



Sacramento Regional Transit District Agenda

BOARD MEETING
5:30 P.M., MONDAY, MARCH 9, 2020
REGIONAL TRANSIT AUDITORIUM
1400 29TH STREET, SACRAMENTO, CALIFORNIA
Website Address: www.sacrt.com
(29th St. Light Rail Station/Bus 38, 67, 68)

ROLL CALL — Directors Budge, Harris, Hume, Jennings, Kennedy, Miller, Nottoli, Schenirer, Serna and Chair Hansen

Alternates: Directors Detrick, Kozlowski, Sander and Slowey

1. PLEDGE OF ALLEGIANCE

2. CONSENT CALENDAR

2.1 Motion: Approval of the Action Summary of February 10, 2020

2.2 Motion: Approval of the Action Summary of February 24, 2020

2.3 Resolution: Approving the Fourth Amendment to the Fiscal Year 2020 Capital Budget (J. Johnson/B. Bernegger)

2.4 Resolution: Approving the Third Amendment to the Contract to Provide and Install Fare Vending Machines with Scheidt & Bachmann USA, Inc. (L. Ham)

2.5 Resolution: Delegating Authority to the General Manager/CEO to Authorize Up to 10 System-Wide Free Ride Days During Calendar Year 2020 (D. Selenis)

3. INTRODUCTION OF SPECIAL GUESTS

4. UNFINISHED BUSINESS

5. PUBLIC HEARING

6. PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA*

7. NEW BUSINESS

7.1 Resolution: Amending and Restating Title III of the Sacramento Regional Transit District Administrative Code Relating to Rules of Procedure (S. Valenton)

8. GENERAL MANAGER'S REPORT

8.1 General Manager's Report

- a. Elk Grove Performance Update
- b. Semi-Annual Report: General Counsel
- c. Semi-Annual Report: Internal Auditor
- d. Semi-Annual Report: EEO Officer
- e. Capitol Corridor JPA Board Meeting (February 12) Report – Howell/Miller
- f. SacRT Meeting Calendar

9. REPORTS, IDEAS AND QUESTIONS FROM DIRECTORS, AND COMMUNICATIONS

10. CONTINUATION OF PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA (If Necessary)

11. ANNOUNCEMENT OF CLOSED SESSION ITEMS

12. RECESS TO CLOSED SESSION

13. CLOSED SESSION

14. RECONVENE IN OPEN SESSION

15. CLOSED SESSION REPORT

16. ADJOURN

*NOTICE TO THE PUBLIC

It is the policy of the Board of Directors of the Sacramento Regional Transit District to encourage participation in the meetings of the Board of Directors. At each open meeting, members of the public will be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on the table at the back of the auditorium.

Public comment may be given on any agenda item as it is called and will be limited by the Chair to 3 minutes or less per speaker. Speakers using a translator will be provided twice the allotted time. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item the Chair of the Board will announce the maximum amount of time that will be allowed for public comment.

Matters under the jurisdiction of the Board and not on the posted agenda may be addressed under the Item "Public addresses the Board on matters not on the agenda." Up to 30 minutes will be allotted for this purpose. The Board limits public comment on matters not on the agenda to 3 minutes per person and not more than 15 minutes for a particular subject. If public comment has reached the 30 minute time limit, and not all public comment has been received, public comment will resume after other business has been conducted as set forth on the agenda. The Board will not act upon or discuss an item that is not listed on the agenda except as provided under Section 3.1.3.6.

This agenda may be amended up to 72 hours prior to the meeting being held. An Agenda, in final form, is located by the front door of Regional Transit's building at 1400 29th Street, Sacramento, California, and is posted on the SacRT website.

The Regional Transit Board of Directors Meeting is being videotaped. A replay of this meeting can be seen on Metrocable Channel 14 and will be webcast at www.sacmetrochannel14.com on March 12 at 9:00 a.m. and March 14 at 2:00 p.m.

