significant transactions have been recognized in the statements. It also notes that Maze encountered no significant difficulties in completing the audits, and that there were no disagreements with management.

Therefore, we recommend that your Board accept these reports and once you do that, we will post them on SMART's Financial website page where all of our audits and our financial

reports are available to the public, going forward.

### Comments

Chair Lucan thanked Ms. McGrath for the comprehensive report. It's always good news when there is nothing significant to report in these and we always have a very clean Audit before the Board.

Vice Chair Pahre stated that she has sat through a few Audit reports and it's always good news when there is no news. She thanked the team for their work.

Director Phillips thanked Ms. McGrath and staff for the following three items: 1) the Internal Control features in our Accounting Department are fine and acceptable with no deficiencies which is a good thing; 2) the Audit report illustrates that SMART is in compliance with the laws and regulations of federal grants; and 3) they have reported that there is no significant deficiency. The Board should feel good and it certainly is a reflection of the Finance Department. He asked if SMART does not receive the \$15M, what are the consequence, or what is the probability of receiving a significant federal grant in future years.

Chair Lucan stated that at our last meeting, when we had the results of the bond refinancing there was a chart that projected out revenue and through the end of the revenue measure expenses were withing that line.

Ms. McGrath thanked Chair Lucan for his comments and stated that he is right. The financial statement of presentation of the expenditures and revenues is not the best for projecting forward because of year over year shifts and the way the depreciation might skew things. First of all, the CARES Act funds were very instrumental and stabilizing. We did a good job of jumping out early in the budget process making hard decisions in June that perhaps others weren't ready to make, but they were made early. We provided a temporary schedule, froze positions, and eliminated positions early in the budget process. That was in conjunction with the refinancing which provided the additional \$3M in savings on an ongoing basis. She will recommend to the new CFO to present the results of the first quarter of sales tax with a fiscal year 2021 budget update in January. The one-time federal CARES Act money did provide an infusion of cash, but we don't rely on that going forward. Knowing what we know today, SMART should be in pretty good shape, going forward, but you know it's an ongoing analysis problem. It's something that we should be looking at every quarter, every six months, to see if assumptions are still holding.

Director Phillips asked how much in the projection that you made reference to was included in federal grants. Ms. McGrath responded that SMART received approximately \$15M in federal CARES Act money, \$8M was received last fiscal year and the remainder will be this fiscal year. No additional CARES Act money is anticipated; however, we do have other federal operating money that we will continue to receive that is irrespective of those COVID related pandemic grants. SMART's future financial stability right now is not anticipating additional federal bailout funds.



Chair Lucan said there are a lot of questions as to what is next for SMART in the next 5, 6 and 7 years with regards to the agenda item for today, which is not the purview of a financial report or the single audit, which looks spot on. If there are no objections to that, we can move forward with the document.

Director Arnold stated that this is Ms. McGrath last CAFR and thanked her. She said that she has been put through the wringer these last few years, and you come out a winner and doing it with grace and with intelligence and it your work shows.

Director Garbarino thanked Ms. McGrath and echoed Director Pahre comment from earlier. Ms. McGrath has done a stellar and magnificent job. She wished her well in her future endeavors. She also thanked all of her staff.

Chair Lucan stated that it's important to share this news with our jurisdictions and agencies. When you look at SMART as an agency view, it has received clean and clear CAFR Audit. SMART went through a public ballot measure earlier this year and when there is an opposition campaign, the politics, caused certain perceptions about the agency that were not accurate with regards to finances. It is important to report to the jurisdictions this information that our financial house is absolutely in order. When it comes to reporting transparency, financial decisions issues internal controls. I think it's important that we continue to reiterate that, and we'll have a future discussion in January.

**MOTION:** Director Arnold moved to Accept SMART's Fiscal Year 2019-20 Comprehensive Annual Financial Report and Single Audit and Memorandum on Internal Control as presented. Director Rogers second. The motion carried 11-0-1 (Director Zane absent)

8. Next Regular Meeting of the Board of Directors, December 16 2020 – 1:30pm
9. Adjournment – Meeting adjourned at 2:21pm

Respectfully submitted,

Leticia Rosas-Mendoza  
Clerk of the Board

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



December 16, 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  
Councilmembers Association

**Patty Garbarino**  
Golden Gate Bridge,  
Highway/Transportation District

**Dan Hillmer**  
Marin County Council of Mayors and  
Councilmembers

**David Rabbitt**  
Sonoma County Board of Supervisors

**Chris Rogers**  
Sonoma County Mayors' and  
Councilmembers Association

**Shirlee Zane**  
Sonoma County Board of Supervisors

**Farhad Mansourian**  
General Manager

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

**SUBJECT:** Monthly Finance Reports

Dear Board Members:

**RECOMMENDATION:** Information Item

**SUMMARY:**

We are presenting the monthly reports for activity through the month of October which includes transactions for the first four months of Fiscal Year 2020-21. All revenues and expenses are currently within budgeted amounts.

Because of the lag time in sales tax receipts, the report reflects sales tax allotments only for the month of July and August. Complete data for the first three months of the fiscal year will be available in our November Monthly Reports. Fare and parking revenues through October are \$236,032. The investment report reflects our bond fund balances through October totaled \$25,482,964 while other cash and investments equaled \$52,918,057.

Very truly yours,

/s/  
Heather McKillop  
Chief Financial Officer

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

# Sonoma-Marin Area Rail Transit District

## Monthly Finance Reports

Through October 2020

	FY2020-21		Actual		Remaining
	Revised Budget				Budget
Administration					
Sales/Use Taxes	\$	26,531,856	\$	6,215,510	\$ 20,316,346
Interest Earnings		436,583		154,217	282,366
Rent - Real Estate		313,700		146,082	167,618
Advertising Revenue		225,000		2,021	222,979
Miscellaneous Revenue		58,824		97,659	-
Administration Subtotal		27,565,964		6,615,489	20,989,309
Operations					
Fund Balance		2,394,994		2,394,994	-
Sales/Use Tax		6,488,898		1,553,889	4,935,009
Fare & Parking Revenue		2,658,366		236,032	2,422,334
Federal Funds		9,500,000		4,024,745	5,475,255
State Grants		6,065,711		864,898	5,200,813
Other Charges		65,000		24,584	40,416
Operations Subtotal		27,172,969		9,099,142	18,073,827
Capital					
Fund Balance		5,174,052		5,174,052	-
Federal Funds		4,494,025		-	4,494,025
State Grants		12,626,250		-	12,626,250
Other Governments/Misc		4,956,500		167,642	4,788,858
Measure M		157,348		-	157,348
Capital Subtotal	\$	27,408,175	\$	5,341,694	\$ 22,066,481
Revenue Total \$ 82,147,108 \$ 21,056,325 \$ 61,129,617					
Expenditures					
Administration					
Salaries & Benefits	\$	4,973,854	\$	1,423,225	\$ 3,550,630
Services & Supplies		6,133,260		1,067,188	5,066,072
Debt Service/Other Charges		16,405,850		3,420,425	12,985,425
Machinery & Equipment		53,000		-	53,000
Administration Subtotal		27,565,964		5,910,838	21,655,127
Operations					
Salaries & Benefits		15,510,578		3,768,623	11,741,954
Services & Supplies		9,232,613		1,456,721	7,775,892
Buildings & Capital Improvement:		2,429,778		60,558	2,369,221
Operations Subtotal		27,172,969		5,285,902	21,887,067
Capital					
Salaries & Benefits		1,417,761		379,968	1,037,792
Services & Supplies		852,736		93,357	759,379
Other Charges		3,786,500		610,212	3,176,288
Machinery & Equipment		3,177,138		-	3,177,138
Infrastructure		18,174,041		8,922,324	9,251,717
Capital Subtotal	\$	27,408,175	\$	10,005,861	\$ 17,402,314
Expenditure Total \$ 82,147,108 \$ 21,202,601 \$ 60,944,508					

**Investment Report**

	Amount
<b>Sonoma County Treasury Pool</b>	
Bond Reserve Fund	\$ 17,121,706
Interest Fund	1,262,511
Principal Fund	7,098,747
Project Fund	-
<b>SMART Operating Accounts</b>	
Bank of Marin	26,118,049
Sonoma County Treasury Pool	26,800,008
<b>Total</b>	<b>\$ 78,401,021</b>

