BOARD OF DIRECTORS
REGULAR MEETING AGENDA
November 15, 2017 – 1:30 PM
5401 Old Redwood Highway, 1st Floor
Petaluma, CA 94954

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

10. Next Regular Meeting Board of Directors, December 6, 2017 – 1:30 PM – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954

11. Adjournment

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

DOCUMENTS: Documents distributed by SMART for its monthly Board meeting or committee meetings, and which are not otherwise privileged, may be inspected at SMART’s office located at 5401 Old Redwood Highway, Suite 200, Petaluma, CA 94954 during regular business hours. Documents may also be viewed on SMART’s website at: www.sonomamarintrain.org. Materials related to an item on this Agenda submitted to SMART after distribution of the agenda packet are available for public inspection at the SMART Office. For information about accessing SMART meetings by public transit, use the trip planner at www.511.org
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
November 1, 2017 - 1:30 PM
5401 Old Redwood Highway, 1st Floor
Petaluma, CA 94954

1. Call to Order

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

Closed Session Urgency Item
Chair Fudge stated that since the posting of the agenda, facts and circumstances have arisen that necessitate immediate action. SMART’s General Manager has a Closed Session Urgency Item regarding the sale of Golden Gate Transit District’s property to SMART. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations. Property: APN: 011-279-03 (Second Street, San Rafael); Negotiating Parties: Farhad Mansourian – Golden Gate Bridge Highway and Transportation District.

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

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

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

MOTION: Director Russell moved approval of September 20, 2017 minutes as presented. Director Mackenzie second. The motion carries 11-0-0 (Director Sears absent).
3. Public Comment on Non-Agenda Items

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

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

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

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

4. Board Member Announcements

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

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

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

Chair Fudge thanked SMART Staff and General Manager Mansourian for providing free train service during the fire crisis. She stated that she was involved with the Town of Windsor Emergency Operating Center. She was in contact with SMART’s General Manager and SMART operated smoothly during the fire disaster. She also has received positive
comments regarding SMART’s Engineers/Conductors and Staff for assisting people during the fire crisis. People with suitcases who were evacuated also used the train to get to another location when Highway 101 was closed.

5. General Manager’s Report

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

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

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

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

a. Operations Report

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

- **Where do you typically begin your trip?**
  - Petaluma Downtown 19%
  - Santa Rosa Downtown 18%
  - Sonoma County Airport 14%
  - San Rafael Downtown 13%

- **Where is your destination**
  - San Rafael Downtown 49%
  - Marin Civic Center 10%
  - Petaluma Downtown 8%
  - Santa Rosa Downtown 8%
  - Sonoma County Airport 7%
  - Novato San Marin 6%

- **Which days of the week do you travel?**
  - Thursday 62%
  - Friday 60%
Which time(s) of the day do you travel on SMART?

- **MORNING** Top Answers:
  - 7-8 a.m. 32%
  - 6-7 a.m. 26%
  - 8-9 a.m. 24%
  - 9-10 a.m. 14%

- **AFTERNOON** Top Answers:
  - 5-6 p.m. 43%
  - 4-5 p.m. 36%
  - 6-7 p.m. 26%
  - 3-4 p.m. 21%

Totals!

- Total Number of Passengers Carried Since August 25th: 137,702
  - Fridays: 25,329
  - Thursdays: 20,798
  - Wednesdays: 20,291
  - Mondays: 19,670
  - Tuesdays: 19,090
  - Saturdays: 16,893
  - Sundays: 15,631
- Average Weekly Passengers Projected: 15,600
- Actual Weekly Passengers: 15,300  *(including the No Service and limited Fire days)*

- Total Number of Bikes Carried Since August 25th: 11,644
- Total Number of Wheelchairs Carried Since August 25th: 619

Financials

- Total Revenue Received Since August 25th: $690,691
- Actual Average Weekly Fares Since Start: $74,362  *(including free, fire & limited service days)*
- Average Weekly Fares Required to Meet Budget: $68,023

Comments

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

Director Lucan asked when SMART anticipates receiving accurate/robust information from Clipper. Mr. Mansourian responded that SMART anticipate receiving more accurate data from Clipper early next year, at this time Clipper is behind schedule. Director Lucan asked
how SMART envisions the report. Mr. Mansourian responded that once the data is received/reviewed it should capture the Clipper program and any App’s being used.