Any person(s) requiring accessible formats of the agenda or assisted listening devices/sign language interpreters should contact the Clerk of the Board at 916/556-0456 or TDD 916/483-4327 at least 72 business hours in advance of the Board Meeting.

Copies of staff reports or other written documentation relating to each item of business referred to on the agenda are on SacRT's website, on file with the Clerk to the Board of Directors of the Sacramento Regional Transit District, and are available for public inspection at 1400 29th Street, Sacramento, California. Any person who has any questions concerning any agenda item may call the Clerk to the Board of Sacramento Regional Transit District.



STAFF REPORT

DATE: March 9, 2020
TO: Sacramento Regional Transit Board of Directors
FROM: Cindy Brooks, Clerk to the Board
SUBJ: APPROVAL OF THE ACTION SUMMARY OF FEBRUARY 10, 2020

RECOMMENDATION

Motion to Approve.

**SACRAMENTO REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS
BOARD MEETING
February 10, 2020**

ROLL CALL: Roll Call was taken at 5:00 p.m. PRESENT: Directors Budge, Harris, Howell, Hume, Jennings, Kennedy, Miller, Serna and Chair Hansen. Director Nottoli arrived during Closed Session. Absent: Director Schenirer.

1. **Announce Closed Session Items:**

- A. Conference with Labor Negotiator
Pursuant to Section 54957.6
District Negotiator: Stephen Booth

Employee Organization: OE3

Speaker: Felix Huerta*

2. **Recess to Closed Session**

The Board recessed to Closed Session at 5:03 p.m.

Open Session Agenda

The Board returned to Open Session at 5:31 and Roll Call was taken.

PRESENT: Directors Budge, Harris, Howell, Hume, Jennings, Kennedy, Miller, Nottoli, Serna and Chair Hansen. Absent: Director Schenirer.

Closed Session Report

There was no Closed Session Report

1. **PLEDGE OF ALLEGIANCE**

2. **CONSENT CALENDAR**

2.1 Motion: Approval of the Action Summary of January 13, 2020

2.2 Resolution: Ratifying the General Manager/CEO's Actions to Executing a Purchase and Sale Agreement with Loaves and Fishes, and a Purchase and Sale Agreement with Bruce Booher, for the Acquisition of Real Property and Temporary Construction Easements Necessary to Construct

the Rail Realignment for the Dos Rios Station Project (B. Bernegger)

- 2.3 Resolution: Delegating Authority to the General Manager/CEO to Approve Work Order No. 21 to the Contract for General Engineering Support Service – 2016 with Mark Thomas and Company, Inc. for the Watt/I-80 Transit Center Design Project (L. Ham)
- 2.4 Resolution: Approving the Terms and Implementing the Last, Best and Final Offer in Lieu of a Collective Bargaining Agreement for Operating Engineers, Local 3 (Administrative Employees Association) for the Term of February 16, 2020 through September 30, 2022 (S. Booth/S. Valenton)

Speakers – Item 2.3 – Sarah Kerber Jeffery Tardaguila
Speakers – Item 2.4 – Sarah Kerber Felix Huerta

In response to Ms. Kerber’s comments on Item 2.3, Chair Hansen requested the Mr. Li provide information on the Watt/I-80 elevator project to Ms. Kerber.

ACTION: APPROVED - Director Howell moved; Director Budge seconded approval of the consent calendar as written. Motion was carried by voice vote. Absent: Director Schenirer.

3. INTRODUCTION OF SPECIAL GUESTS

- 3.1 Information: Employee Service Recognition (H. Herrera/S. Valenton)

ACTION: None – Mr. Li introduced the three service award recipients in attendance (Minh Nguyen, Mechanic; Raza Kansai, Transportation Supervisor and Juliette Terry, Senior Manager) for the last quarter of 2019 and provided them with their certificates.

4. UNFINISHED BUSINESS

5. PUBLIC HEARING

6. PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA

Speakers:

Jeffery Tardaguila – Mr. Tardaguila expressed his concern with the labeling of bus stops during the construction in downtown Sacramento. Mr. Tardaguila suggested that the operators who drive near the hospital should have training on how to handle biohazards.