**Capital Project Report**

	Budget	Actual	Remaining
<b>Additional Railcar Purchase</b>			
Revenues	\$ 11,000,000	\$ 8,250,000	\$ 2,750,000
Expenditures	\$ 11,000,000	\$ 8,250,000	\$ 2,750,000
<b>San Rafael to Larkspur Extension</b>			
Revenues	\$ 65,000,000	\$ 12,253,326	\$ 52,746,674
Expenditures	\$ 65,000,000	\$ 22,008,453	\$ 42,991,547
<b>Windsor Extension</b>			
Revenues	\$ 13,573,526	\$ 58,339	\$ 13,515,187
Expenditures	\$ 13,573,526	\$ 310,986	\$ 13,262,540



## Contract Summary

Active Contracts as of November 1, 2020

Contractor	Scope	Fiscal Year 20/21 Projected	Fiscal Year 20/21 Actuals-To-Date
A.J. Janitorial Service	Janitorial Services for all Stations, Roblar, ROC, and Fulton	\$109,500.00	\$34,560.00
AI-Media, Inc.	As Needed Live Captioning Services for Public Meetings	\$7,500.00	\$900.00
Air Technology West	Maintenance and On-Call Repair for Air Compressors	\$7,856.00	\$0.00
Alcohol & Drug Testing Services, LLC	DOT Drug and Alcohol Testing	\$25,000.00	\$3,033.00
Alliant Insurance Services	Insurance Brokerage & Risk Management Services	\$80,250.00	\$0.00
American Integrated Services, INC.	On-Call Biohazard Remediation Services	\$50,000.00	\$0.00
American Rail Consultants, Inc.	Railroad Bridge Engineering, Inspection, & Design	\$40,000.00	\$4,225.00
Aramark Uniform Services	Employee Uniform Provider and Cleaning Service	\$18,000.00	\$7,794.00
Asbury Environmental Services (AES)	Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment	\$20,253.00	\$515.00
Barbier Security Group	Security Patrol Services along Right-of-Way	\$74,825.00	\$0.00
Barnes & Company, LLC	Safety Outreach Services	\$15,000.00	\$0.00
Becoming Independent	Emergency Bus Bridge Services	\$50,000.00	\$4,000.00
Bettin Investigations	Background Investigations	\$8,000.00	\$449.00
Bright Star Security, Inc.	Security Patrol Services at SMART's Cal Park Tunnel	\$10,440.00	\$3,480.00
Burke, Williams & Sorensen, LLP	Litigation Support Services	\$100,000.00	\$0.00
Business Training Library, LLC	Cloud-Based Learning Courses	\$12,605.00	\$12,605.00
Certified Employment Group	Temporary Staffing Services	\$35,000.00	\$0.00
Cinquini & Passarino, Inc.	Right-of-Way Land Surveying and Related Services	\$36,000.00	\$4,128.00
Civic Edge Consulting	Social Media Outreach Strategy Consulting	\$99,975.00	\$0.00
Corey, Canapary & Galanis	NTD Compliant Passenger Counting Services	\$26,282.00	\$4,200.00
DeAngelo Brothers, LLC (DBI Services)	Vegetation Control Services	\$38,000.00	\$0.00
Delta Wheel Truing Solutions	Modifications to the Wheel Truing Machine	\$34,911.00	\$34,911.00
Doug Williams	Fire and Life Safety Consultant	\$8,000.00	\$315.00
Dr. Lance O'Connor	Occupational Health Screening Services	\$3,000.00	\$0.00
Dr. Mark Clementi	Pre-Employment Psychological Evaluations	\$25,000.00	\$7,917.00
eLock Technologies, LLC	Station Bike Lockers and Maintenance Services	\$13,130.00	\$2,783.00
Emily Betts	Transit Planning & Related Services	\$50,000.00	\$1,275.00
Empire Cleaners	Uniform Dry-Cleaning, Laundering, and Related Services	\$40,000.00	\$4,902.00
Emtec Consulting Services, LLC	Oracle Accounting System Support Services	\$15,000.00	\$0.00
Environmental Logistics, INC.	On-Call Biohazard Remediation Services	\$150,000.00	\$0.00
Federated Indians of Graton Rancheria	Tribal Monitoring for Ground-Disturbing Activities - Windsor	\$13,500.00	\$619.00
George Hills Company, Inc.	Third Party Claims Administration Services	\$25,000.00	\$1,744.00
GHD, Inc.	3 Segments MUP Petaluma - Penggrove - Rohnert Park	\$949,101.00	\$160,891.00
GHD, Inc.	SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis	\$52,371.00	\$25,044.00
Golden Gate Bridge, Highway and Transportation District	Customer Service Support Services	\$30,971.00	\$10,324.00
GP Crane & Hoist Services	Cal/OSHA Crane Inspection Services	\$15,000.00	\$450.00
Granicus, Inc.	Media Streaming & Internet Broadcasting Services	\$2,986.00	\$0.00
Hanford A.R.C.	Implementation and Monitoring Las Gallinas Creek Riparian Enhancement Plan	\$16,600.00	\$2,610.00
Hanson Bridgett LLP	Legal Services	\$100,000.00	\$13,538.00
Hogan Lovells LLP	Legal Services - Freight and Passenger Rail Sector	\$25,000.00	\$4,979.00
Holland Company	Track Geometry and Measurement Services	\$24,000.00	\$0.00
Hulcher Services, Inc.	On-Call Derailment Services	\$100,000.00	\$0.00
Innovative Business Solutions	Payroll Processing Services	\$35,400.00	\$8,025.00
Intelligent Technology Solutions, Inc.	Maximo MIMS Implementation and Support Services	\$228,000.00	\$51,247.00
JMA Civil, Inc.	On-Call Civil & Rail Engineering Design Services	\$96,000.00	\$0.00
Leete Generators	Generator Maintenance	\$4,392.00	\$3,236.00
LM Disability Consulting	Disability Access Consulting	\$12,000.00	\$2,556.00
Masabi LLC	SMART Mobile Ticketing Pilot Project	\$570,000.00	\$19,000.00
MaxAccel	Compliance Management Software Design/Implementation/Asset Management	\$9,966.00	\$4,533.00
Maze & Associates	Financial Audit Services	\$53,116.00	\$29,667.00
MGrodner, LLC	Project Management Services	\$30,000.00	\$975.00
Mike Brown Electric Co.	On-Call Electrical Maintenance	\$25,000.00	\$0.00
Militus, Inc.	Cyber Security Services	\$40,000.00	\$12,000.00
Modern Railway Systems, Inc.	Design and Construction of Systems Improvements for the Windsor Extension Project	\$5,000,000.00	\$2,453,438.00
Netspeed Solutions, Inc.	SMART Phone System Maintenance	\$16,118.00	\$11,867.00
Netwoven Inc.	SharePoint Maintenance, Support, Implementation, and Related Services	\$57,000.00	\$21,120.00