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

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

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

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

a. **North Bay Fire Report**

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

- On Sunday, October 8, 2017, at 9:36 p.m., the on-duty Controller at the Operations Control Center advised that the power was out at the Rail Operations Center and was operating on generator power.
- At approximately 11:10 p.m., the Operations Control Center was notified of a fire at 6th Street in Santa Rosa.
- On Monday, October 9, 2017, at approximately 12:30 a.m., the on-duty Controller notified the Operations Manager that the fire had reached the greater Santa Rosa area, and another fire near Shiloh Road in Windsor was reported.
- At 2:30 a.m., the fire had burned down to Bicentennial Way and Highway 101.
- At 3:30 a.m., the on-duty Controller notified the Operations Manager that Highway 101 southbound and northbound was closed at Bicentennial Way. The Track Supervisor reported that the tracks were undamaged, however, the fire was burning on both sides of the track north of Piner Road by Coffey Park.
- At 4:00 a.m., with most of our train crews and SMART staff unable to get to the Rail Operations Center, the General Manager suspended the morning service.
- At approximately 6:30 a.m., SMART’s Chief of Police activated SMART’s Emergency Operations Center (EOC).
- At approximately 8:00 a.m., the Maintenance of Way Division started connecting portable generators to crossings and signal houses in Santa Rosa.
- At approximately 11:30 a.m., crews that were able to report to the Rohnert Park Station where transported by hi-rail to the Rail Operations Center, since Highway 101 remained closed.
- At approximately 12:30 p.m., the Operations Manager provided status of vehicles, train control system and the available personnel. The General Manager approved operations plan to start a limited service between Santa Rosa Downtown Station and San Rafael Downtown Station on a modified schedule.
At 2:49 p.m., limited afternoon service began between Santa Rosa Downtown and San Rafael Downtown Stations.

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

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

**Directors’ Comments**

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

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

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

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

6. **Consent**

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

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

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

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

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

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

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

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

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

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

Chief Financial Officer stated that Federal Transit Administration (FTA) requires that SMART establish a fully funded project that satisfies their requirements. SMART has begun initial work on the Larkspur Extension Project, the 2.1 mile extension from Downtown San Rafael to Larkspur. SMART has secured funding from our partners and is in the final stated of executing a grant agreement with the FTA. The FTA typically insists on 15% contingency for project like this that is being administered through a design-build contract. SMART has negotiated with the FTA to carry a 10% project contingency. As a comparison SMART
completed the two design build contract for the 43-mile Initial Operating Segment with a 5% contingency. The 10% contingency for this project should satisfy the FTA requirements.

**Directors’ Comments**

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

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

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

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

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

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

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

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

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

**Directors’ Comments**

Director Zane asked if the company is local. Mr. Hurlbutt responded that they are from Sebastopol.
**MOTION:** Director Zane moved to Authorize the General Manager to Execute Contract Amendment No. 4 with Portola Systems Inc. for an amount of $178,627 as presented. Director Arnold second. The motion carried 11-0-0 (Director Sears absent).

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

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

- California State Rail Plan Vision Statement
- Role of Rail in Statewide Transport
  - The Rail Plan assesses a changing funding landscape including Senate Bill 1
- Illustrated Existing Rail System Map
- Existing Rail System (Intercity Rail)
  - Capitol Corridor Joint Powers Authority
  - Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN)
  - San Joaquin Joint Powers Authority
- Existing Rail System (Intercity Rail: Emerging Corridor)
  - Coachella Valley – San Gorgonio Pass Rail Corridor
  - Central Coast Rail (Coast Rail Coordinating Council)
  - Central Valley – Tulare Cross Valley Corridor
- Existing Rail System (Commuter Rail)
  - Caltrain
  - Altamont Corridor Express
  - Metrolink
  - COASTER
  - Sonoma-Marin Area Rail Transit District (SMART)
- Illustrated Commuter Rail Northern California and Public Ownership of Rail Maps
- Proposed Passenger Improvements and Investments – Service Areas
  - Central Valley and Sierra Nevada
  - North San Francisco Bay Area and North Coast
  - South San Francisco Bay Area
  - Central Coast
  - Las Vegas to High Speed Rail
  - LOSSAN North and Antelope Valley
  - Los Angeles Urban Mobility Corridor
  - LOSSAN South
- 2022 Short-Term Plan: Service Goals
  - Expand SMART rail service to Larkspur
  - Connect SMART at San Rafael Transit Center to Richmond with Integrated Express Bus service
  - Evaluate expansion of rail service
  - Improvements to bus services
- 2022 Short-Term Infrastructure Investments
- 2027 Mid-Term Plan: Service Goals
  - Integrate regional rail service from Larkspur to Cloverdale (SMART Phase 2)
  - Integrate Express Bus Services
- 2027 Mid-Term Infrastructure Improvements
- 2040 Long-Term Plan: Service Goals
  - Implementation and planning for connection from Marin and Napa Counties
  - Assist communities throughout the North Bay
  - Half-hourly peak and hourly-off peak service along Cloverdale and Larkspur Corridor
- 2040 Long-Term Infrastructure Investments
- Illustrated 2040 CA Rail Vision Map
- Freight Rail Discussion
  - Freight spurs/sidings/SMART/NWP
- Potential Funding Sources
  - Senate Bill 1 (SB1)
  - Cap-and-Trade
  - Regional Measure 3