Sara Michael – Ms. Michael wanted to know why some operators do not allow her to

board with her wheelchair. There was an incident with a train operator in Rancho Cordova at 9:00 p.m. one night whereby she was denied boarding on light rail.

Chair Hansen asked Lisa Hinz to work with Ms. Michael.

Director Serna wanted to know what policies are in place to make sure that there is expression of consistent policies to persons with disabilities. Mr. Li indicated that SacRT has a training program that includes how to treat our passengers. Doug Cook noted that SacRT is instituting a new curriculum for employees dealing with the public on the buses and trains. Mr. Cook also indicated that SacRT is implementing a “secret shopper” program. Mr. Li indicated that staff immediately investigates complaints like this, and will talk with the responsible party and provide additional training; however, in some cases discipline is warranted.

Director Nottoli noted that consistency is very important, but paramount to that is utilizing some discretion in judgement.

Barbara Stanton – Ms. Stanton encouraged the staff to ride along to monitor riders and SacRT employees. Ms. Stanton noted that not all SmarT ride on-demand vans are created equal and not ADA compliant. She provided an example of an instance where a SmarT van’s lift doors would not open. Ms. Stanton wanted to know how many vans, since the program started were not in working order, and whether those patrons had to get another van or be passed up.

Chair Hansen asked staff to follow up with Ms. Stanton.

Steven Bourasa – Mr. Bourasa believes that there is an unknown about the Sacramento Valley Station development. Mr. Bourasa suggested keeping the original station for ticketing for SacRT, heavy rail, bullet train and Greyhound; have baggage, bike corrals, and let traffic drive into the front, along with pedestrian amenities with bus connections on the east side of the property.

Chair Hansen suggested Mr. Bourasa address his concerns at a City of Sacramento Council meeting since the City is the lead agency for the project.

Hal Goldfarb – Mr. Goldfarb expressed his impression of public officials riding transit and noted that some riders are very poor and depend on buses to ride. Mr. Goldfarb would like to see more elected officials participate in the SacTRU challenges.

Robert Coplin – Mr. Coplin wants elected officials to ride transit once or twice a month. Mr. Coplin would like to see bus operators be more courteous by not talking about the bad traffic while driving, and not letting passengers off in the middle of the street. Mr. Coplin believes the SacRT Forward project is a failure.

Sarah Kerber – Ms. Kerber thanked everyone for participating in the SacTRU challenge including Patrick Kennedy, Henry Li, SacRT staff and members of the public. Ms.

Kerber announced that Supervisor Patrick Kennedy was the winner of the challenge.

7. NEW BUSINESS

7.1 Resolution: Commending Patrick Kennedy (Chair Hansen)

Chair Hansen highlighted a few of Director Kennedy's accomplishments during his term as Chair for 2018 and 2019.

ACTION: APPROVED - Director Miller moved; Director Budge seconded approval of the item as written. Motion was carried by voice vote. Absent: Director Schenirer.

7.2 Information: Transit Oriented Development/Surplus Property Update (B. Bernegger)

Mr. Bernegger noted SacRT has been working with multiple developers and, as a result, has entered into 4 Purchase and Sale Agreements; two of which are with developers that have closed Escrow on the properties located at Arden Way and 65th Street. On the two remaining projects located at Cemo Circle and Calvine, the two remaining developers have signed agreements and are nearing the process to close escrow.

Mr. Bernegger reviewed each of the properties:

Arden Way – The Purchase and Sale Agreement with Community Housing Works was entered into in January 2018 and escrow closed July 3, 2018. Construction is estimated to begin December 2020. The project is a 4 story building with 128 affordable apartment homes.

65th Street - The Purchase and Sale Agreement was entered into in December 2017 and closed escrow November 2019; the permitting process has been completed with the City of Sacramento with the hope of commencing construction this month. The project will include street and utility work on 67th & Q including six bus berths, pedestrian improvements, and a new traffic signal light at 67th & Folsom. The Mobility Advisory Council has provided their input. The construction of the development should begin this summer and is anticipated to be completed by fall of 2021. The project is a 6-story building with 223 student housing units and 8,000 square feet of ground floor retail.

