



**CITIZENS OVERSIGHT COMMITTEE
MEETING AGENDA
October 15, 2020 – 7:30 AM**

**IN ACCORDANCE WITH GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 THE
CITIZENS OVERSIGHT COMMITTEE MEETING WILL BE HELD VIRTUALLY**

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

ZOOM TELECONFERENCE INSTRUCTIONS

PUBLIC COMMENT DURING THE MEETING:

The COC 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 May 27, 2020 Minutes
3. Public Comment on Non-Agenda Items
4. Discuss Future of Citizen's Oversight Committee
5. Next Meeting: TBD
6. Adjournment

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**CITIZENS OVERSIGHT COMMITTEE
MEETING MINUTES
May 27, 2020 – 7:30 AM**

**IN ACCORDANCE WITH GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20
THE CITIZENS OVERSIGHT COMMITTEE MEETING WILL BE HELD VIRTUALLY**

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

1. Call to Order

Chair Colombo called the meeting to order at 7:30AM. Committee members, Dennis Harter, David Oster, Tanya Narath were present. Steve Rabinowitsh, Julia Violich and Steve Birdlebough joined later.

2. Approval of April 21, 2020 Minutes

Motion: Minutes approved as corrected.

3. Public Comment on Non-Agenda Items

None

4. Discuss Future of Citizen's Oversight Committee

Chair Colombo stated that there has been various conversation and comments have been provided to Mr. Birdlebough.

Mr. Harter stated that the Board of Directors should decide and clarify the roles of the committee. Our current Measure Q outlines that the responsibility of the COC is to review and provide input on the Strategic Plan every five years.

Mr. Oster stated that he agrees with Mr. Harter and the Board of Directors should clarify roles and responsibilities.

Steve Rabinowitsh joined 7:35am

Ms. Narath stated that Citizen's Oversight Committee (COC) members can provide suggestions/recommendations to the Board of Directors of the feedback received.

Chair Colombo stated that the Board of Directors should provide direction and clarification of the roles and responsibilities of the COC members. The public perception is that the COC should be overseeing more of SMART's operations but that is not our current role.

Julia Violich joined 7:40am

Mr. Rabinowitsh asked if the COC members could be the eyes and ear of SMART? Mr. Narath responded that Mr. Birdlebough asked if the role of the COC included serving as SMART eyes and ears.

Ms. Violich stated that the public sees the COC meeting differently than what the actual roles and responsibilities are. She asked if the public members and the Board of Directors could make the decision of the COC roles and responsibilities. Chair Colombo stated that the public has a very different understanding of the roles and responsibilities of the COC based on the committee title.

Steve Birdlebough joined at 7:45am

Mr. Birdlebough stated that Measure Q established the COC and did not define what they could and could not perform. He said that the Board of Directors should define the roles and responsibilities of the COC members.

Comments

John Reed stated that the public needs to have a venue to provide input to the SMART Board. Its very important for COC to have more influence and not just be limited to the Strategic Plan.

Patricia Tuttle Brown joined but had a bad internet connection.

Mr. Birdlebough stated that the Brown Act limits discussions at SMART Board meetings. He serves at an Advisory Committee which is much easier to have a member of the public engage with the Committee. He suggested having an Advisory Committee to engage the public.

Mr. Oster suggested including SMART Board members as part of the Committee.

Chair Colombo stated that everyone has a different idea of what an Oversight Committee should be. This type of committee sounds like they have a bigger role than it is.

Mr. Rabinowitsh read the following from the Expenditure Plan: Citizens Oversight Committee will be established by the SMART Board to provide input and review of the Strategic Plan and subsequent updates. The Committee will be composed of citizens of the SMART District and appointed by the Board.

Mr. Harter stated that is ultimately the Board of Directors to decide on what type of committee shall be form with roles and responsibilities.

Ms. Narath stated that if the previous meeting discussion and letters that have been submitted are sufficient information to provide the Board of Directors. She suggested Chair Colombo meet with the Board to discuss the various suggestions/recommendations.

Ms. McGrath stated that it would be useful to provide a letter outlining the various topics discussed to the Board of Directors. Chair Colombo offered to contact Eric Lucan, Board Chair to discuss what is the best option to proceed.

Mr. Birdlebough stated that if more duties are issued it will require the Committee meeting more frequently. Chair Colombo stated that we need to have a something we can commit to.

Ms. Narath stated that once the roles and responsibilities are defined the memberships can be looked at and the Board of Directors can select representation terms for each member.

5. Fiscal Year 2020-21 Budget Update and Survey Results

Chief Financial Officer, Erin McGrath provided a budget overview. Highlights include:

- Trains are running in minimal service
- Ridership and Revenue have decreased
- Sales Tax data is pending, due to merchants collect the tax and submit reporting. Staff continues to provide the Board of Directors estimates and collecting data.
- The Preliminary Budget will be presented to the Board of Directors on June 3rd
- Reduction Strategies
 - One Time Savings: \$3.5 million
 - Ongoing Expense Reductions: \$2.6 Million
 - Possible Reduction in Expenses Resulting from Service
 - Elimination of weekend service: Net savings of \$1.5 million
 - Reduction to 22 trips daily: \$3.2 million
 - Reduction in pay and benefits: \$1.1 million

Ms. McGrath said that the Board of Directors gave direction to staff to conduct outreach prior to the reduction in service. SMART's Outreach team conducted a community survey for a week. The survey conducted provided the following:

- Received over 3,200 respondents
- 29% reported they primarily ride on weekdays
- 18% reported they only ride on weekends.
- 90% said eliminating WiFi would not factor a decision to ride