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

Mr. Mansourian introduced Chief Engineer Bill Gamlen who concluded the PowerPoint presentation with construction highlights that included:
- SMART owned right-of-way map and Initial SMART System (Phase 1)
- Phase 2: Larkspur Extension (*construction has begun*)
  - Fall 2017 – Bridge piling
  - Winter 2017/18 – Platforms, Bridges and Roadways
  - Spring 2018 – Track, Anderson Drive, crossings and utilities
  - Summer 2018 – Track, roadways, crossings and Transit Center
  - Fall/Winter 2018 – Systems and Train Control Installations
  - Winter/Spring 2019 – Testing
  - Spring/Fall 2019 – Passenger Service
- Illustrated SMART Pathway System
- Bicycle Projects Underway
  - San Rafael: San Pedro Road to Civic Center Station
  - Novato: Franklin Path to Grant Street and Rush Creek Place to San Marin Station
  - Cotati/Rohnert Park: Station to Sonoma Mountain Village
  - Petaluma: Payran to South Point
- Passenger Rail Extensions
Sonoma County Airport to Cloverdale
- North Estimates: Sonoma County Airport to Windsor ($55M); Windsor to Healdsburg ($125M); Healdsburg to Cloverdale ($170M)
- Northern scope and cost review: 1) review existing designs; 2) update cost estimate; and 3) verify scope

Novato to Solano Hub
- Conceptual Study: 1) evaluate right-of-way; 2) develop operations model; 3) identify potential stations; and 3) prepare implementation strategy
- Feasibility Study: Solano Hub to Sonoma/Marin Project (total project cost: $836,739 which includes a local match of $96k)

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

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

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

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

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

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

Director Russell stated that all the goals and many of the policies that SMART has discussed over the last few years have been addressed in the State Rail Plan. The Rail Plan mentioned
social equity and household income and how these relate to the lack of public transportation. She thanked SMART’s staff and General Manager Mansourian for the excellent presentation.

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

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

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

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

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

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

Public Comment on Closed Session 13c
Duane Bellinger appreciated the Santa Rosa North parking discussion. He attended a workshop at the Petaluma Community Center about 10 years ago where the discussed the Corona Parking and hope they were incorporated into the Strategic Plan. He suggested that SMART conduct a survey to address the Petaluma residents east and west parking needs. Also, to reach public policy in closed session about the placement of parking, buildings and expenditure of funds in Petaluma is considered a Brown Act violation,

Chair Fudge adjourned the Board to closed session at 3:31 p.m. to discuss the following:
13. Closed Session
   a. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
      Property: Sonoma-Marin Area Rail Transit District
      Santa Rosa property located at 2 W. 3rd Street and 34 W. 6th St.
      APN #: 010-171-019, 010-166-003
      Negotiating Parties: Farhad Mansourian – ROEM Corporation
   b. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
      Property: APN(s): 007-131-003; 007-131-004 and 137-061-019
      D Street and Corona Road, Petaluma
      Negotiating Parties: Farhad Mansourian – Lomas Partners
   c. Additional/Changes to the Agenda (Government Code Section 54954.2(b)(2) (2/3 Vote) - Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations
      Property: APN: 011-279-03 (Second Street)
      Negotiator: Farhad Mansourian – Golden Gate Bridge Hwy & Transportation District

14. Report Out of closed Session

   Chair Fudge reported out of closed session at 4:21PM on the following:
   a. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
      Property: Sonoma-Marin Area Rail Transit District
      Santa Rosa property located at 2 W. 3rd Street and 34 W. 6th St.
      APN #: 010-171-019, 010-166-003
      Negotiating Parties: Farhad Mansourian – ROEM Corporation
      Report Out: No Action Taken
   b. Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations.
      Property: APN(s): 007-131-003; 007-131-004 and 137-061-019
      D Street and Corona Road, Petaluma
      Negotiating Parties: Farhad Mansourian – Lomas Partners
      Report Out: No Action Taken
   c. Additional/Changes to the Agenda (Government Code Section 54954.2(b)(2) (2/3 Vote) - Conference with General Manager, Farhad Mansourian, pursuant to California Government Code Section 54956.8 regarding real estate property negotiations
      Property: APN: 011-279-03 (Second Street)
Negotiator: Farhad Mansourian – Golden Gate Bridge Hwy & Transportation District

*Report Out*: Board of Directors approved a Purchase Agreement with Golden Gate Bridge District

15. Next Regular Meeting Board of Directors, November 15, 2017 – 1:30 PM – 5401 Old Redwood Highway, 1st Floor, Petaluma, CA 94954

16. Adjournment – Meeting adjourned at 4:22 p.m.

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: ________________
November 15, 2017

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

SUBJECT: Monthly Financial Reports

Dear Board Members:

RECOMMENDATION: Information Item

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

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

Very truly yours,

Erin McGrath
Chief Financial Officer

Attachment(s): Monthly Financial Report
Contract Summary
## FY 2017-18 Budget Actuals Remaining