Cemo Circle - The Purchase and Sale Agreement was entered into in June 2016 and escrow is planned to close by the end of February 2020; the developer is USA Property Funds. The project is planned for 165 market rate apartments. Construction is planned to start this year and should be completed within 2 years.

Calvine and Auberry - The Purchase and Sale Agreement with Catalyst Development Partners was entered into in May 2019 and escrow is expected to close around February 10, 2020

February 2021; the buyer's plans were for a multi-family residential project.

Director Nottoli asked for the zoning on the Calvine property. Mr. Bernegger asked to provide the information to Director Nottoli at a later time.

Director Harris noted that the 65th Street project with Symphony Development was very difficult to consummate because of a Federal Transit Administration overlay and it took about 2 years to work through all the details. Director Harris thanked staff for sticking with the project, and noted that this project will be a beneficial boost for Sacramento State University.

Florin Light Rail Station: Staff has been working with the community to receive input regarding this property. In March 2019, a Request for Information was released to solicit information from the developers regarding a joint development opportunity. Staff received 5 responses which included proposals for mixed-use, affordable housing, commercial uses, transit supportive densities that blend the surrounding neighborhoods together, collaborative partnership opportunities that include services for housing, jobs, health and other community needs, neighborhood amenities such as parks, and other various forms of potential joint development. Staff is preparing a Request for Proposal and brochure. Staff has also been working with local agencies to provide all the stakeholders with SacRT's plans for land use in showing that public transit is really critical in this process. This project is expected to be completed by the end of February 2020.

As the projects progress, Staff will provide the Board with weekly updates through the General Manager's Report.

Director Nottoli indicated that Old Calvine extended is the boundary, and he wanted to stand corrected that Director Kennedy had been briefed on this property since it was in Director Kennedy's area.

Director Budge wanted to know if she could assume that when Staff talks about Mills Station that Staff is talking about their participation in Rancho Cordova's City Center Plan. Mr. Bernegger and Traci Canfield acknowledged positively to Director Budge's question.

Mr. Li thanked the Board for providing support and guidance in this process. Mr. Li also thanked the Real Estate and Legal Departments for their work on these projects.

ACTION: NONE – Oral Presentation by Brent Bernegger.

8. GENERAL MANAGER'S REPORT

8.1 General Manager's Report

- a. Quarterly Financial Report (2nd Quarter FY 2020) (Bernegger)
- b. Paratransit Inc. Board Meeting (January 9, 2020) (Hume)

- c. San Joaquin JPA Board Meeting (January 24) (Hume)
- d. Sacramento-Placerville JPA Board Meeting (February 3) (Budge)
- e. SacRT Meeting Calendar

Mr. Li reported on his participation during a trip with some of the Sacramento Area Council of Governments Board Members that highlighted recent transit oriented development around San Diego's bus rapid transit and express bus lines. SacRT recently launched its comprehensive corridor study where Staff hopes to identify key communities and to implement a network of bus rapid transit and express lines. SacRT staff has been coordinating with Caltrans on a number of projects, including a potential bus on shoulder pilot for SacRT's airport and causeway service.

The California Transportation Commission (CTC) is responsible for programming and allocating funds for the construction of highway, passenger rail, transit and active transportation improvements throughout California. Mr. Li provided a welcome presentation and highlighted how SacRT is leading the transit industry in innovation and best practices at their last meeting in Sacramento. After the CTC meeting, the Commissioners rode a SmarT ride bus. SacRT is expecting to have some items on the CTC agenda including the reallocation of \$25 million in Proposition 1A funds to support the light rail modernization project, and SacRT will soon be submitting a competitive grant application to their Solutions for Congested Corridors program.