Contractor	Scope	Fiscal Year 2021 Projected	Fiscal Year 2021 Actuals-To-Date
Nextdoor Inc.	Use of Nextdoor Platform for Community Notifications	\$10,529.00	\$6,017.00
North Bay SAP Services	Substance Abuse Professional Services	\$3,800.00	\$0.00
Occupational Health Centers of CA	Pre-Employment Evaluation Services		
Oracle	Fusion ERP System	\$47,712.00	\$1,033.00
Pamco Machine Works, Inc.	Railroad Wheel Pressing Services	\$174,920.00	\$11,928.00
Parodi Investigative Solutions	Pre-Employment Background Investigation Services	\$18,000.00	\$72,219.00
PFM Financial Advisors, LLC	Financial Advisory Services	\$20,000.00	\$1,000.00
Portola Systems, Inc.	SMART Station Network Configuration Services	\$220,545.00	\$0.00
Precision Wireless	Tech Support and Maintenance for Land Mobile Radio	\$38,000.00	\$155,156.00
Premier Fall Protection, Inc.	Inspection and Certification Services for SMART's Fall Protection Equipment	\$8,000.00	\$400.00
Railquip, INC.	Providing Portable Hydraulic Rerailing Equipment, Training, and Related Services	\$147,721.00	\$0.00
Santa Rosa Fire Equipment Service, Inc.	SMART Fire Equipment Maintenance	\$10,000.00	\$137.00
SEFAC USA	Portable Lifting Jack Inspection and Certification Services	\$8,000.00	\$0.00
Sonoma County Fleet Operation Division	Non-Revenue Fleet Maintenance Services	\$50,000.00	\$0.00
Sperry Rail Service	Rail Flaw Detection Services	\$13,500.00	\$4,483.00
SPTJ Consulting	Network Infrastructure, Security, Migration and Setup Services	\$340,470.00	\$0.00
Stacy and Witbeck, Inc.	Design/Build Construction of Civil, Track & Structures of Windsor Extension	\$9,946,500.00	\$7,603,129.00
Stacy and Witbeck/Herzog, JV	Design/Build Construction of Civil, Track & Structures Improvements of Larkspur Extension	\$443,166.00	\$443,166.00
Stantec Consulting Services, Inc.	Environmental Permit Management and Construction Compliance Monitoring	\$30,830.00	\$6,439.00
Stericycle, Inc.	Medical Waste Pick-Up and Disposal Services	\$1,836.00	\$0.00
Sue Evans	Real Estate Acquisition, Relocation Services, Appraisal Support, Title Investigation Services	\$10,000.00	\$0.00
Sumitomo Corporation	Manufacture & Delivery of Rail Vehicles	\$2,750,000.00	\$0.00
Summit Signal, Inc.	Emergency Call-Out Services for Track and Signals	\$11,056.00	\$0.00
Survival CPR & First Aid, LLC	First Aid and CPR Training, AED Compliance Program	\$5,000.00	\$10,598.00
Swiftly, Inc.	AVL Mobile Application and Website Interface	\$8,400.00	\$192.00
Testing Engineers, Inc.	Material Failure Analysis on cracked flywheel from DMU	\$4,500.00	\$0.00
Trailiant, LLC	Online Training Program	\$444.00	\$4,500.00
Transportation Analytics	Transit Financial Modeling, Benchmarking, Performance Metrics, Benefit-Cost Analysis, and Strategic Planning Services	\$25,000.00	\$0.00
Trillium Solutions, Inc.	Transit Feed Mapping Software	\$1,000.00	\$8,190.00
United Mechanical Incorporated	HVAC Service, Maintenance and Related Services	\$10,513.00	\$0.00
United Mechanical Incorporated	Repair Air Dryer located at ROC	\$3,317.00	\$1,532.00
United Mechanical Incorporated	HVAC Maintenance Services at SMART Facilities	\$8,709.00	\$3,317.00
Van Scoyoc Associates	Federal Lobbying Services	\$30,000.00	\$6,487.00
VenTek Transit Inc.	Clipper Vending Machine Operations and Maintenance Services	\$45,746.00	\$20,000.00
VenTek Transit Inc.	Fare Vending Machine Operations and Maintenance Services	\$210,414.00	\$42,796.00
VenTek Transit Inc.	Clipper Card Vending Machine Contract Assigned to SMART	\$77,138.00	\$0.00
WBE	Existing CCTV System On-Call Maintenance	\$25,000.00	\$0.00
West Coast Arborists, Inc.	Tree Trimming, Removal, and Related Services	\$30,000.00	\$4,707.00
West Coast Arborists, Inc.	Tree Trimming and Tree Removal Services	\$30,000.00	\$0.00
WRA Environmental Consultants	Environmental Permitting, Management, & Support Services	\$204,000.00	\$0.00
Ziebarth and Associates, Inc.	Freight Service Consulting Services	\$20,000.00	\$51,675.00
	<b>Totals</b>	<b>\$23,798,702.00</b>	<b>\$11,482,872.00</b>

Actuals-To-Date includes invoices that have been approved as of October 31, 2020, but may not have been processed in SMART's Financial System



December 16, 2020

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Transportation Authority of Marin

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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 – November 2020

Dear Board Members:

**RECOMMENDATIONS:** Information Item

**SUMMARY:**

We are presenting the monthly ridership report for activity for the month of November 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 October 2020 was posted on the SMART Ridership website (<http://sonomamarintrain.org/RidershipReports>) and SMART's detailed November 2020 data will be posted once validated.

The report covers the slow increase of riders returning to SMART as Bay Area Counties lift their Shelter-In-Place restrictions and begin to 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, 2020, 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): November 2020 Monthly Ridership Report



**NOVEMBER 2020 (COVID 19) SMART RIDERSHIP**

SMART Ridership Report  
Board of Directors,  
December 16, 2020

COVID-19 related public health orders to Stay at Home were partially lifted in various phases across different counties in the Bay Area in September 2020. With some 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 23<sup>rd</sup>, then by another 18 trips, (down to 16), on April 6.

SMART's November 2020 ridership was down 87% overall compared to November 2019, which was impacted by the Kincade Fire and PGE Public Safety Power Shutoffs. Total ridership year-to-date is down 86%. Fare payments in November through the Clipper and SMART App systems were down 76% from the previous year. The total number of bicycles is down 75%. However, the percentage of riders bringing bicycles onboard grew from 11% in November 2019 to 21% in November 2020.

MONTHLY TOTALS YEAR-OVER-YEAR	Nov 2019*	Nov 2020	% Change
Total Ridership (Onboard Counts)	64,966	8,145	-87%
Total Paid Ridership (Clipper + App Only)	32,458	7,675	-76%
Average Weekday Ridership (Onboard Counts)	2,765	429	-84%
Average Weekday Paid Ridership (Clipper + App Only)	1,548	402	-74%
Average Weekend/Holiday Ridership (Onboard Counts)	1,170	0	-100%
Average Weekend/Holiday Paid Ridership (Clipper + App Only)	276	0	-100%
Total Bikes Onboard	6,902	1,698	-75%
Total Wheelchairs Onboard	277	22	-92%

\*NOTE: November 2019 data includes 8 days of free service due to the Kincade Fire/PSPS event, and three days of free service due to holidays.

FISCAL YEAR-TO-DATE (JUL - NOV)	Fiscal Year 2020	Fiscal Year 2021	% Change*
Total Ridership (Onboard Counts)	313,365	45,036	-86%
Total Paid Ridership (Clipper + App Only)	244,837	41,903	-83%
Average Weekday Ridership (Onboard Counts)	2,600	425	-84%
Average Weekday Paid Ridership (Clipper + App Only)	2,095	394	-81%
Average Weekend/Holiday Ridership (Onboard Counts)	965	0	-100%
Average Weekend/Holiday Paid Ridership (Clipper + App Only)	621	0	-100%
Total Bikes Onboard	37,013	9,422	-75%
Total Wheelchairs Onboard	1,133	161	-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



December 16, 2020

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

**SUBJECT:** Approval Second Contract Option for Federal Legislative Advocacy Services

Dear Board Members:

**RECOMMENDATION:**

Approve the award of the second of two one-year contract options for federal legislative services to Van Scoyoc Associates, Inc., for a not-to-exceed amount of \$60,000 for 2021.

**SUMMARY:**

We have utilized the federal legislative advocacy services of Van Scoyoc Associates, Inc., from 2013 through 2019. In 2012, SMART conducted a procurement for services and received eight proposals. Van Scoyoc Associates, Inc., submitted the strongest proposal with the most favorable price. The 2019 contract price was also within this competitive price range.

Over their seven years of service to SMART, Van Scoyoc Associates, Inc., have effectively supported SMART in federal legislative affairs. Included in their efforts have been

- Weekly update on federal transportation and other legislative activity of interest to SMART.
- Meeting and logistics coordination support with SMART staff in Washington, D.C.
- Advocacy support for grant applications and legislative issues of concern to SMART.

Van Scoyoc Associates, Inc., have been a critical component in SMART's federal grant success and, as such, we recommend your Board approve the contract option for year 2021 federal legislative advocacy services to Van Scoyoc Associates, Inc.