Staff also presented to the Board the following:

- How quickly do we move to implement the next bucket of reductions?
 - We have imperfect information about the length and impact of the health and economic crises
 - We do not know how deeply we need to cut in the long run
- Three Important Considerations
 - Federal CARES Act Funding
 - Implication of Staff Layoffs

- Year-Round Budget
- Strategies
 - SMART would run a “6-1-6” schedule, for a total of 26 runs on the weekday – this will allow SMART to save \$1.1 million annually. Provided an Illustration of the 6-1-6 Weekday Schedule
- Budget Preparation
 - Budget will be adopted on June 17, last meeting before end of the Fiscal Year
 - Staff will continue to monitor and examine the revenues
 - Sales tax can be examined subsequently for the following months: April, May and June
 - Continue to engage with MTC on the disbursement of the CARES Act funds
 - Continue to update your Board with any findings and assumptions

Comments:

Mr. Birdlebough stated that every member received a memo from Mike Arnold addressing the budget. He asked Ms. McGrath what is her view on Mr. Arnolds comments. Ms. McGrath responded that a lot of his questions are considered as part of the budget process. In government we make assumptions, approve a budget and monitor. SMART prepares a fiscal year budget not a short-term budget as suggested.

Mr. Oster thanked staff for an excellent budget presentation. The budget provides various scenarios. He read Mike Arnolds’ memo carefully and the central point of the memo is because of COVID, failure of Measure I and sales tax disappearing, he is saying that staff should be required to provide endless scenarios to satisfy all the endless possibilities. This is not a good use of SMART staff time.

Mr. Harter stated that he likes SMART’s approach since we don’t have all the answers and as information develops in the next few months SMART needs to be flexible. He asked how much cost to run one (1) train and the Sonic internet contract. Ms. McGrath responded that is very complicated to get the cost of one train, since it impacts various runs and staff. In terms of internet, Sonic provided free WiFi on SMART Platforms and GBS provides internet on the trains.

Chair Colombo stated that a lot of people who support SMART use the train on the weekends and eliminating weekend service is more than just cost, it’s the support for the organization.

Mr. Harter stated that SMART commuter train will change to all around transportation. The commuter patterns have already changed, since the Initiative was passed and approved.

Mr. Rabinowitsh stated that eliminating weekend service could impact the source of future ridership. He asked for clarification of the 6-1-6 schedule and if all the trains needed in the morning. What is the ridership of 7 am and 3:57pm train? Ms. McGrath responded that the goal was to preserve the highest ridership run and provide frequent service with adequate staff. The entire transportation world has changed during the pandemic.

Mr. Birdlebough said he appreciates Ms. McGrath description of the complexity of providing budget information.

Comments

Mike Arnold stated that he is interested to understand basis for the prior conversation how the discussion of the budget squares with the COC current role to review the Strategic Plan. The memo was an attempt to describe the uncertainly facing the agency as all transit agencies associated with a variety of factors like sales tax revenue and ridership. He asked when will the new schedule take place. Its going to be a while before public transportation gets back to normal.

Chair Colombo stated that nobody knows at this time when public transportation will be back to normal and the Board of Directors need to be flexible. It's very difficult to know how to operate at this time when there is so much unknown. Also, the budget is a reflection of the Strategic Plan. It's important for this committee to review and understand the budget to know the direction of the Agency.

Ms. McGrath stated that from a transit planning perspective staff is in constant communication with our transit partners. Decisions will be made when transportation changes happen, for example when the Ferry opens SMART staff will discuss and consider operating options. At this time SMART does not want to layoff Engineer-Conductions, since it takes approximately one year to hire and train them.

Mike Arnold stated that a budget needs to be presented and the budget has an assumption regarding the cost of providing train service. The best guess is how long is SMART going to continue this service, and what are the budgetary implications of that assumption.

Mr. Oster thanked Ms. McGrath and staff for not making guesses on the budget but for outlining reasonable scenarios and the ability to be flexible.

Lastly, Chair Colombo stated that given the situation at this time there are a lot of agencies that need to be flexible. He thanked Ms. McGrath for all her work on the budget.

5. Next Meeting: TBD
6. Adjournment - Meeting adjourned at 8:40AM

Respectfully submitted,

Leticia Rosas-Mendoza
Clerk of the Board

Approved on: _____



DATE: October 15, 2020
TO: Citizens Oversight Committee Members
FROM: Erin McGrath, Chief Financial Officer
SUBJECT: Future of Citizen's Oversight Committee

Attached are the following report:

1. Staff Report presented to SMART Board of Directors on September 2, 2020 regarding the Reorganization of the SMART Citizen Oversight Committee
2. Approved Board of Directors Minutes of September 2, 2020



September 2, 2020

Eric Lucan, Chair
Transportation Authority of Marin

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

Judy Arnold
Marin County Board of Supervisors

Damon Connolly
Marin County Board of Supervisors

Debora Fudge
Sonoma County Mayors' and
Councilmembers Association

Patty Garbarino
Golden Gate Bridge,
Highway/Transportation District

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
Councilmembers Association

Shirlee Zane
Sonoma County Board of Supervisors

Farhad Mansourian
General Manager

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

SUBJECT: Reorganization of the SMART Citizen Oversight Committee

Dear Board Members:

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

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

SUMMARY:

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

BACKGROUND:

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

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

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

PUBLIC ADVISORY COMMITTEES IN TRANSPORTATION:

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

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

1. Name of the Committee

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

2. Issues and Duties

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

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

3. Membership and Process:

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

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

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

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

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

Potential Organization Involvement (partial list):

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

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

4. Meeting Frequency and Bylaws:

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

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

CONCLUSION

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

Very truly yours,

/s/

Farhad Mansourian
General Manager

Cc: SMART COC Members



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES
September 2, 2020 - 1:30 PM**

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

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

1. Call to Order

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

2. Approval of the July 15, 2020 Board Minutes

Directors Garbarino and Rogers joined 1:31pm

Director Connolly stated that he submitted minor edits to page 13 of 15 of the Board Minutes to the Clerk of the Board.