Mr. Li met with California State Treasurer, Fiona Ma, and Senator Richard Pan. Both are interested in helping SacRT's transit oriented development goals. Senator Pan supports the greenhouse gas footprint of state workers and Staff will be working with him and the Air Quality Management District to champion a Commuter Benefit program for the Sacramento region.

Brent Bernegger provided a 2nd Quarter Financial Report (FY2020). Mr. Bernegger reported that revenues are higher than expenses by \$2.1 million; year to date there is a surplus of \$3.5 million. In the future, Staff is expecting the federal funds to go down about \$1 million, and some State and Local funds are expected to go down about \$2 million. The Compressed Natural Gas tax rebate should arrive soon. Ridership has gone up (7.1%) during the second quarter, compared to the same time last year; and year to date is up 5.8%. The student free initiative is the main factor for the increase in ridership. Early estimates show ridership in January 2020 up – bus is up 10%; light rail is up 4%. Crime statistics year to date show that crime went down 14.1%. This percentage excludes two incidents of burglary to multiple vehicles.

Speaker: Jeffery Tardaguila

There were no additional comments provided from Director Hume on the Paratransit or San Joaquin JPA Meeting written reports.

Director Budge reported on the Sacramento-Placerville Transportation Corridor meeting of February 3, 2020. The action items on the agenda were the approval of the minutes February 10, 2020 Action Summary

and extending an offer of employment to the secretary of the JPA. Other reports included street improvements at Bradshaw and the double tracking in Folsom. Director Budge noted that Supervisor Frentzen's term is over, and a replacement has not been named as yet. The next meeting of the JPA is in May, and Director Budge thanked staff for the appointment of Michael Cormiae who will be a tremendous asset to the JPA because Mr. Cormiae has a rail background.

9. REPORTS, IDEAS AND QUESTIONS FROM DIRECTORS, AND COMMUNICATIONS

Chair Hansen thanked staff for repairing a broken crossing arm at 10th & O and within ½ hour of it being reported, Staff was out there repairing it.

10. CONTINUATION OF PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA (If Necessary)

11. ANNOUNCEMENT OF CLOSED SESSION ITEMS

12. RECESS TO CLOSED SESSION

13. CLOSED SESSION

14. RECONVENE IN OPEN SESSION

15. CLOSED SESSION REPORT

16. ADJOURN

*Handout

As there was no further business to be conducted, the meeting was adjourned at 6:33 p.m.

STEVE HANSEN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary



STAFF REPORT

DATE: March 9, 2020
TO: Sacramento Regional Transit Board of Directors
FROM: Cindy Brooks, Clerk to the Board
SUBJ: APPROVAL OF THE ACTION SUMMARY OF FEBRUARY 24, 2020

RECOMMENDATION

Motion to Approve.

**SACRAMENTO REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS
SPECIAL CLOSED SESSION MEETING
February 24, 2020**

ROLL CALL: Roll Call was taken at 5:30 p.m. PRESENT: Directors Nottoli, Schenirer, Serna and Chair Hansen. Directors Budge and Howell were present by teleconference. Absent: Directors Harris, Hume, Jennings, Kennedy and Miller.

1. **Announce Closed Session Items:**

- A. Conference with Legal Counsel
Pursuant to Section 54956.9
Existing Litigation
 - 1) Gautier v. RT (Case No. 34-2018-00234834)
 - 2) Ashley and Keisha Clark v. SacRT (Case No. 34-2017-00211334)

- B. Conference with Legal Counsel
Pursuant to Gov. Code Section 54956.9(d)
Anticipated Litigation

One Case

- C. Conference with Real Estate Negotiator
Pursuant to Gov. Code Section 54956.8
 - a) Property: 7745 Laurie Way, Sacramento, CA
Description: APN 069-0101-032
Agency Negotiator: Brent Bernegger, VP, Finance/CFO and
Traci Canfield, Sr. Manager, TOD/Real Estate
Negotiating Parties: Salvador Cortex, Individual; or
Sam Latino and/or Assigns; or
Cheryl & Donald Latimore
Under Negotiation: Price and Terms of Payment

2. **Recess To Closed Session**

The Board members recessed to Closed Session at 5:32 p.m.