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

## Expenditures

<table>
<thead>
<tr>
<th>Administration</th>
<th>FY 2017-18</th>
<th>YTD Actuals</th>
<th>Remaining Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>5,309,286</td>
<td>1,336,394</td>
<td>3,972,892</td>
</tr>
<tr>
<td>Services &amp; Supplies</td>
<td>7,049,372</td>
<td>1,301,830</td>
<td>5,747,543</td>
</tr>
<tr>
<td>Debt Service/ Other Charges</td>
<td>14,204,676</td>
<td>4,005,126</td>
<td>10,199,550</td>
</tr>
<tr>
<td>Depreciation</td>
<td>15,698,600</td>
<td>1,557,031</td>
<td>14,141,569</td>
</tr>
<tr>
<td>Machinery &amp; Equipment</td>
<td>85,000</td>
<td>-</td>
<td>85,000</td>
</tr>
<tr>
<td><strong>Expenditure Total</strong></td>
<td>42,346,935</td>
<td>8,200,382</td>
<td>34,146,553</td>
</tr>
<tr>
<td><strong>Capital</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits</td>
<td>1,208,467</td>
<td>294,211</td>
<td>914,256</td>
</tr>
<tr>
<td>Services &amp; Supplies</td>
<td>964,830</td>
<td>92,289</td>
<td>872,541</td>
</tr>
<tr>
<td>Other Charges</td>
<td>110,000</td>
<td>-</td>
<td>110,000</td>
</tr>
<tr>
<td>Land</td>
<td>2,754,000</td>
<td>829,000</td>
<td>1,925,000</td>
</tr>
<tr>
<td>Buildings &amp; Capital Improvements</td>
<td>170,000</td>
<td>170,000</td>
<td>-</td>
</tr>
<tr>
<td>Machinery &amp; Equipment</td>
<td>9,203,450</td>
<td>180,000</td>
<td>9,023,450</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>23,142,218</td>
<td>3,013,146</td>
<td>20,129,072</td>
</tr>
<tr>
<td>Intangible Assets</td>
<td>37,552,965</td>
<td>4,676,845</td>
<td>32,974,320</td>
</tr>
<tr>
<td><strong>Operations</strong></td>
<td>86,194,210</td>
<td>15,895,914</td>
<td>70,298,296</td>
</tr>
<tr>
<td><strong>Adjustments</strong></td>
<td>21,992,910</td>
<td>4,673,918</td>
<td>17,318,992</td>
</tr>
</tbody>
</table>

## Investment Report

**Bond Reserve Fund**  
Sonoma County Treasury Pool  
17,072,500

**Interest Fund**  
Sonoma County Treasury Pool  
676,428

**Project Fund**  
Sonoma County Treasury Pool  
371,705

**Principal Fund**  
Sonoma County Treasury Pool  
3,631,669

**SMART Fund Balance**  
Bank of Marin  
5,132,826

Sonoma County Treasury Pool  
35,974,790

62,859,918

## Capital Project Report

<table>
<thead>
<tr>
<th>Phase 1 Operating Segment</th>
<th>Budget</th>
<th>Actual</th>
<th>Remaining Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues</td>
<td>448,207,379</td>
<td>439,535,799</td>
<td>8,671,580</td>
</tr>
<tr>
<td>Expenditures</td>
<td>448,207,379</td>
<td>410,725,186</td>
<td>37,482,193</td>
</tr>
</tbody>
</table>

**Additional Railcar Purchase**  
Revenues  
11,000,000

Expenditures  
11,000,000

**San Rafael to Larkspur Extension**  
Revenues  
55,435,059

Expenditures  
55,435,059
## Contract Summary

**Active Contracts as of October 31, 2017**

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Scope</th>
<th>Fiscal Year 17-18</th>
<th>Fiscal Year 17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Projected</td>
<td>Actuals-To-Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Scope</th>
<th>Fiscal Year 17-18</th>
<th>Fiscal Year 17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Projected</td>
<td>Actuals-To-Date</td>
</tr>
</tbody>
</table>

- **A.J. Janitorial Service**
  - **Scope**: SMART Station Janitorial and Related Services
  - **Projected**: $75,550
  - **Actuals-To-Date**: $21,350

- **A.J. Janitorial Service**
  - **Scope**: Janitorial Services for the ROC, Fulton, and Roblar
  - **Projected**: $25,000
  - **Actuals-To-Date**: $5,520

- **Adobe Associates Inc.**
  - **Scope**: Real Property Support Services
  - **Projected**: $12,000
  - **Actuals-To-Date**: $0

- **ADS System Safety Consulting, LLC**
  - **Scope**: Safety Program Development and Emergency Preparedness Consultation Services
  - **Projected**: $39,912
  - **Actuals-To-Date**: $0

- **Ahlborn Fence & Steel, Inc.**
  - **Scope**: Claim-Based Fencing Repair Work
  - **Projected**: $3,815
  - **Actuals-To-Date**: $0

