

Agenda Item No. 5



PLEASE NOTE:

In an effort to conserve paper, copies of the agenda items and staff reports for the May 21, 2008, SMART District Board meeting are not included in this packet, but are available in the Office of the District Secretary.



AGENDA: SMART DISTRICT BOARD MEETING

May 21, 2008

1:30 PM

San Rafael City Council Chambers
1400 Fifth Avenue
San Rafael, CA

- I. Call to Order
- II. Minutes of the April 16, 2008 SMART Meeting – **DISCUSSION/ACTION****
- III. Consent Agenda – **DISCUSSION/ACTION****
 - III-1 SMART Financial Update Project Cost Report - **INFORMATION ****
 - III-2 Hanson-Bridgette Contract Amendment**
- IV. Agenda Review
- V. Board Member Announcements
- VI. Public Comment on Items Not on the Agenda (Comments Limited to 3 Minutes)
- VII. SMART General Manager Report (Lillian Hames) – **DISCUSSION**
- VIII. Real Estate Committee Report (Lucrecia Milla) – **DISCUSSION**
- IX. Petaluma Arts Committee Request (Lucrecia Milla) - **DISCUSSION/ACTION****
- X. Preliminary SMART Budget FY 08-09 (Lillian Hames/Scott Catania) - **DISCUSSION/ACTION****
 - a. Resolution 2008-04
- XI. Commuter Rail Ridership Information (Chris Coursey) – **INFORMATIONAL***
 - a. APTA Report
 - b. Video Clip
- XII. Staff Report on SMART Project Funding Plan (Lillian Hames) - **DISCUSSION/ACTION****
 - a. Overview of Funding Plan Development Process
 - b. Key Assumptions
- XIII. **Closed Session**

- a. Closed Session: Conference with Real Property Negotiator (Govt. Code Section 54956.8)

Property: Northwestern Pacific Railroad (NWP) Right of Eay at NWP Milepost 53.8 in Santa Rosa, Sonoma County

District Negotiator: Lillian Hames, General Manager

Negotiating Parties: Railroad Square, LLC
Owner: SMART District

XII. Report on Closed Session

XIII. Next Meeting Date: June 18, 2008, **1:30 pm**, Sonoma County Board of Supervisors Chambers, Santa Rosa – **DISCUSSION/ACTION**

XIV. Adjournment - **ACTION**

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.

* Information will be provided at the meeting. ** Information attached.



**MINUTES OF SMART BOARD MEETING
April 16, 2008
Sonoma County Board of Supervisors Chambers
575 Administrative Drive, Suite 102-A
Santa Rosa, California**

I Call to Order

Chair McGlashan brought the meeting to order. The following Board members were present:

Al Boro
Peter Breen
Valerie Brown
James Eddie
Debora Fudge
Mike Kerns
Jake Mackenzie
Charles McGlashan
Barbara Pahre

II Minutes of the March 19, 2008 SMART Meeting

Motion was made by Director Boro and seconded by Director Kerns to approve the minutes of the March 19, 2008 SMART Board meeting. Motion passed unanimously.

III Consent Agenda

Chair McGlashan introduced the Consent Agenda. Motion was made by Director Kerns and seconded by Director Mackenzie to approve the Consent Agenda. Motion passed unanimously.

IV Agenda Review

Hearing no comment, Chair McGlashan moved to the next item.

V Board Member Announcements

Chair McGlashan called for announcements from the Board members.

Director Mackenzie announced that the Sonoma County Transportation Authority had its first public hearing last night on the Comprehensive Transportation Plan. These public meetings will be held in other parts of Sonoma County, culminating in Rohnert Park on May 30th. He welcomed all to attend these meetings, and noted that Matt Stevens has further details if interested.

Chair McGlashan announced two items. The first was an update on a meeting between the Larkspur City Council and SMART Board members on April 2nd. Carole Dillon-Knutson and Chair McGlashan attended along with SMART staff. He stated that the meeting had been very productive. He summarized the meeting noting there would be on-going

discussions with Larkspur and other transportation agencies on long term parking issues. Chair McGlashan also stated that the SMART public hearing on the SEIR that occurred in the City of Novato on April 6th. He was encouraged by the turnout and the positive comments received at that hearing.

Director Boro commented on the recent meeting of the TAM Executive Committee related to the City of Larkspur. He noted that it was recommended that the City Manager of Larkspur take the lead to meet with the Executive Directors of the various transportation agencies to pursue these discussions. Chair McGlashan will work with the Executive Directors to facilitate a meeting, with a meeting of city officials to follow.

VI Public Comment on Items Not On the Agenda

Chair McGlashan called for any comments from the public on items not on the agenda.