**FISCAL IMPACT:** The cost of the contract extension is included in our Fiscal Year 2020-21 budget.

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

Very truly yours,

/s/  
Joanne Parker  
Programming and Grants Manager

Attachment(s): Van Scoyoc Associates, Inc. Contract

**SECOND AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT  
AND VAN SCOYOC ASSOCIATES, INC.**

This Second Amendment dated as of December \_\_\_\_, 2020 (the “Second Amendment”) to the Agreement for Consultant Services by and between the Sonoma-Marin Area Rail Transit District (“SMART”) and Van Scoyoc Associates, Inc. (“CONSULTANT”), dated as of November 26, 2018 (the “Original Agreement,” and as amended and supplemented by the First Amendment and this the Second Amendment, the “Agreement”).

**RECITALS**

WHEREAS, SMART and CONSULTANT previously entered into the Original Agreement to perform federal legislative advocacy services; and

WHEREAS, SMART desires to amend the Agreement to utilize the second of two options to extend the term until December 31, 2021 and to increase the not-to-exceed amount of the Agreement by \$60,000, for a total not-to-exceed amount of \$180,000.

NOW, THEREFORE, in consideration of the recitals set forth above and the covenants contained herein, it is mutually agreed by and between the parties that:

**AGREEMENT**

1. **“ARTICLE 4. PAYMENT”** shall be amended as follows:

In addition to the not-to-exceed amount set forth in the Original Agreement, the contract amount shall be increased by an amount not to exceed \$60,000, for a total not-to-exceed amount of \$180,000.

2. **“ARTICLE 5. TERM OF AGREEMENT”** is hereby deleted in its entirety and replaced with the following:

**“Section 5.01** The term of this Agreement shall remain in full force and effect until December 31, 2021 utilizing the second of two one-year options to renew, unless terminated earlier in accordance with the provisions of **Article 6.**”

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.

**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment as set forth below.

**SONOMA-MARIN AREA RAIL TRANSIT  
DISTRICT**

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Farhad Mansourian, General Manager

**VAN SCOYOC ASSOCIATES, INC**

Dated: \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

**APPROVED AS TO FORM:**

Dated: \_\_\_\_\_

By \_\_\_\_\_  
District Counsel



December 16, 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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**Patty Garbarino**  
Golden Gate Bridge,  
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**Dan Hillmer**  
Marin County Council of Mayors and  
Councilmembers

**Joe Naujokas**  
Sonoma County Mayors' and  
Councilmembers Association

**Gary Phillips**  
Transportation Authority of Marin

**David Rabbitt**  
Sonoma County Board of Supervisors

**Chris Rogers**  
Sonoma County Mayors' and  
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General Manager

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www.sonomamarintrain.org

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

**SUBJECT:** Approval of Netwoven, Inc. Contract Amendment No. 2

Dear Board Members:

**RECOMMENDATION:**

Authorize the General Manager to execute Contract Amendment No. 2 with Netwoven, Inc. for SharePoint and Server support services in an amount of \$56,000 for a total not-to-exceed amount of \$274,000 and extend the term of the contract to July 31, 2021.

**SUMMARY:**

SMART has recently upgraded to Office 365. In order to fully leverage this investment, as well as to save costs on impending replacement of on-premise server infrastructure, SMART must migrate its SharePoint and File Sharing systems to its existing Office 365 Installation.

SMART utilizes Microsoft software known as SharePoint to provide document management, shared workplace collaboration, process control and other project needs. SMART also utilizes an on-premise file sharing system for additional agency-wide document management needs. This amendment provides for assistance to SMART staff to migrate critical on-premise systems to SMART's new cloud systems procured with Office 365.

Staff recommends using Netwoven, Inc for this migration task for several reasons. First, Netwoven has provided excellent services and support at a low cost to SMART. Second, Netwoven has direct experience with our SharePoint and File Share infrastructure allowing SMART IT to migrate quickly and continue to provide these critical services without interruption.

Staff is recommending approval of Contract Amendment No. 2 in the amount of \$56,000 for Consultant Services, for a total not-to-exceed contract amount of \$274,000.

**FISCAL IMPACT:** Funding for this amendment is included in the Fiscal Year 2020-2021 budget.

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

Very truly yours,

      /s/        
Bryan Crowley  
Information Systems Manager

Attachment (s): Netwoven Inc Consulting Contract Amendment No. 2

**SECOND AMENDMENT TO AGREEMENT FOR CONSULTANT SERVICES  
BETWEEN THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT  
AND NETWOVEN, INC.**

This Second Amendment, dated as of December \_\_\_, 2020 (the “Second Amendment”), to the Agreement for Consultant Services by and between the Sonoma-Marin Area Rail Transit District (“SMART”) and Netwoven, Inc. (“CONSULTANT”), dated as of August 1, 2018 (the “Original Agreement,” and as amended by the First Amendment, and now this Second Amendment, the “Agreement”).

**RECITALS**

WHEREAS, SMART and CONSULTANT entered into the Original Agreement to provide Microsoft SharePoint maintenance support, implementation, and related services; and

WHEREAS, SMART and CONSULTANT previously amended the Agreement to extend the term and increase the not-to-exceed amount; and

WHEREAS, SMART desires to amend the Agreement to increase the not-to-exceed amount by \$56,000, for a total not-to-exceed amount of \$274,000; and to add an additional task and integrate Exhibit A-1, Scope of Work as well as replace Exhibit B with Exhibit B-1.

NOW, THEREFORE, in consideration of the recitals set forth above and the covenants contained herein, it is mutually agreed by and between the parties that:

**AGREEMENT**

1. **“ARTICLE 2. LIST OF EXHIBITS”** The following exhibits are attached hereto and incorporated herein:

**(a) EXHIBIT A: SCOPE OF WORK**

The work described in the attached Exhibit A-1 Scope of Work is in addition to the Exhibit A from the Original Agreement dated August 1, 2018 and Exhibit A from First Amendment dated July 15, 2020.

**(b) EXHIBIT B: BUDGET & SCHEDULE OF RATES**

Exhibit B: Budget & Schedule of Rates to the Agreement and First Amendment shall be replaced with Exhibit B-1: Budget & Schedule of Rates of this Second Amendment.

2. **“ARTICLE 4. SCOPE OF WORK”** Section 4.01 of the Agreement is amended to add the following:

Scope of Work. Consultant shall perform additional services within the timeframe outlined in attached **Exhibit A-1** Scope of Work & Timeline (cumulatively referred to as the “Scope of Work”).

3. **“ARTICLE 5. PAYMENT”** Section 5.02 of the Agreement is removed and replaced with the following:

Consultant shall be paid in accordance with Exhibit B; provided, however, that total payments to Consultant shall not exceed \$274,000, 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. SMART does not reimburse Consultant for travel time.

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.



**IN WITNESS WHEREOF**, the parties hereto have executed this Second Amendment as set forth below.

**SONOMA-MARIN AREA RAIL TRANSIT  
DISTRICT**

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Farhad Mansourian, General Manager

**NETWOVEN, INC.**

Dated: \_\_\_\_\_

By \_\_\_\_\_  
Its \_\_\_\_\_

**APPROVED AS TO FORM:**

Dated: \_\_\_\_\_

By \_\_\_\_\_  
District Counsel

## **EXHIBIT A-1**

### **SCOPE OF WORK**

#### **General Objective**

This Scope of Work is to migrate existing on-premise File storage and SharePoint infrastructure to SMART's Office 365 (O365) SharePoint Online (SPO) to enable a wider adoption of O365 services.

#### **Project Approach**

The Office 365 SharePoint and File Share migration and adoption will be delivered in two phases. The first phase is an Initial Assessment, Strategy and Planning. The second phase is Implementation.

#### **Project Managers**

All work will be initiated, coordinated, and approved by Information Systems (IS) Manager, Bryan Crowley, or his designee. Each request for work should be delivered to Consultant in writing.

### **Detailed Scope of Work**

#### **Initiation**

As part of this task, Netwoven will work with SMART on the following assessment, workshops, and demos:

##### Assessment and Strategy Planning

- Assessment On Premise Active Directory (AD), File Share & SharePoint
- Prepare Roadmap
- Finalize Requirements
- Prepare and Finalize Design

##### Deliverables

- Migration Strategy and Design
- Pilot Migration roadmap
- Bulk Migration roadmap
- Licensing Model/upgrade plan
- Migration best practices, Limitation & Enabling License

#### **Implementation**

##### SharePoint Migration

- Preparation of existing on-premises SharePoint and SharePoint online for migration
- Pre-migration analysis
- Planning and preparing Site Structure
- Prepare communication Plan
- SharePoint Online readiness (OneDrive, Teams, Hub site)
- Preparation of Migration Template
- Pilot Migration

Netwoven, Inc.