- **Ahlborn Fence & Steel, Inc.**
  - **Scope**: Fencing and Gate Installation Services at the ROC
  - **Projected**: $35,000
  - **Actuals-To-Date**: $1,546

- **Alliant Insurance Services**
  - **Scope**: Insurance Brokerage & Risk Management Services
  - **Projected**: $71,000
  - **Actuals-To-Date**: $0

- **Aramark Uniform Services**
  - **Scope**: Employee Uniform Provider and Cleaning Service
  - **Projected**: $60,000
  - **Actuals-To-Date**: $5,377

- **Area West Environmental, Inc**
  - **Scope**: Environmental Compliance Support Services
  - **Projected**: $44,491
  - **Actuals-To-Date**: $0

- **Asbury Environmental Services (AES)**
  - **Scope**: Recycling & Disposal Service for Used Oil, Fuel Filters, Rags, and Related Equipment
  - **Projected**: $11,439
  - **Actuals-To-Date**: $0

- **Barberi Security Group**
  - **Scope**: Security Guard/Patrol Services
  - **Projected**: $25,000
  - **Actuals-To-Date**: $0

- **Bender Rosenthal, Inc.**
  - **Scope**: Real Estate Support Services for Larkspur Extension
  - **Projected**: $98,780
  - **Actuals-To-Date**: $13,601

- **Bettnig Investigations**
  - **Scope**: Background Investigations
  - **Projected**: $10,000
  - **Actuals-To-Date**: $3,398

- **Big Cat Advertising**
  - **Scope**: Digital Advertisement Services
  - **Projected**: $18,000
  - **Actuals-To-Date**: $0

- **Biggs Cardosa Associates, Inc.**
  - **Scope**: Engineering Design and Construction Support for Pay yan to Southpoint Multi-Use Pathway
  - **Projected**: $325,000
  - **Actuals-To-Date**: $96,763

- **Bradford D. Andersen dba Andersen Window Tinting**
  - **Scope**: Anti-Graffiti Film and Window Tinting Installation Services for Stations
  - **Projected**: $1,850
  - **Actuals-To-Date**: $1,850

- **Burke, Williams & Sorensen, LLP**
  - **Scope**: Litigation Support Services
  - **Projected**: $129,348
  - **Actuals-To-Date**: $61,549

- **Cal Accessibility, Inc.**
  - **Scope**: ADA Compliance Support Services for CP4
  - **Projected**: $20,000
  - **Actuals-To-Date**: $0

- **CALOPPS - City of Foster City**
  - **Scope**: Internet Employment Website - CALOPPS
  - **Projected**: $2,000
  - **Actuals-To-Date**: $0

- **Cascade Training Center**
  - **Scope**: AED Program Management
  - **Projected**: $2,000
  - **Actuals-To-Date**: $1,809

- **Certified Employment Group**
  - **Scope**: Temporary Staffing Services
  - **Projected**: $15,000
  - **Actuals-To-Date**: $0

- **CMC Traffic Control Specialists**
  - **Scope**: Flagging, Traffic Control, and Related Services
  - **Projected**: $50,000
  - **Actuals-To-Date**: $43,718

- **Coates Field Service, Inc.**
  - **Scope**: Real Estate Acquisition and Relocation Services
  - **Projected**: $20,000
  - **Actuals-To-Date**: $0

- **David Rzepinski & Associates**
  - **Scope**: Transit Market, Fare Analysis, Coordination
  - **Projected**: $16,000
  - **Actuals-To-Date**: $0

- **David Tattersall & Co.**
  - **Scope**: Real Estate Appraisal Services for Larkspur Extension
  - **Projected**: $10,000
  - **Actuals-To-Date**: $0

- **David Tattersall & Co. Real Estate Advisory Service**
  - **Scope**: Real Estate Appraisal Services for Larkspur Extension
  - **Projected**: $10,000
  - **Actuals-To-Date**: $0

- **DeAngelo Brothers, LLC (DBI Services)**
  - **Scope**: Vegetation Control Services
  - **Projected**: $24,627
  - **Actuals-To-Date**: $0

- **Denno Enterprises**
  - **Scope**: ROW Maintenance & Weed Abatement
  - **Projected**: $89,420
  - **Actuals-To-Date**: $58,915

- **DGD Feeds (dba Frizelle Enos Feeds)**
  - **Scope**: Dust Suppression Services for Downtown Petaluma and Airport Blvd Park & Ride Lots
  - **Projected**: $3,000
  - **Actuals-To-Date**: $2,722

- **Diego Truck Repair**
  - **Scope**: Towing, Recoveries, Demolition, and Related Services
  - **Projected**: $1,000
  - **Actuals-To-Date**: $0

- **Dr. Mark Clementi**
  - **Scope**: Pre-Employment Psychological Evaluations
  - **Projected**: $15,000
  - **Actuals-To-Date**: $0