3. **Open Session**

4. **Closed Session Report**

There was no Closed Session Report.

As there was no further business to be conducted, the meeting was adjourned at 5:50 p.m.

STEVE HANSEN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary



STAFF REPORT

DATE: March 9, 2020

TO: Sacramento Regional Transit Board of Directors

FROM: Jason Johnson, Director, OMB

SUBJ: APPROVING THE FOURTH AMENDMENT TO THE FISCAL YEAR (FY) 2020 CAPITAL BUDGET

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Approves Amendment 4 to the FY 2020 Capital Budget.

FISCAL IMPACT

Approval would increase the FY20 Capital Budget by \$2,043,896 for various capital projects as outlined in Exhibit A. This action does not imply that funding is available for all projects; this decision is based upon available funding. See notes below.

DISCUSSION

SacRT's annual budgeting process includes Board adoption of a budget that reflects SacRT's expected funding at the time of preparation. Periodically, changes to funding sources, funding amounts, or District priorities require revisions to the budget. Staff has identified necessary revisions as described below:

- **Light Rail Crossing Enhancements (R010)** – Increase the budget authority on the project by \$193,896 to \$1,236,612 to replace gate mechanisms that are beyond their service life at SacRT's existing grade crossings. Staff has identified funding for some of the gate mechanism replacements, but this budget increase would allow for the replacement of all gate mechanisms that are beyond their useful life. This amount provides budget authority only. Staff will work to identify funding to complete gate mechanism replacements.
- **IT Disaster Recovery (T062)** – Add \$350,000 in budget authority for a new project to help SacRT's Information Technology Department (IT) to maintain service in the event of an emergency. The first phase of this project is to increase runtime on SacRT's Uninterruptable Power Supply (UPS) equipment to prevent critical services from being taken offline in the event of an emergency (e.g., power outage, sustained power fluctuation). This amount provides budget authority only. Staff is working to identify funding for this project. Partial funding may be available using State Transit Assistance (STA) savings from other capital projects.

- **Yolobus Causeway Connection Operations (Q061)** – Add \$1.5 million to support Yolobus' Causeway Connection operations for three years. This is Yolobus' share of the \$3 million in Causeway Connection operations funding that was awarded to SacRT and Yolobus by SACOG in the 2018 Regional Funding Program round. SacRT will be administering the full \$3 million in Congestion Mitigation and Air Quality (CMAQ) funds that were awarded and will be passing through Yolobus' \$1.5 million share via a subrecipient agreement.

Staff hereby recommends that the Board approve the Fourth Amendment to the FY20 Capital Budget, making the changes described above and in Exhibit A.

RESOLUTION NO. 20-03-0009

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 9, 2020

**APPROVING THE FOURTH AMENDMENT TO THE FISCAL YEAR (FY) 2020
CAPITAL BUDGET**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Board hereby approves the Fourth Amendment to the Fiscal Year 2020 Capital Budget, as set out in Exhibit A.

STEVE HANSEN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

Exhibit A: Summary of Amendment 4 changes to FY20 Capital Budget

ID	Project Name	FY20 Budget Through Amend 3	FY20 Budget - with Amend 4	FY20 Capital Budget Change				Fund Source	
				FY20 Capital Budget Change	Federal	State	Local		TBD
R010	Light Rail Crossing Enhancements	1,042,716	1,236,612	193,896	0	0	0	193,896	TBD.
T062	IT Disaster Recovery	0	350,000	350,000	0	0	0	350,000	TBD. Partial funding may be available using State Transit Assistance (STA) savings from other capital projects.
Q061	Yolobus Causeway Connection Ops	0	1,500,000	1,500,000	1,500,000	0	0	0	SACOG 2018 Regional Program (CMAQ) funds.
		\$ 1,042,716	\$ 3,086,612	\$ 2,043,896	\$ 1,500,000	\$ -	\$ -	\$ 543,896	



STAFF REPORT

DATE: March 9, 2020
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: APPROVING THIRD AMENDMENT TO THE CONTRACT TO PROVIDE AND INSTALL FARE VENDING MACHINES WITH SCHEIDT & BACHMANN USA, INC.