Amendment No. 2

Contract No. OT-PS-18-003

Exhibit A-1

- Validation and User acceptance
- Full Migration
- UI Customization in SPO
- QA and remediation
- Migration of MySite to OneDrive
- Delta Migration
- Go-live
- Limited Post Migration Support

#### FileShare Migration

- Planning Site Structure & User permissions
- Preparation of Migration Template & Pilot Migration
- User Acceptance Test
- Full Migration
- Development & Branding
- QA and Remediation
- Delta Migration
- Go-Live
- Limited Post Go-Live Support

#### Deliverables

- Project Schedule
- Existing Environment Remediation Report
- Design Summary
- Design Diagram
- Content Inventory Reports
- Migration Assessment deck PowerPoint & Master file
- Migration Templates
- Migration Communication Templates
- Migration Customization Solution

#### **O365 Managed Services**

Managed services scope is updated post SharePoint on-premise migration to O365 and is covered and continued as per existing Amendment No 1 OT-PS-18-003 dated July 22nd, 2020. The scope will be applicable after the project completion to cater to the changes in the environment and workloads.

#### Initiation

- Configure & Review Audit Log
- Configure & Review Malware Detection report
- Configure & monitor weekly spam detection report
- Service health checkup
- Weekly mail traffic report
- Account provisioning Policy
- Establish Site provision policy

#### On-Going Services

- Threat Intelligence Monitoring
- Network and Server Performance Analysis
- Office 365 Search Monitoring
- Email Transport Monitoring
- Office 365 Service Status Integration
- Monitor Data Usage
- Security & Compliance enhanced configuration
- Identity Management
- SharePoint/Teams Governance & Management

#### Time & Material Activities

- SharePoint Online Site & UX Enhancements
- App development and deployment
- Deployment of new SPO features
- Security Enhancement as per business requirements
- Workflow development

### **PROJECT OPERATIONS**

The following section defines project operations including roles and responsibilities, change request process, and project reporting.

#### **Netwoven Roles and Responsibilities**

##### Offshore Engagement Manager

The Engagement Manager will be the primary point of contact for SMART. He will ensure all activities are aligned with resource planning, develop schedule, maintain timely communication with customer, engage directly with customer to understand business requirement and set expectations for the delivery team.

##### Offshore Project Manager

Project Managers play the lead role in planning, executing, monitoring, controlling, and closing projects. He will be responsible to deliver a project on time, within the budget, and brief while keeping everyone in alignment with project scope.

##### Offshore Architect

The Netwoven Offshore Architect is the primary responsible party for the Netwoven Offshore team. Architects are responsible for technical analysis & advice, security, coding standards, architectural design and guidance for the remainder of the team. The Architect will especially weigh in when a request is of a higher level of complexity and requires the architect's skillset.

##### Netwoven Offshore Delivery Team

The remainder of the Offshore Delivery Team is comprised of the following roles. Each role will fulfill their required activities to successfully complete the project:

- Migration Engineers
- O365 Cloud Engineers
- Messaging Engineers

Netwoven, Inc.

Amendment No. 2

Contract No. OT-PS-18-003

Exhibit A-1

- User Experience Engineers/Developer

### **SMART's Roles and Responsibilities**

#### **Project Sponsors (Business & IT)**

Responsibilities include:

- Awareness and alignment with their peers on importance of team initiatives and goals
- Assisting with key communications and backing to show the importance to the entire organization
- Assisting with communications and conflict in the upper ranks of the organization
- Directly or indirectly manage and approve priorities of the Netwoven team as they arise

#### **Project Coordinator / Manager**

Responsibilities include:

- Coordinating project people and resources from customer
- Attendance in regular project meetings
- Assistance with change management & communications
- Coordination and overseeing of the Intranet team and Business users that will conduct and participate in requirement gathering, design planning, review, testing activities, and end user training

#### **IT Infrastructure Team**

Responsibilities include:

- Deep understanding of customer physical and virtual hosting infrastructure
- Providing support to install, configure, or access environments / infrastructure to fulfill project requirements

#### **Governance Committee (as applicable)**

Responsibilities include:

- Cross-functional team to represent all the necessary elements of Sonoma-Marín Area Rail Transit, in a governing body, which meets regularly to guide the modern workplace transformation vision and journey at the company.

#### **Change Requests**

During this engagement, Netwoven or Sonoma-Marín Area Rail Transit may determine a change in scope or resources is required to successfully continue forward. The parties will document these requirements in the form of a change request.

When a change request is submitted, both parties will review the request, define the impacts and come to an agreement on the change. Impact resulting in change to the SOW will be documented with an addendum to the SOW or in a new SOW, as appropriate.

### **ACCEPTANCE OF WORK**

All work will be reviewed and approved by SMART'S IS Manager prior to monthly invoice being paid to consultant.

Netwoven, Inc.

Amendment No. 2

Contract No. OT-PS-18-003

Exhibit A-1

## **SMART PROVISIONS**

- 1) Sonoma-Marín Area Rail Transit will be responsible for the prioritization, decisions, and overall team direction, making final decisions about scope, approach, risk mitigation, and issue resolution.
- 2) All Sonoma-Marín Area Rail Transit sponsors, stakeholders and other resources required for this effort will be accessible in a reasonable amount of time. Delays in responses from Sonoma-Marín Area Rail Transit could delay the completion of work deliverables.
- 3) Sonoma-Marín Area Rail Transit will provide a project coordinator for this project who will act as the single point of contact for our team for all project related issues. Delays in responses from Sonoma-Marín Area Rail Transit could delay project completion resulting in change requests.
- 4) The project will be staffed using Offshore resources. All Netwoven work will be performed from Netwoven work locations or home locations during COVID-19. Any onsite work will be performed by Sonoma-Marín Area Rail Transit in collaboration with Netwoven's offsite team.
- 5) If there are any changes at Sonoma-Marín Area Rail Transit that impacts the project and causes project to pause / stop, there may be additional fees charged.
- 6) The Project has licensing dependencies, and they must be procured and made available before the respective phase starts. The initiation phase will define the licensing requirement and Sonoma-Marín Area Rail Transit must ensure timely delivery for the same or request Netwoven to procure the license.
- 7) This proposal will overlap with existing Managed Services contracts vide Agreement No. OT-PS-18-003 until completion of the project.
- 8) Implementation of any 3<sup>rd</sup> party application is out of scope.
- 9) All milestones and phases of the project must be executed in continuation. Any pause between milestones or phases may increase the cost of the project.

## **WORKING ENVIRONMENT**

- Project work will be performed remotely.
- Sonoma-Marín Area Rail Transit will promptly provide all required technology permissions to the Netwoven team to complete all scoped project work.
- Migration work will be performed from Netwoven's offshore team.
- Sonoma-Marín Area Rail Transit will install and provide access to appropriate hardware and software required for project team to perform the tasks outlined in this proposal on a timely basis.
- Netwoven will follow best practices of quality control for Software development and delivery. The same process would be applied for the proposed engagement as well.
- Netwoven will assist client with the definition of the Training and Communication planning and with limited deliverables to assist with training. The scope of the Netwoven Training and Communication deliverables will be mutually defined to fit the budget once the plan is defined.

## TIMELINE

The following high-level timeline has been put together for the project. A detailed project plan and timeline will be submitted during the initiation phase. Timeline includes interactive training sessions and document preparation as per the defined project deliverables.

Project Approach- Phase 1										
Phase/Week Starting	Wk#1	Wk#2	Wk#3	Wk#4	Wk#5	Wk#6	Wk#7	Wk#8	Wk#9	Wk#10
Assessment & Strategy Planning										
SharePoint Migration										
File Share Migration										

**EXHIBIT B-1**  
**BUDGET & SCHEDULE OF RATES**

**FEE SCHEDULE**

**Recurring Monthly Cost – Managed Services**

<b>Description of Work</b>	<b>Monthly Cost</b>
SharePoint, Exchange Online, Data Protection Manager, and Active Directory Maintenance Services	\$4,000

SharePoint, Exchange Online, Data Protection Manager (DPM), and Active Directory (AD) managed services will be invoiced on a monthly frequency in arrears.