- **eLock Technologies, LLC**
  - **Scope**: Station Bike Lockers and Maintenance Services
  - **Projected**: $10,500
  - **Actuals-To-Date**: $0

- **Empire Cleaners**
  - **Scope**: Uniform Dry-Cleaning, Laundering, and Related Services
  - **Projected**: $43,873
  - **Actuals-To-Date**: $3,103

- **Enttec Consulting Services, LLC**
  - **Scope**: Oracle Accounting System Support Services
  - **Projected**: $65,000
  - **Actuals-To-Date**: $0

- **ePath Learning, Inc.**
  - **Scope**: Cloud-Based Training / Learning Management Software
  - **Projected**: $6,180
  - **Actuals-To-Date**: $0

- **Everbridge, Inc.**
  - **Scope**: Nexile Computer Software (Cloud-based)
  - **Projected**: $15,462
  - **Actuals-To-Date**: $0

- **George Hills Company, Inc.**
  - **Scope**: Third Party Claims Administration Services
  - **Projected**: $60,000
  - **Actuals-To-Date**: $0

- **GHD, Inc.**
  - **Scope**: SWPP Compliance, AutoCAD Management, Traffic and Hydraulic Analysis for CP4
  - **Projected**: $182,373
  - **Actuals-To-Date**: $48,773

- **Golden Gate Bridge, Highway and Transportation District**
  - **Scope**: Weekend Bus Service between San Rafael Transit Center and Larkspur Ferry
  - **Projected**: $43,578
  - **Actuals-To-Date**: $0

- **Golden Gate Bridge, Highway and Transportation District**
  - **Scope**: Customer Service Support Services
  - **Projected**: $89,806
  - **Actuals-To-Date**: $48,000

- **GP Crane & Hoist Services**
  - **Scope**: Cal/OSHA Crane Inspection Services
  - **Projected**: $11,050
  - **Actuals-To-Date**: $0

- **Granicus, Inc.**
  - **Scope**: Media Streaming & Internet Broadcasting Services
  - **Projected**: $8,500
  - **Actuals-To-Date**: $0

- **Holland Company**
  - **Scope**: Track Geometry and Measurement Services
  - **Projected**: $30,000
  - **Actuals-To-Date**: $0

- **Hulcher Services, Inc.**
  - **Scope**: Derailment & Hazmat Services
  - **Projected**: $40,000
  - **Actuals-To-Date**: $0

- **ICF Jones & Stokes, Inc.**
  - **Scope**: Environmental Permitting Management and Support Services
  - **Projected**: $360,320
  - **Actuals-To-Date**: $56,034
<table>
<thead>
<tr>
<th>Contractor</th>
<th>Scope</th>
<th>Fiscal Year 12-18 Projected</th>
<th>Fiscal Year 17-18 Actuals-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intelletrace, Inc.</td>
<td>Internet/Cellular Tower Maintenance Services</td>
<td>$31,000</td>
<td>$3,358</td>
</tr>
<tr>
<td>John Hard</td>
<td>Fire and Life Safety Planning</td>
<td>$30,000</td>
<td>$9,812</td>
</tr>
<tr>
<td>John Rand</td>
<td>Project Cost Management Services</td>
<td>$30,300</td>
<td>$7,925</td>
</tr>
<tr>
<td>James Flagler</td>
<td>General Contractor Services</td>
<td>$25,700</td>
<td>$6,960</td>
</tr>
<tr>
<td>Intelligent Technology Solutions, Inc.</td>
<td>Vehicle and Systems Design and Construction Management Services</td>
<td>$23,572</td>
<td>$5,272</td>
</tr>
<tr>
<td>James Flagler</td>
<td>General Contractor Services</td>
<td>$23,700</td>
<td>$5,224</td>
</tr>
<tr>
<td>Intelligent Technology Solutions, Inc.</td>
<td>General Contractor Services</td>
<td>$23,700</td>
<td>$5,224</td>
</tr>
<tr>
<td>James Flagler</td>
<td>General Contractor Services</td>
<td>$23,700</td>
<td>$5,224</td>
</tr>
<tr>
<td>Intelletrace, Inc.</td>
<td>Vehicle and Systems Design and Construction Management Services</td>
<td>$23,572</td>
<td>$5,272</td>
</tr>
<tr>
<td>John Hard</td>
<td>Project Cost Management Services</td>
<td>$23,000</td>
<td>$5,100</td>
</tr>
<tr>
<td>John Rand</td>
<td>General Contractor Services</td>
<td>$22,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>James Flagler</td>
<td>General Contractor Services</td>
<td>$21,000</td>
<td>$4,900</td>
</tr>
</tbody>
</table>

*Actuals-To-Date includes invoices that have been approved as of October 31, 2017, but may not have been processed in SMART’s Financial System.*
November 15, 2017

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

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

Dear Board Members:  