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

The Third Amendment to the Contract will provide for procurement and installation of 35 fare vending machines (FVMs) for Gold Line and procurement of 4 FVMs for Blue Line.

FISCAL IMPACT

Total cost of the Third Amendment is \$2,086,054 plus applicable sales tax. The Third Amendment is being funded with TCRP, FY19, and FY21 STA funds.

DISCUSSION

On March, 21, 2018, a Contract to provide and install FVMs was executed with Scheidt & Bachmann USA, Inc. (Scheidt & Bachmann) for an amount not to exceed \$5,069,200, excluding applicable sales tax. The contract amount included a quantity of 61 FVMs and supporting goods and services using funding that was restricted to expenditures on the Blue Line. The Contract was amended in November 2018 to add an additional FVM, for a total order of 62 FVMs. The Second Amendment executed February 11, 2019, made minor changes to the configuration of the FVMs during production. Due to a number of factors, the initial order has taken longer than originally anticipated and these FVMs are currently being prepared for installation in the near future.

The current order would replace all old (obsolete) FVMs on the Blue Line, but not stations that exclusively serve the Gold Line or the Green Line. The current FVMs cannot support QR coding, Connect Card Integration, Apple and Android Pay, and mobile passes. If the Gold Line and the Green Line FVMs are not also replaced, there will be four different generation machines to support and maintain, including both front-line hardware and back-end administration. The existing FVMs are beyond their life cycles. Replacing all machines to the latest technology, with a single back-end server

will help SacRT to provide better customer service and minimize system maintenance costs. There are 47 machines on the Gold Line and Green Line.

The Contract with Scheidt & Bachmann contains an option for SacRT to obtain additional FVMs, up to a total quantity of 113, with the caveat that all options must be exercised no later than April 30, 2020.

The proposed Third Amendment would exercise options to obtain 35 FVMs for Gold Line and 4 FVMs for Blue Line (two for the Morrison Creek station and two for Dos Rios, which would be installed under the respective construction contracts for these stations, rather than by Scheidt & Bachmann.). While this quantity would not provide for one-for-one replacement of the existing Gold Line FVMs, Staff feels that 35 FVMs will provide sufficient Gold Line coverage with the new FVMs.

Staff recommends approval of the Third Amendment to the Contract to provide and install Fare Vending Machines with Scheidt & Bachmann USA, Inc. to exercise SacRT's options to add 39 additional FVMs, installation of 35 machines, and associated software, warranty and project management services for an amount not to exceed \$2,086,054 plus applicable state and local taxes and to extend the time for completion of work to September 30, 2021.

RESOLUTION NO. 20-03-0010

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 9, 2020

APPROVING THIRD AMENDMENT TO THE CONTRACT TO PROVIDE AND INSTALL FARE VENDING MACHINES WITH SCHEIDT & BACHMANN USA, INC.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Third Amendment to the Contract to Provide and Install Fare Vending Machines (FVMs) by and between the Sacramento Regional Transit District (therein "SacRT") and Scheidt & Bachmann USA, Inc. (therein "Contractor"), whereby: SacRT exercises its option to add acquisition of 39 additional FVMs, installation of 35 FVMs, and associated software, warranty, and project management services; the timeline for performance of work is extended to September 30, 2021; and the total consideration is increased by \$2,086,054, from \$5,004,622.38 to \$7,090,676.38, plus applicable sales taxes, is hereby approved.

THAT, the Chair and General Manager/CEO are hereby authorized and directed to execute the Third Amendment.