The amount listed above includes all labor, supervision, insurance costs, all applicable taxes, and any other direct or indirect cost associated with each project and scope of work. In the event that emergency or unforeseen out-of-scope work is required which is not listed in the Exhibit A above, consultant will be paid on a time and materials basis. Consultant shall prepare a written quote containing labor hours by job classification for the work. SMART's IS Manager or his designee will be required to provide written approval of the work prior to any work being performed. The following are the agreed upon rates by classification for any time and materials work. All required equipment or materials (if any) to perform the job shall be invoiced to SMART at cost.

**On Call Support – Schedule of Rates**

<b>Classification</b>	<b>Hourly Rate</b>
Offshore Infrastructure Architect / Project Manager	\$55.00
Offshore Senior SharePoint Admin	\$32.00
Offshore Senior SharePoint Developer	\$32.00



## SECOND AMENDMENT BUDGET

Description of Work	Total Budget
Project Labor: Migrate existing on-premise infrastructure to Office 365 with a wider adoption of O365 services.	\$52,000
License Cost	\$4,000
<b>Total Second Amendment Amount:</b>	<b>\$56,000</b>

Second Amendment Project Labor Estimate		Assessment & Planning		SharePoint & File Share Migration	
Classification	Hourly Rate	Hours	Subtotal	Hours	Subtotal
Engagement Manager	\$65.00	20	\$1,300	62	\$4,030
Project Manager	\$55.00	60	\$3,300	148	\$8,140
SP Architect	\$38.00	60	\$2,280	362	\$13,756
SP Admin	\$32.00	160	\$5,120	440	\$14,080
			<b>\$12,000</b>		<b>\$40,006</b>
<b>Migration Labor Budget</b>					<b>\$52,000</b>

Migrate existing on-premise infrastructure to Office 365 with a wider adoption of O365 services will be invoiced on a monthly frequency in arrears.

The amounts listed above include all labor, supervision, insurance costs, all applicable taxes, and any other direct or indirect cost associated with each project and scope of work. If emergency or unforeseen, out-of-scope work is required but not listed in the Exhibit A-1 above, consultant will be paid on a time and materials basis. Consultant shall prepare a written quote containing labor hours by job classification for the work. SMART'S IS Manager or his designee will be required to provide written approval of the work prior to any work being performed. The following are the agreed upon rates by classification for any time and materials work. All required equipment or materials (if any) to perform the job shall be invoiced to SMART at cost.

The total Second Amendment amount shall be \$56,000.

Netwoven will deliver this project based on the number of hours estimated below. Any changes to the project scope will be mutually agreed upon and managed through a change request process.

## TOTAL AGREEMENT BUDGET

Budget Line Item	Not-to-Exceed Amount
SharePoint, Exchange Online, Data Protection Manager, and Active Directory Maintenance Services (8/1/2018-7/31/2021)	\$144,000
On Call Support (8/1/2018-7/31/2020)	\$8,000
On Call Support (8/1/2020 – 7/31/2021)	\$9,000
First Amendment	\$57,000
Second Amendment	\$56,000
<b>TOTAL AGREEMENT</b>	<b>\$274,000</b>

Netwoven, Inc.  
Amendment No. 2  
Contract No. OT-PS-18-003

Exhibit B-1



December 16, 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  
Councilmembers Association

**Patty Garbarino**  
Golden Gate Bridge,  
Highway/Transportation District

**Dan Hillmer**  
Marin County Council of Mayors and  
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**David Rabbitt**  
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**Chris Rogers**  
Sonoma County Mayors' and  
Councilmembers Association

**Shirlee Zane**  
Sonoma County Board of Supervisors

**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:** Amendment to SMART Salary Ranges and Position Allocation Authorizations – Administrative Analyst to Accounting Assistant

Dear Board Members:

**RECOMMENDATION:**

Approve Resolution No. 2020-29 amending the Fiscal Year 2020–21 Budget to authorize:

- 1) Conversion of One Full Time Equivalent (FTE) Administrative Analyst to an Accounting Assistant

**SUMMARY:**

On June 17, 2020, the Board approved the annual budget for Fiscal Year 2020-21, which included authorization for all employee positions and their salary ranges.

In the Fiscal Year 2020-21 budget, the Accounting Assistant position was vacant and therefore eliminated to save money. Recently, the Administrative Analyst position has become vacant which allowed us an opportunity to evaluate the staffing needs of the Finance Department. We have determined that the daily financial tracking and processing needs of the District can be better served for a lower cost by eliminating the Administrative Analyst position that has recently become vacant and reestablishing the Accounting Assistant position. The Accounting Assistant will be primarily focused on processing invoices, which frees up our accountant to focus on financial reconciliation and absorb most of the duties that were being performed by the Administrative Analyst.

We completed a comparative analysis with comparable positions at other jurisdictions and found that the salary range previously approved by your Board for this position was in line with similar positions in the region. Thus, we are recommending conversion of that position as it would have existed if it were not eliminated.

The chart below shows the Administrative Analyst position eliminated and the Accounting Assistant position being restored and the salary difference between the two.

POSITION	FTE	SALARY RANGE (ANNUAL)		SALARY RANGE (HOURLY)	
Accounting Assistant	1	\$55,469	\$67,549	\$26.67	\$32.48
(Administrative Analyst)	(1)	(\$82,098)	(\$99,778)	(\$39.47)	(\$47.97)
Difference		\$26,668	\$32,229	\$12.80	\$15.49

**FISCAL IMPACT:** The recommended changes to the Position Authorizations for Fiscal Year 2020-2021 would result in a decrease in salary costs of between \$26,668 and \$32,229 annually.

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

Very truly yours,

    /s/      
Lisa Hansley  
Human Resources Manager

Attachment(s): Resolution No. 2020-29

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2020-10 TO REVISE ANNUAL BUDGET FOR FISCAL YEAR 2020-2021 TO PROVIDE FOR INCREASED POSITION AUTHORITY**

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**WHEREAS**, as part of its approval of the Annual Budget for Fiscal Year 2020-21, the Board duly considered the annual expenditures necessary for the Sonoma-Marín Area Rail Transit District; and

**WHEREAS**, on June 17, 2020 the Board adopted Resolution 2020-10 approving the Annual Budget for Fiscal Year 2020-21; and

**WHEREAS**, Resolution No. 2020-10 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.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Sonoma-Marín Area Rail Transit District that the Fiscal Year 2020-21 Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution 2020-10 is hereby amended to revise Table 5, SMART Position Authorizations, to revise the authorized positions and salary ranges to eliminate one Administrative Analyst Position and create the Accounting Assistant position as shown below, and;

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly	
		Low	High	Low	High
Accounting Assistant	1	\$55,469	\$67,549	\$26.67	\$32.48
Administrative Analyst/Contracts	01	<del>\$82,098</del>	<del>\$99,778</del>	<del>\$39.47</del>	<del>\$47.97</del>

**BE IT FURTHER RESOLVED** that this action does not authorize an increase overall position counts, and;

**BE IT FURTHER RESOLVED** except as specifically amended or supplemented by this Resolution, Resolution No. 2020-10, 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 2020-10.

**Resolution No. 2020-29**  
**Sonoma-Marin Area Rail Transit District**  
**December 16, 2020**

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Sonoma-Marin Area Rail Transit District held on the 16th day of December 2020, by the following vote:

**DIRECTORS:**

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Eric Lucan, Chair, Board of Directors  
Sonoma-Marin Area Rail Transit District

ATTEST:

---

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



December 16, 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

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

**SUBJECT:** Supplemental Resolution of Support Affirming SMART's Participation in Regional Means Based Fare Program (Clipper START)

Dear Board Members:

**RECOMMENDATIONS:**

Approve Resolution No. 2020-27 which would:

- Reaffirm SMART's participation in the regional means-based low-income fare program (Clipper START), including certifications requested by the Metropolitan Transportation Commission (MTC),
- Request Metropolitan Transportation Commission (MTC) partial reimbursement to offset potential lost revenues for participation in the Clipper START program, and
- Designate the General Manager to provide this resolution and any requested information related to this Clipper START program to MTC.