MOTION: Director Phillips moved approval of the July 15, 2020 Board Minutes. Director Rabbitt second. The motion carried 11-0-1 (Director Hillmer absent).

3. Board Members Announcements

Director Rogers stated that tonight is the first of many Listening Forums Session that the SMART Board is hosting across Sonoma and Marin counties to bring community members together to exchange ideas on how to best position SMART for the future.

Director Fudge stated that she will be joining the Listening Session today. The Town of Windsor has completed the underground utilities at the Windsor Depot intersection. The

intersection was closed Friday, Saturday and Sunday, SMART's contractor Stacy and Whitbeck installed track and completed the work 24-hour ahead of schedule. There is a lot of excitement in Windsor in anticipation of the train coming to Windsor.

Chair Lucan stated that SMART participated in a Listening Session with the League of Women Voters from Sonoma and Marin. The League provided some good feedback and one of the items that was discussed is on the Board's agenda today. He congratulated the incredible SMART's staff on its 3rd Anniversary of passenger service.

Director Hillmer joined 1:38pm

4. General Manager's Report

General Manager Mansourian reported that since the start of passenger service in August 2017, SMART has carried 1,900,000 passengers, 191,000 bicycles, and over 7,000 wheelchairs. The July ridership data is on agenda item 6b. He continues to provide weekly ridership data that it is also available on SMART's website.

He stated that the listening session with the League of Women Voters provided SMART staff with excellent feedback. Two items that were discussed and SMART staff is working on are: 1) the Citizens Oversight Committee Roles and Duties and 2) Public Record Request reporting.

He said that the Metropolitan Transportation Commission launched a low-income pilot program. At the February meeting, the Board unanimously approved SMART's formal request to participate in the regional Clipper START Low Income Fare Program and the original request was rejected. In the summer 2020, MTC expanded the program and SMART was notified that it would be included in the program. The program will start in November 2020, and staff will bring it back to the Board to launch the program.

He stated that on Monday, September 7th Labor Day Holiday, SMART will not operate train service and will be notifying the public.

He announced that Chief Financial Officer, Erin McGrath will not be renewing her contract in December. A search for her replacement has already begun. It's very mixed emotions, she has been terrific, he added. We will continue to figure out how we can have her change her mind. I am grateful she is giving us months of notice so we can figure out if there is a miracle to find someone who can even begin to fill her shoes. Also, Communications and Marketing Manager, Julia Gonzalez has accepted her dream job with Sonoma State University as Vice President of Strategic Communications, where she starts on September 14th. We wish her tremendous success in her new job.

Lastly, he said that August 25th marked SMART's 3rd year of passenger service. He is proud of the excellent and dedicated staff. Nine years after the sales tax was approved, we were able to build and open a brand-new transit agency. Only three months into operations, the

devastating fires in Sonoma County hit. We continued our operations to make sure emergency personnel and evacuated folks had a reliable transportation system at their disposal, at no cost to them. Three years later, again we are dealing with fires and pandemic of COVID-19. We are still serving our communities, serving the essential workers who rely on us for getting to and from their essential jobs. I have shared with the Board and staff a PowerPoint of SMART's 3-year journey, which will be posted on SMART's Website.

Comments

Director Fudge stated that she is sad that Ms. McGrath is leaving and offered a lifetime of her homemade jam if she stayed, she acknowledged her years of service with SMART. General Manager Mansourian has mentioned all the devastations that SMART has endured that last three years, she thanked SMART staff that continued to keep the train running, and is glad that ridership continues to increase.

Director Zane acknowledged Ms. McGrath for her years of service with SMART, and said "it's hard to imagine she will not be here". She recalls being on the hiring committee which consisted of Directors Fudge, Pahre and Russell that offered Ms. McGrath the job.

Ms. McGrath thanked Directors Fudge and Zane for their kind words.

Chair Lucan stated that the Board will have plenty of time to share gifts, jams, and sentiments with Ms. McGrath. He thanked her for all the work she has done for the agency; he wished Ms. Gonzalez her the best.

5. Public Comment on Non-Agenda Items

Dani Sheehan congratulated SMART staff on 3 years of passenger service. She stated that a public survey was conducted regarding train service on Labor Day holiday. She is disappointed that she can't plan a trip on the holiday. Providing service on the holiday could help bring tourism back.

6. Consent

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

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

MOTION: Director Rogers moved approval of the Consent Agenda as presented. Director Rabbitt second. The motion carried 12-0-0

7. Authorize the General Manager to Award a Sole Source Purchase Orders to ZF North America, Inc. and Knorr Brake for the Purchase of Specialized Diesel Multiple Unit (DMU) Maintenance Agreement in an amount of \$665,727.63

Procurement Coordinator, Ken Hendricks, stated that the item before the Board today is included in the current budget. The purchases of 7 gear assemblies and 70 brake discs, for SMART's Diesel Multiple Units (DMUs).