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

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

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

We recommend amending the authorized personnel and salary  
allocations for Fiscal Year 2017-18 to add one full-time equivalent  
(FTE) Manager of Train Control Systems position as outlined below.
<table>
<thead>
<tr>
<th>POSITION</th>
<th>FTE</th>
<th>PROPOSED SALARY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager of Train Control Systems</td>
<td>1</td>
<td>$175,282</td>
</tr>
</tbody>
</table>

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

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

Very truly yours,

Lisa Hansley
Human Resources Manager

Attachment(s):
Resolution Number 2017-16 Amending the Authorized Personnel and Salary Allocations for Fiscal Year 2017-18
RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2017-05 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 TO PROVIDE FOR REVISED POSITION AUTHORITY

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

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

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

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

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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FTE</th>
<th>Annual Low</th>
<th>Annual High</th>
<th>Hourly Low</th>
<th>Hourly High</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager of Train Control Systems</td>
<td>1</td>
<td>$175,282</td>
<td>$213,075</td>
<td>$84.27</td>
<td>$102.44</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, together with all supplements, amendments and exhibits thereto is, and shall continue to be, in full force and effect as originally adopted, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of Resolution No. 2017-05.

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

DIRECTORS:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

________________________________________
Debora Fudge, Chair, Board of Directors  
Sonoma-Marin Area Rail Transit District

ATTEST:

________________________________________
Leticia Rosas-Mendoza, Clerk of the Board of Directors  
Sonoma-Marin Area Rail Transit District
November 15, 2017

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

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

Dear Board Members:

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

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Title</th>
<th>Low Annual</th>
<th>High Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Santa Rosa</td>
<td>IT Technician</td>
<td>$69,430</td>
<td>$84,365</td>
</tr>
<tr>
<td>City of Petaluma</td>
<td>IT Specialist II</td>
<td>$77,834</td>
<td>$94,598</td>
</tr>
<tr>
<td>City of Novato</td>
<td>IT Technician</td>
<td>$62,067</td>
<td>$75,442</td>
</tr>
<tr>
<td>City of Marin</td>
<td>Systems Support Analyst II</td>
<td>$83,512</td>
<td>$99,986</td>
</tr>
<tr>
<td>City of San Rafael</td>
<td>Network Support Technician</td>
<td>$52,686</td>
<td>$64,022</td>
</tr>
<tr>
<td>City of Rohnert Park</td>
<td>Information Systems Technician II</td>
<td>$58,843</td>
<td>$71,906</td>
</tr>
<tr>
<td>City of Sonoma</td>
<td>Dept Information Systems Technician II</td>
<td>$54,018</td>
<td>$65,645</td>
</tr>
<tr>
<td><strong>AVERAGE</strong></td>
<td></td>
<td><strong>$65,484</strong></td>
<td><strong>$79,423</strong></td>
</tr>
</tbody>
</table>
The addition of the Information Systems Technician position will result in an increase of one (1) Full-Time Equivalent (FTE) position to the authorized personnel allocations for Fiscal Year 2017-18.

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FTE</th>
<th>PROPOSED SALARY RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Systems Technician</td>
<td>1</td>
<td>$70,306</td>
</tr>
</tbody>
</table>

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

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

Very truly yours,

Lisa Hansley
Human Resources Manager

Attachment(s):
Resolution Number 2017-17 Amending the Authorized Personnel and Salary Allocations for Fiscal Year 2017-18
WHEREAS, as part of its approval of the Annual Budget for Fiscal Year 2017-18, the Board duly considered the annual expenditures necessary for the Sonoma-Marin Area Rail Transit District; and

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

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

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

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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FTE</th>
<th>Annual</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Information Systems Technician</td>
<td>1</td>
<td>$70,306</td>
<td>$85,458</td>
</tr>
</tbody>
</table>

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

EXPENDITURES: Administration Salaries and benefits $64,094.

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, together with all supplements, amendments and exhibits thereto is, and shall continue to be, in full force and effect as originally adopted, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of Resolution No. 2017-05.
PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Sonoma-Marin Area Rail Transit District held on the 15th day of November, 2017, by the following vote:

DIRECTORS:
AYES:
NOES:
ABSENT:
ABSTAIN:

________________________________
Debora Fudge, Chair, Board of Directors
Sonoma-Marin Area Rail Transit District

ATTEST:

________________________________
Leticia Rosas-Mendoza, Clerk of the Board of Directors
Sonoma-Marin Area Rail Transit District
November 15, 2017

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

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

Dear Board Members:

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

SUMMARY:

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

<table>
<thead>
<tr>
<th>Agency</th>
<th>Job Title</th>
<th>Low Annual</th>
<th>High Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>BART</td>
<td>Senior Planner</td>
<td>$96,514</td>
<td>$125,468</td>
</tr>
<tr>
<td>VTA</td>
<td>Sr. Transportation Planner</td>
<td>$107,112</td>
<td>$130,312</td>
</tr>
<tr>
<td>Metropolitan Transportation Commission</td>
<td>Senior Planner/Analyst</td>
<td>$116,438</td>
<td>$149,053</td>
</tr>
<tr>
<td>Sonoma County Transportation Authority</td>
<td>Senior Transportation Planner</td>
<td>$131,477</td>
<td>$159,827</td>
</tr>
<tr>
<td>County Of Marin</td>
<td>Senior Planner</td>
<td>$93,101</td>
<td>$111,405</td>
</tr>
<tr>
<td>City of Santa Rosa</td>
<td>Transit Planner</td>
<td>$92,581</td>
<td>$112,528</td>
</tr>
</tbody>
</table>

AVERAGE $106,216 $131,432

| Current Salary Range | $87,797 | $106,725 |
| Requested Salary Range | $92,248 | $112,128 |
| Change                | $4,451  | $5,403   |
Recruitment of qualified candidates will be important for the District's ongoing planning needs, including evaluating ridership, assisting with planning for extensions North, and work on transit coordination efforts.

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

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

Very truly yours,

Lisa Hansley  
Human Resources Manager

Attachment(s):
Resolution Number 2017-18 Amending the Authorized Personnel and Salary Allocations for Fiscal Year 2017-18
RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2017-05 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 TO PROVIDE FOR REVISED POSITION AUTHORITY

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

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

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

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

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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>FTE</th>
<th>Annual</th>
<th>Hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Low</td>
<td>High</td>
</tr>
<tr>
<td>Senior Planner</td>
<td>1</td>
<td>$92,428</td>
<td>$112,128</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, together with all supplements, amendments and exhibits thereto is, and shall continue to be, in full force and effect as originally adopted, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of Resolution No. 2017-05.

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

DIRECTORS:
AYES: 
NOES: 
ABSENT: 
ABSTAIN: 

______________________________________________
Debora Fudge, Chair, Board of Directors
Sonoma-Marin Area Rail Transit District

ATTEST:

______________________________________________
Leticia Rosas-Mendoza, Clerk of the Board of Directors
Sonoma-Marin Area Rail Transit District
November 15, 2017

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

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

Dear Board Members:

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

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

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

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

FISCAL IMPACT: None.

Very truly yours,

Erin McGrath
Chief Financial Officer

Attachment(s): Resolution 2017-19 Amending the Annual Budget for Fiscal Year 2017-18
RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA-MARIN AREA RAIL TRANSIT DISTRICT, STATE OF CALIFORNIA, AMENDING RESOLUTION NO. 2017-05 TO REVISE THE ANNUAL BUDGET FOR FISCAL YEAR 2017-18 TO PROVIDE FOR INCREASED EXPENDITURE AUTHORITY

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED except as specifically amended or supplemented by this Resolution, Resolution No. 2017-05, together with all supplements, amendments and exhibits thereto is, and shall continue to be, in full force and effect as originally adopted, and nothing contained herein shall, or shall be construed to, modify, invalidate, or otherwise affect any provision of Resolution No. 2017-05.

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

DIRECTORS:
AYES:  
NOES:  
ABSENT:  
ABSTAIN:

________________________________  
Debora Fudge, Chair, Board of Directors  
Sonoma-Marin Area Rail Transit District

ATTEST:

________________________________  
Leticia Rosas-Mendoza, Clerk of the Board of Directors  
Sonoma-Marin Area Rail Transit District
November 15, 2017

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

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

Dear Board Members:

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

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

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

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

- To encourage people to shop and dine in the greater Santa Rosa area, SMART will offer a free one-way train ride for every $25 spent at any Santa Rosa area business during weekends of November 25 and 26, and December 2 and 3, 2017.
- SMART will provide the Santa Rosa Metro Chamber of Commerce with 5,000 Business Relief Passes good for a one-way train ride.

- SMART’s media partners will also help encourage the community to participate.

- The passes will be given to SMART’s onboard conductors in lieu of a Clipper card or mobile app ticket. Passes will be good through December 31, 2017.

**SMART’s Individual Relief Pass**

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

- SMART will be providing 5,000 Individual Relief Passes loaded onto Clipper cards. These passes will be good for unlimited rides on SMART, at no cost to the user, and will be programmed to expire on December 31, 2017.

- These passes will be distributed by our community partners, listed below, to their employees and associates. Community partners will have discretion on who receives their passes.

- Recipients of the Clipper card will simply tag on before boarding, and tag off when exiting at their destination station.

**Individual Relief Pass Program Partners**

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

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

SMART is grateful for the support from our community and our partners, and proud to provide your Board with these two relief pass programs to assist those who have been impacted by the recent Sonoma County wildfires.
FISCAL IMPACT: The fiscal impact is unknown at this time, and depends on the level of use of these special passes. We will come back to your Board to provide details when they are available.

Very truly yours,

[Signature]

Farhad Mansourian
General Manager