**SUMMARY:**

In February 2020, your Board approved a SMART Means Based Fare Policy and requested entry into the Regional Means Based Fare Program, called Clipper START. Clipper START is a regional program implemented by the Metropolitan Transportation Commission, with an 18-month pilot program launched July 15, 2020, on BART, Caltrain, Golden Gate and Muni. In August 2020, MTC authorized the expansion of the Clipper START pilot program to all interested transit agencies, in response to the COVID-19 Pandemic.

SMART, having already adopted the necessary fare policy, specifically 50% off adult fares for qualified persons earning up to 200% of the federal poverty line, was accepted into the Clipper START pilot program. On November 23, 2020 Clipper START launched on SMART and other area operators, including Marin Transit at 50% off and Santa Rosa CityBus, Sonoma County Transit and Petaluma Transit at 20% off.

In October 2020, MTC authorized a reimbursement formula for new transit operators entering the Clipper START program as part of the second cohort of participants. That reimbursement schedule is attached to this staff report.

On November 23, 2020, Clipper START was launched on SMART and North Bay transit operators. More information on how to participate in the benefit can be found here:

<https://www.clipperstartcard.com/s/>

In order to be eligible to receive any reimbursement from MTC for participation in the Clipper START program, transit operator governing bodies have been asked to adopt a resolution

- authorizing agency staff to submit the resolution and any necessary documentation to implement the Clipper START program,
- requesting reimbursement for the funds authorized by MTC in October 2020 from the federal CARES Act grant, and
- certifying compliance with a number of federal requirements to receive the reimbursement of funds for Clipper START participation.

**FISCAL IMPACT:** Would allow for receipt of up to \$77,485 in reimbursements for START riders.

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

Very truly yours,

/s/

Joanne Parker

Programming and Grants Manager

Attachment(s):

- 1) Resolution No. 2020-27
- 2) Clipper START Pilot – MTC Funding Apportionment

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT CONFIRMING SMART PARTICIPATION IN THE REGIONAL CLIPPER START LOW INCOME FARE PROGRAM, CONCURRING WITH THE REGIONAL FRAMEWORK FOR THE PROGRAM ADOPTED BY THE METROPOLITAN TRANSPORTATION COMMISSION, AND AGREEING TO THE REIMBURSEMENT PROCESS AND AMOUNTS ESTABLISHED FOR THE PROGRAM**

---

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 et seq.; and

**WHEREAS**, transit affordability has been highlighted as a regional issue in MTC's Coordinated Plan, Plan Bay Area and other plans; and

**WHEREAS**, MTC has established the regional framework for the Regional Means-Based Transit Fare Pilot Program to improve transit affordability and access to opportunity for eligible low-income residents; and

**WHEREAS**, MTC has adopted the regional framework for the program, including named participating operators, funding guidelines, and program conditions, pursuant to MTC Resolution No. 4320, Revised, to guide implementation of the Clipper START Pilot Program for the 18-month period spanning Fiscal Year 2020-21 and Fiscal Year 2021-22; and

**WHEREAS**, MTC used the process and criteria set forth in Attachment A of Resolution No. 4439 to program funds appropriated in the Coronavirus Aid, Relief, and Economic Security (CARES) Act for the expansion of Clipper START Pilot to operators (Cohort 2) beyond the four (Cohort 1) operators as established in Resolution No. 4320; and

**WHEREAS**, Sonoma-Marín Area Rail Transit District has followed its Board-adopted fare policies and processes to be in compliance with Title VI analysis prior to implementing the Means-Based Fare Program; and

**WHEREAS**, recommends that its Board of Directors authorize a resolution of support for SMART to participate in the Regional Means-Based Fare Program (Clipper START), to be funded in part under the Regional Means-Based Fare Program; and

**WHEREAS**, SMART agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Regional Means-Based Fare Program (Clipper START), and satisfy all other conditions set forth in MTC Resolution No. 4320, Revised, and MTC Resolution No. 4439, and

**WHEREAS**, SMART certifies that the project and purpose for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report



Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

**WHEREAS**, there is no legal impediment to SMART making the funding request; and

**WHEREAS**, there is no pending or threatened litigation which might in any way adversely affect the ability of SMART to deliver the proposed project for which funds are being requested; and

**WHEREAS**, MTC will reimburse participating operators based on Clipper START ridership actual trips taken and MTC will take programming action to establish the maximum amount for each participating operator;

**NOW, THEREFORE, BE IT RESOLVED THAT THE** Board of Directors of the SMART District hereby

1. Requests that MTC program funds available under its Clipper START Pilot Program, in the amounts approved by MTC for which SMART is eligible, described in Attachment A of this Resolution; and
2. Designates SMART's General Manager, or designee, to be authorized to provide a copy of this Resolution, and such other information related to this Clipper START program as may be required, to MTC, and such other agencies as may be appropriate.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Sonoma-Marín Area Rail Transit District held on the 16<sup>th</sup> day of December 2020, by the following vote:

**DIRECTORS:**

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Eric Lucan, Chair, Board of Directors  
Sonoma-Marín Area Rail Transit District

ATTEST:

---

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

Date: October 28, 2020  
W.I.: 1311  
Referred by: PAC

Attachment B  
Resolution No. 4439  
Page 1 of 3

**Attachment B – Clipper START Pilot: Cohort 2 Agencies and Programming**  
**CARES Act Funding\***  
**FY2020-21 through FY2021-22**

**Table 1 – Funding by Cohort 2 Operators**

No.	Operator <sup>1</sup>	Transit Operator Customer Discount Offered <sup>2</sup>	Share of Cohort 2 Low Income Ridership Estimate <sup>3</sup> (60% Distribution)	Share of Cohort 2 Fare Revenue (2019) <sup>4</sup> (40% Distribution)	Share of Combined Factor: 60/40 <sup>5</sup>	Distribution by 60/40 (Share of Cohort 2 low income ridership and Share of Cohort 2 fare revenue)
1	Alameda-Contra Costa Transit District (AC Transit)	20%	62.3%	45.7%	55.7%	\$2,826,913
2	Central Contra Costa Transit Authority (CCCTA)	20%	3.1%	2.6%	2.9%	146,638
3	Fairfield and Suisun Transit (FAST)	20%	0.5%	1.8%	1.0%	52,846
4	Livermore-Amador Valley Transit Authority (LAVTA)	20%	2.0%	1.9%	2.0%	98,992
5	Marin Transit District	50%	4.0%	2.6%	3.4%	174,803
6	Napa VINE	20%	1.4%	1.0%	1.2%	62,027
7	Petaluma Transit	20%	0.4%	0.2%	0.3%	16,307
8	San Mateo County Transit District (SamTrans)	20%	17.3%	11.5%	15.0%	761,276
9	Santa Rosa CityBus	20%	2.6%	1.2%	2.0%	102,420
10	Solano County Transit (SolTrans)	20%	1.0%	2.7%	1.7%	85,738
11	Sonoma County Transit	20%	1.1%	1.6%	1.3%	64,817

	Operator <sup>1</sup>	Transit Operator Customer Discount Offered <sup>2</sup>	Share of Cohort 2 Low Income Ridership Estimate <sup>3</sup> (60% Distribution)	Share of Cohort 2 Fare Revenue (2019) <sup>4</sup> (40% Distribution)	Share of Combined Factor: 60/40 <sup>5</sup>	Distribution by 60/40 (Share of Cohort 2 low income ridership and Share of Cohort 2 fare revenue)
12	Sonoma Marin Area Rail Transit (SMART)	50%	0.4%	3.2%	1.5%	77,485
13	Eastern Contra Costa Transit Authority (Tri Delta Transit)	20%	2.2%	2.2%	2.2%	111,062
14	Union City Transit	20%	0.3%	0.3%	0.3%	15,898
15	Vacaville - City Coach	20%	0.4%	0.3%	0.4%	19,100
16	Western Contra Costa Transportation Authority (WestCAT)	20%	0.3%	1.8%	0.9%	47,176
17	San Francisco Bay Area Water Emergency Transportation Authority (WETA)	50%	0.6%	19.3%	8.1%	412,279
18	Santa Clara Valley Transportation Authority (VTA) <sup>6</sup>	<i>Participation and funding authority to be determined.</i>				
	<b>Total</b>		<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>\$5,075,777</b>

(\*) Funding is being provided by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, MTC Reso. 4420, Revised. For administrative ease and streamlining expenditure of funds, CARES Act funds are being exchanged with State Transit Assistance funds.