Ann Weller, Director of the Mendocino County Railway Society, stated she was interested in the progress of the SMART project. The Society supports SMART as the way forward for service from Willits south. The Society understands SMART's importance and they want to be involved. Richard Jorgensen, Chairman of the Mendocino County Railway Society, wanted to echo Ms. Weller's comments, and lend his support to the SMART campaign with media outreach, etc. Sonoma and Marin Counties will lead the way for Mendocino County to get rail service in the future, he concluded.

Director Eddie reported that he took a place on the SMART Board from the Golden Gate Bridge District because he knows there is interest in Mendocino County for the extension of passenger rail service. He thanked the two for their support.

Chair McGlashan recommended the Mendocino County attendees meet Steve Birdleough, Co-Chair of the SMART campaign.

VII SMART General Manager Report

Lillian Hames reported to the Board that the American Public Transit Association (APTA) is having its annual rail conference in San Francisco June 1-4. She noted that Board members were welcome to attend and will be sent an email with further information. Also, Railvolution, the National Rail organization, is having its annual conference in San Francisco October 26-29th 2008. Please note the dates and more information will be forthcoming.

Ms. Hames informed the Board that an attendance matrix is with Kathy Cochran to schedule a special meeting on the SEIR the last week in May. The Board members were asked to complete it and return either today or later via email or fax.

Ms. Hames reported that her Board packet arrived late and wanted to check with Board members. It was determined that the late arrival of Ms. Hames packet was an isolated incident. This concluded the General Manager's Report.

VIII Real Estate Committee Report

Lucrecia Milla reported that the April Real Estate Committee was cancelled and there is nothing further to report unless the Board has questions. There were no questions.

XI SMART Website Update

Chris Coursey began his website report by introducing Miles Kurland, the website design

consultant. Mr. Coursey presented a slideshow of the website to the Board, moving around the site. He noted easier navigation and significant improvements to the site. A station map is shown and information on each station can be had by clicking on the station. It was noted that Frequently Asked Questions are linked to each of SMART's White Papers if users want additional information.

In conclusion, Mr. Coursey called for questions. He noted that the website will continue to change with the project and encouraged input from the Board members. Due to the lower cost to host the site, the contract for Mr. Kurland's services will be recouped by the end of this year. The Chair thanked Mr. Kurland for his excellent work.

At this point, Mr. Coursey played a video of people enjoying the Sprinter train that runs from Escondido to San Diego in Southern California. The light DMU train set of two cars long is the same under consideration in SMART's SEIR.

Director Pahre commented that the web site is wonderful. She recommended that a picture of each station location be shown. Mr. Coursey commented that the site plans for each station could be posted. Director Fudge requested the posting of additional information regarding other destinations located near each station.

X Program Management RFP

Lillian Hames reported that the Program Management RFP was distributed today for the Board's approval to disseminate. As a reminder, in July of 2007 Caltrans approved the use of TRCP money to move forward with the final engineering phase of the SMART project. The existing consultant provided a recommendation previously approved by the Board recommending a program management team be hired. The management team would create a final engineering RFP, manage the procurement of the final engineering team, and oversee the final engineering work product. This is to SMART's advantage as numerous types of engineers will not have to be hired as full time employees. A pre-proposal meeting is scheduled for May 6, 2008 at SMART's offices in downtown San Rafael. The RFP summary lists the responsibilities required of the program management team as well as responsibilities for final engineering. Proposals will be due June 20th. Ms. Hames referred to page 7 of the RFP summarizing the 25 proposed work areas anticipated for the contract.

Director Breen asked if there are a reasonable number of interested candidates for this type of work. Ms. Hames commented that she has received numerous telephone calls expressing interest. Chair McGlashan asked for the contract dollar amount. Ms. Hames reported that there is no stated contract amount and proposers are being asked to provide their budget estimates for the proposed work. Director Kerns asked where in the budget this would fit. Ms. Hames reported that a preliminary budget will be presented at the Board's May meeting and a consultant line item for this project will be included. The consultant will be asked to phase the project and provide a work scope in a phased format.

Chair McGlashan called for any public comment on this item.

Hearing no further comment, motion was made by Director Mackenzie and seconded by Director Kerns to release the Request for Proposal on Program Management to interested consultants and firms. Motion passed unanimously

XI Closed Session

Chair McGlashan announced a move to Closed Session.

XII Report on Closed Session

Sally McGough reported out of closed session that direction had been given to staff and there was nothing else to report.

XIII Next Meeting Date: May 21, 2008, 1:30 pm, San Rafael City Council Chambers

XIV Adjournment

The meeting was adjourned at 5:00 pm.