ZF North America, Inc. is the sole manufacturer and distributor of certain vehicle equipment, including gear assemblies, installed on SMART's DMUs. Knorr Brake Company is the sole manufacturer and distributor of certain brake assembly equipment, including brake discs, installed on SMART's DMUs. The specific parts and equipment are manufactured by the Original Equipment Manufacturer, which do not have authorized resellers of their equipment. These parts have undergone rigorous safety and performance testing specific to passenger rail operations prior to being approved by the original car builder.

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

Comments

Director Phillips asked since these two companies are the only ones providing parts, is SMART in jeopardy of losing them as providers? What assurance does SMART have that they will continue to provide these parts when needed? Mr. Hendricks responded that the gear assemblies would complete the purchase and SMART does not anticipate purchasing more. Knorr Brake Company is the sole manufacturer and distributor of the brake discs and provider to various rail agencies and a very dedicated partner with SMART. Director Phillips asked if the brakes are being replaced is SMART's DMU at risk for the future? Superintendent of Vehicle Maintenance, Husani Longstreet, responded that maintenance is performed ever 500-1000 miles, he does not anticipate replacement unless there is a catastrophic need. Director Phillips asked if there is a need to purchase at this time if the parts are not needed? Mr. Longstreet responded yes, and mentioned that various DMU's have been out of service for a long period due to third party contractors performing service, having these parts in stock will provide faster service and the parts take over a year to fabricate.

Chair Lucan clarified that this expense was included in SMART's budget.

Director Rabbitt stated that the Board has the authority to approve and secure adequate spare parts for SMART's DMU's and keep them in service. It's cheaper and more efficient to have available spare parts and not have the DMU's out of service more than a month. SMART Board received correspondence from a transit advocate outlining the brakes are a nice thing to have, he concurs that having brakes is essential.

MOTION: Director Pahre moved to Authorize the General Manager to Award a Sole Source Purchase Orders to ZF North America, Inc. and Knorr Brake for the Purchase of Specialized Diesel Multiple Unit (DMU) Maintenance Agreement in an amount of \$665,727.63 as presented. Director Naujokas second. The motion carried 12-0-0

8. Provide Input of the Reorganization of the SMART Citizen Oversight Committee

Chair Lucan briefly mentioned that this item came to us at the suggestions of Citizen Oversight Committee Chair Columbo reaching out to the Board asking for guidance, review and clarification of roles for the future and also from the League of Woman Voters.

General Manager Mansourian gave an overview of SMART Citizen Oversight Committee (COC). The COC was created in the 2008 Expenditure Plan as part of the effort to approve Measure Q. The role of the COC is to review the Strategic Plan every 5 years. In 2008, the Board appointed seven (7) members and two alternates to serve on the COC, with no defined representation of any particular groups and terms. The Board has the ability to change the Expenditure Plan as well as the COC, at any time.

Most operating transit agencies like SMART have public input committees for various reasons and they use the term Advisory Committee. Other transportation funding authorities, Sonoma County Transportation Authority and Transportation Authority of Marin use the term Oversight Committee. Some transit agencies don't have Committees and others like BART have nine (9) committees.

We are requesting that the Board provides input on the following options: 1) Name of Committee; 2) Issues and Duties; 3) Membership and Process; and 4) Meeting Frequency and Bylaws.

1. Name of the Committee

What would you like to name the Committee? There are a variety of options and we have provided information of other operating transit agencies using the term Advisory Committee and Oversight Committee.

2. Issues and Duties

Because they are a Committee of a public agency, according to SMART's District Counsel the Committee will need to comply with the Brown Act provisions. The roles and responsibilities will need to be set by the Board. We provided you various list of Issues and Duties, not to limit the scope but as examples. Once the Issues are defined, it will be manageable list so that the Committee knows what the focus of its meetings should be. The staff report provided the following ideas:

- Riders
- Bicycle users and pedestrians
- Financial planning
- Capital Expansion
- Business and Economic Development Needs
- Housing Development Needs
- Environmental and local service issues
- Minority or disadvantaged community access

3. Membership and Process

Transit and planning agencies use different methods. The two most common options are 1) designated seats each for each of the "Issue" areas identified in #2 with perhaps the remainder chosen to balance the geographic, economic and racial diversity of the District; and 2) designate certain seats for certain organizations and request that those organizations nominate, subject to your Board's approval, a representative for a defined period to fill them.

Since SMART serves two counties, we suggest that in order to achieve these two goals, the committee membership have limited terms, be larger than the current seven (7) members to ensure adequate participation, but small enough to keep committee discussions manageable and productive.

4. Meeting Frequency and Bylaws

We recommend that meeting frequency be set at a minimum of twice a year (or potentially quarterly). Staff will draft Bylaws in advanced, based on similar committees in other transit agencies and we will share with the Board and the League of Women Voters to receive feedback.

Lastly, Mr. Mansourian stated that this is the beginning of the process, once your Board provides input and direction on these issues, we will share your comments with members of the current COC to get any further input they may have. After collecting all this information, we can return with an action item reflecting the feedback from your Board and the Citizen's Oversight Committee on how to structure this new community input committee.

Chair Lucan stated that staff has provided a list of various options to consider for the COC.

Comments

Director Zane asked if the committee can have as many members the Board desires? She suggested waiting until the Listening Forum Sessions are concluded to receive public feedback. Mr. Mansourian responded that the Board can design and have as many members they desire, however the Committee will follow the Brown Act requirements and having a very large group could be difficult to manage. Also, the process can take several months to finalize and based on feedback received it could be modified. She suggested having stakeholders and industries as representatives instead of organizations on the committee and a reasonable number of members, like no more than 12.