(1) Transit operators listed represent agencies that are eligible to receive CARES Act funding, established through MTC Resolution No. 4420 and 4320 for the Clipper START Pilot. Funds will be allocated annually per fiscal year to be disbursed on a reimbursement basis. Transit agencies will be reimbursed quarterly for half of the 20 percent Clipper Means-Based discount per trip, based on the transit agency's actual Clipper START ridership.

(2) Clipper START customer discount offered by the transit operator.

(3) Share of Cohort 2 Low Income Ridership Estimate (60%). Percentage is based on low-income ridership share of Cohort 2. The transit agency's estimated low-income ridership is calculated by the transit agency's total ridership (FTA National Transit Data, 2019) multiplied by the percent of ridership that is low-income (MTC On-Board Transit Passenger Demographic Surveys, 2018).

(4) Share of Cohort 2 2019 Fare Revenue (40%). Based on fare revenue share of Cohort 2. Annual fare revenue in 2019 reported by the transit operator.

- (5) The 60% low-income ridership/40% fare revenue hybrid is used to balance higher discount levels (i.e. agencies offering a 50% discount) offered by transit operators that may attract and lead to higher customer participation use and volume.
- (6) MTC staff is working with VTA staff to analyze if participation by VTA in Clipper START would provide additional value for low-income VTA riders (beyond the means-based programs they already provide) and may propose a modification to the program of projects at a future date based on this analysis.



**Eric Lucan Chair**  
Transportation Authority of Marin

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

**Judy Arnold**  
Marin County Board of Supervisors

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December 16, 2020

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

**SUBJECT:** Creation of In-House Training Program and Approve a Resolution Authorizing the Creation of Two (2) Signal Technician Trainee positions

Dear Board Members:

**RECOMMENDATION:**

Approve Resolution No. 2020-28 to add two (2) Signal Technician Trainee positions to the Approved Positions for Fiscal Year 2020-21.

**SUMMARY:**

Qualified local candidates with railroad experience have not been available in Marin and Sonoma Counties because no passenger railroad operations existed in the local area for almost 60 years prior to the arrival of SMART. Creating local training programs for hard-to-fill positions has been a long-term goal for the District. Staff began meeting with local colleges in 2016, including College of Marin and Santa Rosa Junior College, to create career technical education programs that would teach skills relevant to SMART's hard to fill positions, such as Signal Technician and Vehicle Maintenance Technician. SMART staff also participated on employer advisory panels hosted by the colleges. Santa Rosa Junior College now offers skills certificate programs in Diesel Equipment Technology and Mechatronics as a result of the school's collaboration with SMART and other local employers to meet workforce demands.

In addition to working with our local education partners, SMART Operations and Human Resources staff have collaborated to create in-house training programs for local candidates in the areas of signal maintenance and vehicle maintenance. We have also met with our union partners to discuss the creation of training programs and have found them to be supportive.

Signal Technicians are essential to the safety of the rail system and must be filled regardless of how many trains SMART operates each day. That safety extends to the safe functioning of local roads which cross our tracks, roads that become blocked if signals are not functioning properly.

Our Operations Department currently has four Signal Technician vacancies out of a total of nine authorized positions. The most recent resignation was in June of 2020. Due to the specialized nature of the job, it is difficult to find local candidates who meet the minimum qualifications. In addition, the high cost of living in the Bay Area and the current pandemic have combined to create an extremely difficult recruiting environment for Signal Technician positions.

To address this challenge, we are recommending the creation of a new Signal Technician Trainee position that would provide job opportunities and career advancement for local candidates. The creation of the position would not increase budgeted position authorization as the District would hold a Signal Technician position vacant for each Trainee hired. Total positions filled between fully qualified Signal Technicians and Trainees would not exceed the budgeted allocation for the Signal Technician job class, which is currently nine. The resolution attached would amend the Position Authorization Table 5 in the budget to add the following authorization:

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly	
		Low	High	Low	High
Signal Technician Trainee***	2	-	\$ 82,243	-	\$ 39.54

This position would require some electrical and electronic background but not necessarily any previous signal maintenance experience. Signal Technician Trainees would undergo a training and familiarization program directed specifically to SMART's system and components. The Signal Technician Trainee job class would be compensated at 75% of the Signal Technician rate, resulting in initial savings associated with hiring a fully qualified Signal Technician. Trainees will be required to successfully complete the training program and be certified as a qualified Signal Technician prior to the end of the 12-month probationary period.

**FISCAL IMPACT:** There is no increased cost associated with the approval of the two trainee positions because we be underfilling existing positions.

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

Very truly yours,

/s/  
Lisa Hansley  
Human Resources Manager

Attachment(s):

- 1) Resolution No. 2020-28 adds two (2) Signal Technician Trainee positions to the Approved Positions for Fiscal Year 2020-21
- 2) Letter from Teamsters Union Local 665

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2020-10 TO REVISE ANNUAL BUDGET FOR FISCAL YEAR 2020-2021 TO PROVIDE FOR INCREASED POSITION AUTHORITY**

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**WHEREAS**, as part of its approval of the Annual Budget for Fiscal Year 2020-21, the Board duly considered the annual expenditures necessary for the Sonoma-Marín Area Rail Transit District; and

**WHEREAS**, on June 17, 2020 the Board adopted Resolution 2020-10 approving the Annual Budget for Fiscal Year 2020-21; and

**WHEREAS**, Resolution No. 2020-10 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.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Sonoma-Marín Area Rail Transit District that the Fiscal Year 2020-21 Budget for the Sonoma-Marín Area Rail Transit District attached as Exhibit A to Resolution 2020-10 is hereby amended to revise Table 5, SMART Position Authorizations, to revise the authorized positions and salary ranges to include a new position of Signal Technician Trainee as shown below, and;

Position	Authorized FTE	Salary Range: Annual		Salary Range: Hourly	
		Low	High	Low	High
Signal Technician Trainee***	2	-	\$ 82,243	-	\$ 39.54

**BE IT FURTHER RESOLVED** that the addition of the two new positions does not authorize an increase overall position counts and will be considered against the nine (9) full time equivalent (FTE) positions authorized for Signal Technicians, and;

**BE IT FURTHER RESOLVED** except as specifically amended or supplemented by this Resolution, Resolution No. 2020-10, 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 2020-10.

**Resolution No. 2020-28**  
**Sonoma-Marin Area Rail Transit District**  
**December 16, 2020**

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Sonoma-Marin Area Rail Transit District held on the 16th day of December, 2020, by the following vote:

**DIRECTORS:**

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Eric Lucan, Chair, Board of Directors  
Sonoma-Marin Area Rail Transit District

ATTEST:

\_\_\_\_\_  
Leticia Rosas-Mendoza, Clerk of the Board of Directors  
Sonoma-Marin Area Rail Transit District





## TEAMSTERS LOCAL UNION No. 665

AFFILIATED WITH THE INTERNATIONAL BROTHERHOOD OF TEAMSTERS  
& TEAMSTERS JOINT COUNCIL No. 7



Main Office:  
1801 Van Ness Avenue, Suite 310  
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December 8, 2020

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

Members of the Board, we are writing you today in support of the agenda item asking you to Approve a Resolution Authorizing the creation of two Signal Technician Trainee Positions. As a labor organization that represents a significant number of workers in Marin and Sonoma Counties, we are always in support of training programs that create opportunities for local workers to acquire professional skills and high-quality employment. Local hires are already invested in the community and are more likely to stay at SMART then move on when they discover the cost of living in Marin or Sonoma is higher than they had anticipated.

As the labor organization that currently represents the Signal Techs working at SMART we are especially enthusiastic to support the creation of these positions. The skill set of Signal Techs is highly specialized and difficult to recruit and we are excited to work with SMART to create training opportunities for new members. We have met with SMART's staff and have discussed the framework of how the district proposes to administer this program. We are in support of the plan and we see it as creating value for the employee and the district.

Sincerely

A handwritten signature in blue ink, likely belonging to Tom Woods, is located below the "Sincerely" text.

Tom Woods  
Business Agent  
Teamsters Local 665