Director Naujokas suggested having multiple committees with subjects such as Bicycles and First and Last Mile. Mr. Mansourian responded that he would like to research other agencies and Staff. Small transit agencies don't have multiple committees but large transit agencies do have them since they have adequate staff. If specialized committee is considering only that topic and they don't have the benefit of hearing each other.

Director Pahre stated that there is a place for certain committees, however there is something rich to hear others point of view. The committee needs to be broad based.

Director Rogers suggested waiting until the Listening Forum Session are concluded to make a final decision. If committees are established, they need to be open to the public, for them to provide feedback. We need a Committee to look at items holistically and provide recommendations to the Board and occasionally meet with the Board Chair to discuss topic. There needs to be a discussion of implications of Brown Act, it limits the discussion topics and the meetings provide transparency, however, the downside is that an open conversation can't occur. The Board needs to weight the benefits on how it is structured to achieve the outcome that is needed from the Advisory Committee.

Director Phillips stated that part of the Committee should be structured for specific interest areas, such as finance, homeless, pension and others subjects. It provides an opportunity for groups which has an interest and expertise in the areas, their recommendations would be reported to the Board.

Director Rabbitt suggested making the final decision on the structure of the COC until the Listening Forum Sessions are concluded. He likes the idea for an Advisory body, and have representation in which the Board has control.

Director Fudge suggested waiting for the Listening Forum Sessions to be concluded. She warned on having too many Brown Act Committees, as an early Board Member, along with Directors Pahre and Arnold who served on Real Estate Committee, Operations Committee, Board Meetings, and COC meetings. The work load on the small staff was very intense, some of the committee produced so much work at that time that needed to happen. We don't have the staff to have various committees, she suggested not having more than two committees.

Public Comments

Willard Richards stated that he is having a hard time understanding the idea that the committee can't be in open forum. He suggested that the Committee itself set the topics of discussion. He asked why is having term limits necessary? He suggested meeting quarterly at the minimum and having subcommittees of the Advisory Committee.

Rick Coates stated that he serves on the MTC Policy Advisory Council. It's an advisory group and Brown Act group and the committee members are selected on the basis of Stakeholders. The Brown Act Committee does impose a lot of staff time.

Jack Swearingen stated that the Friends of SMART met bi-monthly to discuss SMART's agenda. They are working on a series of White Papers in various topics, such as freight and passenger service, SMART's impact in the environment, first and last mile, quite zones and safety.

Steve Birdleough stated that he serves on the Advisory Committee of the Sonoma County Transportation Authority. The Committee meets on the last Monday of the month for about 90 minutes and have a very wide scope. He suggested evaluating this committee and perhaps the Transportation of Marin that can be models for SMART. He has served on the COC since

inception and looking at this from both perspective and glad to be part of the process.

Duane Bellinger asked if the duties and responsibilities of the current COC on SMART's website? Would the COC covered by the Brown Act? The current COC was promised for Measure Q, and the financial advisory who was chosen have the expertise and need a second committee to have different expertise.

Mike Pechner stated that he just finished his second term with MTC Advisory Council Group. The Advisory group met monthly for 2-hours and they also provided additional information when needed.

Patricia Tuttle Brown stated that after the first COC meeting subsequent to the election defeat, she asked to join the COC. The reason she wants to join the group is partly due to the discussions today and a group too specialized does not see the entire picture. She tried to address her concerns during the update of the Strategic Plan, however failed. She said that it's the COC's job to update the Strategic Plan. The whole Strategic Plan itself was not thoroughly vetted. Since, the Board was leaving it to the COC it was apparent in her view especially the Pathway needed to be reviewed closely. She wishes to join the COC and bring a broad perspective to the group. She suggested not talking about the Pathway without including pedestrians. She said that the General Manager's report has a section of various trespassers and would like the dialogue to be flipped and say that this is a wonderful opportunity for us to realize how much import the path has along the tracks.

Chair Lucan stated that if the Board is reforming an Advisory Committee then its very important to inform the Committee what are the areas the Board needs advice. The COC Chair Colombo asked for the Board to provide direction on the areas they can advise the Board. He asked if there is anything that was not captured during this discussion.

Director Rogers stated that limiting size is important and suggested 15 or fewer and the Committee having within AdHoc Committees. Also, including Procurement in the duties section.

Director Naujokas appreciates all the input and comments. He suggested having the committee focus on increasing the overall service to the community. How do you incorporate all the specialize ideas into one committee?

Director Connolly is looking forward in participating in the Listening Forum Session today. He suggested renaming the committee to Citizens Advisory Committee based on the issues and duties outlined. Based on what the Board wants to accomplish the group size should be no more than 15 members and meet quarterly or more frequently if necessary. He said that sees a few goals and the group should reflect the issues that are important to the stakeholder communities that we are going to rely on. In addition to the various groups identifies there could be other topics that could arise and having a catch all topic maybe helpful. One goal would be to be broad enough to reflect meaningful input and the other is to bring a diverse

group together, the participants themselves out of their perspectives and to look at a broader picture. Lastly, how will the issues be determined.

Director Fudge stated that she likes the Committee to be relevant to the community in both counties. She suggested naming the Committee, SMART Advisory Committee (SAC). Her preference right now would be to have members for stakeholder groups and not from defined groups. The Committee should meet quarterly and recommends having a single committee of 12-15 members. That single committee can create Ad Hoc committees as necessary. Having a catch all topic could be helpful when items arise that they could assist with. She looks forward in having a large diverse group that the Board can work together with various interest. The session with the League of Women Voters was very constructive, they offered to assist staff and the Board in creating Bylaws and had a sincerely positive conversation with great ideas. She hopes that all the Listening Sessions are very productive.

Chair Lucan stated that the Board and the public provided excellent feedback. He said that having a Committee of up to 15 members would be great and including the word Advisory in and removing Citizens. How make those initial appointments and how to fill vacancies. Having members from stakeholder and industry groups instead of organizations.

9. Status Report on Freight and Related Activities

General Manager Mansourian provided an update on the status of Freight Service and related activities. Your Board on May 20th, approved a number of policies to become a Freight Service provider. The following activities have taken place and are ongoing:

- The State of California has been funded the \$4M for the purchase. The funds have been encumbered and deposited into an escrow account;
- The State of California has funded the \$2 million for SMART for freight maintenance. The funds have been encumbered and deposited into an escrow account;

Mr. Mansourian clarified and stated that SMART has not spend any funds to purchase NWPCo. All the funds are from the State of California and deposited into an escrow account.

The following two Agreements are pending execution: 1) The Asset Transfer Purchase Agreement between SMART and NWPCo. This agreement is for SMART to purchase the assets once the funds are received; and 2) The Baseline Agreement between the State of California and SMART has been finalized and is pending execution. Both of these Agreements will be executed upon release of the report from the State Task Force to the State Legislators as required by SB 1029. The provisions of SB 1029 states that upon the completion of due diligence by mid-September.

He announced that a Request for Proposal (RFP) has been released for a consultant to conduct a Freight Market Analysis of financial and business evaluations and opportunities. The report is expected to be completed by the end of 2020; we will bring back to the Board in the near future.

Lastly, the Board will need to develop policies to reflect our responsibility and ability to allow for or modify existing spur/crossing for freight operations. We anticipate presenting them for your considerations by the end of 2020 for your Board approval.

Comments

Director Zane asked if the Consultant can also develop the policies. Mr. Mansourian responded that the first step is to evaluate if financial and business opportunities are available along the corridor. The second step would be to develop the policies on the opportunities that are presented in the report. For example, there is a sign in the incorporated area of Sonoma County stating Amazon will be moving. These are perfect opportunities to research. Director Zane stated that this is an exciting opportunity and there are a lot of possibilities and could subsidize revenue.

Doug Kerr stated that SMART's mission as defined in Measure Q is to provide passenger service from Cloverdale to Larkspur. He is concerned of procurements being issued and Measure Q funds being used for freight service and East of Novato. We need to continue to stay focused on the original mission.

Mike Arnold stated that General Manager Mansourian has misstated what the opposition to the Measure in May is was? It was not rail opponent, that were objecting the decisions of the Board, it was the prior SMART Chairperson who voted against it because he found it incomprehensible that this Board would go along with something that can have financial implication positive or negative. Your Board has committed financially this particular action without having the information. SMART now has RFP several months later asking for the information that should have been done earlier. He said that he had a lengthy conversation with Jason Liles and would like to convey they discussed. Senator McGuire did not represent SMART, however Senator McGuire thought it was a good idea to have passenger and freight service under a public umbrella. It was up to SMART to evaluate if freight service was a good idea, however SMART still does not know all the potential risks.

Mike Pechner stated that if SMART gets a business opportunity it does not have any spurs. Any customer on the railroad need to have spurs to bring in freight or loadout freight. It was discussed that SMART will not be placing a spur at Prudent the only Industrial Park which is the only area that was rail served. He said that Mr. Alan Hemphill, from North Coast Rails and Trails has identified 21 customers from Cloverdale to north. SMART has zero business opportunities besides the existing customers.

Steve Birdleough stated that the Feasibility Study that was conducted from East to Suisun was funded by the State of California. He suggested tracking freight and passenger funds separately, some of these items could have been done 6 months or a year ago, however other issues were occurring at the time. Freight service is important for the environment and the city.

Sheila Baker stated that freight services can get trucks off the road, which will be good for the environment.

General Manager Mansourian stated that in addition to Measure Q funds, SMART receives state, federal, regional, and local funds and the Board decides how to utilize those funds. SMART owns 70 miles of right-of-way, as a railroad you are required to do certain maintenance and services. Once the report is completed a funding source will be defined. The report was not conducted earlier, because SMART did not spend any funds to purchase NWPCo and second a Policy decision was not developed to provide freight service. Staff is doing a methodical approach and we will continue to provide information to the Board.

Chair Lucan clarified that the Novato to Suisun Feasibility Study was funded by a State grant.

10. SMART's Fiscal Year 2019-20 Revenue Update

Chief Financial Officer, Erin McGrath gave a brief revenue update. Highlights include:

- Cares Act Update
 - Budgeted to receive a combined amount of \$14.95M, which is \$1.9M less than budgeted
- Sales Tax Update
 - Decrease from FY 19 tax receipts
 - SMART chose the same sales tax projection that Sonoma County Transportation Authority utilized (HDL (w/Beacon) – Fiscal Year 2019-20 (-15%) and Fiscal Year 2020-21 (-18%))
 - Fiscal Year 2018-19 earnings, produced the following - \$33.6M in Fiscal Year 2019-20 and \$33M in Fiscal Year 2020-21
 - On August 25th, SMART received the final sales tax allocation from the State of California:
 - Sales tax allocation received in August relate to June's collections
 - Final amount received was \$39.8, which is \$6M higher than budgeted
- Combined Change in revenues for Fiscal Year 2020-21 from both sources is \$4M higher than budgeted.
- We continue to monitor sales tax and will get last quarter in two weeks
- The data will inform us if we anticipate a better Fiscal Year 2020-21 than budgeted
- We continue to follow all economic forecasts of the region and will continue to provide updated as information becomes available
- More Budget Updates
 - Staff will be providing a broader budget updated that will include the following:
 - 1) Final anticipated revenues from all sources;
 - 2) Final expenditures, including salaries
 - New vacant positions that could be eliminated to achieve greater savings
- Public Comments Received
 - Mike Arnold who, for the last 15 years has accused SMART of overestimating revenue

- Mike Arnold has now during the greatest recession of our lifetimes accused SMART of **under** estimating revenue
- Mike Arnold argues that July payments are evidence of what should have been included in the budget prepared in late May
- Mike Arnold repeats his incorrect statements that payments received from the State of California, relate to whatever Fiscal Year they are received – **this is false**
- Mike Arnold argued that SMART received \$34.2M in sales tax for Fiscal Year 2020. This was and is incorrect. SMART had received \$27M through April for Fiscal Year 2020
- Mike Arnold also argues that data from the first 3 months of the calendar year are good predictors of the future – the opposite of what every projection shows. The logic of this comments argues that SMART should have ignored the historic rapid shutdown and book revenue as if nothing would change after March
- Conclusion
 - The projections that we use for the budget are based on best available data and regionally available projections
 - The right approach, in these very volatile uncertain times, is to err on the side of caution
 - Our practice, that we will continue to recommend, is to collaborate with other agencies and provide your Board with projections that are vetted, reasonable and err on the side of caution

Chair Lucan thanked Ms. McGrath for the presentation and update, he said the he and the Board fully trust the numbers she provides the Board, “you have an entire career and fortunate to have you at SMART”.

Director Rabbitt thanked Ms. McGrath for the updated and said that she will be greatly missed. He remembers being impressed with the 6 agencies that he is involved regarding the budget information being provided post COVID-19 and Shelter in Place in March. Ms. McGrath was the first to provide the direction of SMART. He stated that having a conservative budget is better than having to make drastic decisions right of way. The CARES Act initial grant funding distribution was 61%, out of which SMART received a good allocation. In the second round of discussions there was politics and negotiations involved, which received less than projected. The County of Sonoma will begin budget hearings next week. The County was looking at a \$45M deficit, however it looks like now is approximately \$15M deficit due to recent sales tax amounts being received and other funding sources.

Director Naujokas stated that he appreciates SMART taking a conservative budget approach during these difficult and uncertain times. He asked how much of the sales tax is from e-commers. Ms. McGrath responded SMART has received some initial data. The sales tax revenue has increased at bigger retailers like Costco and Target, delivery services such as Amazon and other service during this period.

Duane Bellinger stated that the Financial Report does not provide bicycle station revenue. He would like to see the following items listed separately: 1) fare revenue; 2) parking revenue and 3) bicycle storage.

Mike Arnold suggested that staff not include member of the public names on slides. The source of the information is a careful analysis that he has done based on State data that is readily available as to whether it is a better predictor of the ultimate revenue going to be to the Agency. The CDFT data is actually pretty accurate. In private industry one of the things the CFO's do internally is that they understate revenue streams so they can present good news to management at a later time and this is what is precisely happening now. The revenues were understated because there was redbelly available independent information that the revenues were going to be several million higher in May than what was presented and approved in the budget to get the good news headlines.

Chair Lucan stated that the Board will continue to stick with the data that is presented by SMART's Chief Financial Officer of which is absolutely accurate information and nothing was understated and was very clear what was presented at the time. He thanked Ms. McGrath for the information presented and provided.

Director Phillips said that he has been on the Board for approximately nine years and Board members may take his comment as negative, however he has the best interest of SMART. He stated that the ridership is flat and thinks it will continue to be flat for a longer period than anticipated. He suggested that the Board re-visit the number of train trips if ridership continues to remain the same, to eliminate wearing down the equipment and adding cost when ridership is down.

Director Rabbitt stated that we need to keep things in perspective, this is incredible times and more in the transit agencies world. The CARES Act funds are to keep transit agencies operating and staff employed, it was an economic stimulus by the Federal Government. All the 26 transit agencies in the Bay Area faces a fiscal cliff in the near future. The Ferry ridership is at 2% and has not increased. The issue of SMART's ridership is not just SMART, it is the entire Bay Area, California, Nation and World.

Lastly, Chair Lucan stated that ridership is gradually increasing since shelter in place occurred in March 2020.

Director Naujokas asked Director Rabbitt that given the transit travel patterns if MTC has the ability to provide SMART with future ridership predictions. Director Rabbitt responded that that the pandemic will pass and get back to the new normal at some point. Another point that will be considered is the percentage of people who will continue to work from home, MTC is considering keeping the system in place, however there will be changes. The next item on the agency will communicate to the public that it is safe to take public transportation. It is very challenging times.

Director Phillips he suggested that the reason for his concern is and have a great deal of respect for Directors Rabbitt and Connolly. As you recall, the reason why SMART Measure I was placed on the ballot was because SMART was not meeting the operating expensed even with 3000 riders and SMART is operating at a significate deficit. Chair Lucan responded that the Board and the public will be provided with a budget update at the next meeting. The earlier budget item outlines that SMART is \$4M higher than budgeted.

11. Presentation regarding Cleaning Protocols and Enhanced Sanitizing Measures (COVID 19)

General Manager Mansourian introduced Superintendent of Vehicle Maintenance, Husani Longstreet, and acknowledged his staff as well as Vehicle Engineer, Michael Wiltermood, for their initiative in getting SMART prepared for cleaning the trains. SMART has become a leader in the world of transit on how many times staff cleans and disinfects the train to provide a safety to the public.

Superintendent of Vehicle Maintenance, Husani Longstreet gave an overview presentation of SMART Cleaning Protocols and Enhanced Sanitation Measures. Highlights include:

- Initial Impacts of COVID 19
 - In March 2020, Shelter in Place orders were issued
 - Shelter in Place have a profound effect on public transit industry
 - Public transportation is one of the essential services operating during the COVID pandemic and vital to the reopening of the economy
 - SMART has been operating under enhanced cleaning protocols to provide a healthy and sanitized environment for our passengers and staff
- Preventive Actions
 - SMART has implemented multiple measure to prevent and limit the spread of COVID-19:
 - Installed hand sanitizer stations in the train
 - Post local Health Official Guidelines
 - Increased cleaning of the train to twice daily
 - Requiring the use of facial covering by staff and passengers
 - Adding the usage of electrostatic sanitizers to the vehicle cleaning procedures
 - Upgraded the onboard air circulation system including:
 - Upgrading the onboard recirculation filters
 - Implementing UV sanitizer for circulating air
- Availability of Handwashing
 - SMART has restroom facilities on each train for passengers to wash their hands
- Increased Cleaning
 - SMART cleans and sanitizes its fleet and stations **2x per day** using products on the Environmental Protection Agency
- SMART Supplied Facial Covering
 - SMART's Conductors have been supplying facial coverings to any passenger who does not have one

- Electrostatic Sanitizers
 - SMART uses an electrostatic application system which offers an increased level of surface disinfection
 - SMART also provides hand sanitizer towelettes upon request to passengers
- Onboard HVAC Operation
 - Each train has 2 heating, Ventilation, and Air Conditioning Units
 - These units each pull in 25% of their air supply from outside (fresh air) and 75% of their air from the inside (recirculated/filtered).
 - SMART's HVAC units replace the air in the car with filtered/fresh roughly every 1 minute and 20 seconds. They also entirely replace the air in the car with fresh outside air every 5 minutes and 20 seconds.
- Air Filter Upgrade
 - SMART is upgrading all onboard filters to MERV-13, a new expert recommendation
- Adding UV Sanitization to Onboard HVAC
 - Ultraviolet light (UV) has been found to have a germicidal effect on airborne virus' causing cellular damage and inhibiting a virus' ability to replicate itself
 - SMART is implementing this technology within the existing HVAC system
 - By implementing UV light within the HVAC system, all air recirculated through the car will receive the UV treatment prior to being released back into the car
- SAFETY IS OUR PRIMARY GOAL
 - SMART recognizes that our passengers and employee's safety is paramount.
 - SMART has been and will continue to implement the most up to date technologies and best practices to provide the community with a safe high-quality transportation option

Comments

Chair Lucan thanked Mr. Longstreet for an excellent presentation and the extra precautions taken to keep the public and employees safe.

Director Naujokas stated that the presentation was very compelling especially how the air circulates in the trains. To what degree can we continue to inform the public that they should feel comfortable riding the train? Mr. Mansourian responded that the public has been receiving notifications and that Ms. Gonzalez is working on another portion prior to her departure. SMART's staff continues to coordinate with MTC staff. MTC provides videos and flyers to assure the public how safe public transportation is at this time. In the world of train, we are completely different than buses. Director Naujokas thanked staff for their efforts.

Director Fudge stated that she has not seen Mr. Longstreet in a long time and it was great to see him. Mr. Longstreet department is doing the same work as Airlines, and he is not allowed to leave SMART to work for Airlines. There has been Facebook posts regarding SMART cleaning measures. She suggested adding post regarding the air supply circulation and ventilation.

Steve Birdlebough thanked staff for an excellent report. He would like to see the presentation on SMART's website. He asked how often is staff being checked to make sure they are virus free.

Jack Swearingen said that the Friends of SMART are working on White Papers and will be happy for provide staff and the Board information collected.

Sheila Baker stated that is safer to be in the SMART train than Memorial Hospital. She feels very safe riding the train and thanked staff for an excellent job. She suggested having a video to share with the public.

Mr. Mansourian responded that SMART's Operation Manager has very strict protocols that were developed by the requirements of the Center for Disease Control and Prevention (CDC). Any employee that reports to work and shows or have symptoms or been exposed, they are asked to stay home until further notice.

Vice Chair Pahre thanked staff for the report. She said that in the early stages of the pandemic Vanderbilt conducted a study to figure out what the ridership return would be. MTC and Golden Gate Bridge reviewed that study, it should be comfortably that as a region the entire Bay Area is trying to move forward. She thanked SMART for taking initiative in the protocol measures.

Chair Lucan said if it's safe to say that the cars still have the new train smell? Mr. Longstreet responded always will and have.

Lastly, Chair Lucan stated that a series of Listening sessions will start tonight at 5:30pm in Santa Rosa via Zoom.

12. Next Regular Meeting of the Board of Directors, September 16, 2020 – 1:30pm
13. Adjournment – Meeting adjourned at 4:18pm

Respectfully submitted,

/s/
Leticia Rosas-Mendoza
Clerk of the Board

Approved on: September 16, 2020