STEVE HANSEN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary



STAFF REPORT

DATE: March 9, 2020
TO: Sacramento Regional Transit Board of Directors
FROM: Devra Selenis, Chief Communications Officer
SUBJ: DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO AUTHORIZE UP TO 10 FREE RIDE DAYS ON BUS AND LIGHT RAIL TO ENCOURAGE RIDERSHIP

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Giving the General Manager/CEO authority to approve up to 10 system-wide “Free Ride” days during calendar year 2020 will build awareness and encourage ridership of SacRT’s fixed-route and microtransit mobility services in the Sacramento region.

FISCAL IMPACT

Staff analysis of the fiscal impact for 10 Free Ride days is estimated to cost approximately \$404,556. The breakdown is shown below:

Days of the Week	Daily Fare Revenue Impact	Maximum Number of Days	Total
<u>SacRT Fixed-Route Bus/ Light Rail/SmaRT Ride</u>			
Weekday (Mon-Fri)	\$45,000	6	\$270,000
Saturday	\$25,000	2	\$ 50,000
Sunday	\$25,000	2	\$ 50,000
<u>Complementary ADA Paratransit Service</u>			
Weekday (Mon-Fri)	\$ 4,444	6	\$ 26,664
Saturday	\$ 1,973	2	\$ 3,946
Sunday	\$ 1,983	2	\$ 3,946
TOTAL:		10	\$404,556

The estimated reduction in fare revenue was not included in the FY 2019-2020 budget. OMB staff is in the process of creating the draft FY 2020-2021 budget and will incorporate this fare reduction into revenue estimates for that fiscal year if approved. The actual impact on each fiscal year will be dependent upon how the free ride days are distributed.

DISCUSSION

In an effort to generate public awareness and ridership for SacRT, staff is seeking Board approval to grant authority to the General Manager/CEO to institute up to 10 Free Ride days in calendar year 2020 that will include a mix of weekdays and weekend days. The Free Ride days will be selected in advance and tied with a major occurrence, such as Veterans Day, Rider Appreciation, Clean Air Day and Election Day, allowing time for promotional opportunity and leveraging partnerships to generate the most impact. The Free Ride days will be valid system-wide on all SacRT fixed-route buses, complementary paratransit service, SmaRT Ride microtransit and light rail services.

RESOLUTION NO. 20-03-0011

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 9, 2020

**DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO AUTHORIZE
UP TO 10 FREE RIDE DAYS ON BUS AND LIGHT RAIL TO ENCOURAGE
RIDERSHIP**

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, to encourage ridership, the General Manager/CEO is hereby delegated authority to approve up to ten free ride days on SacRT's bus system, complementary paratransit service, Smart Ride service and light rail service.

STEVE HANSEN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary



STAFF REPORT

DATE: March 9, 2020

TO: Sacramento Regional Transit Board of Directors

FROM: Shelly Valenton, VP, Integrated Services and Strategic Initiatives

SUBJ: AMENDING AND RESTATING TITLE III OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT ADMINISTRATIVE CODE RELATING TO RULES OF PROCEDURE

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

This action will modify Title III of the Sacramento Regional Transit (SacRT) Administrative Code to change the time limit for public comments at Board meetings to two minutes and require speaker cards to be submitted prior to an item being called.

FISCAL IMPACT

None as a result of this action.

DISCUSSION

SacRT understands and appreciates the time commitment that its Board members and the public make to attend and participate in SacRT Board meetings. To this end, staff is always exploring ways to make the meetings run more efficiently and effectively while preserving the opportunity for the public to provide valuable input.

Changes to the Board's Rules of Procedure require a change to Title III of the SacRT's Administrative Code. Staff is proposing that public comment be limited to two minutes per speaker, rather than the current three minutes. In addition, speaker cards would be required to be submitted prior to an item being called. It should be noted that the Board Chair currently has the discretion to end public comment after 30 minutes, move on to other Board business, and then recommence public comment following the completion of other agenda business.

State law authorizes the SacRT Board to adopt an administrative code setting forth procedures for the operation and management of the District (Public Utilities Code section 102121) and to establish rules for its proceedings (Public Utilities Code section 102104). The proposed changes are within the Board's authority and consistent with the Brown Act. Based on this review, staff recommends that the following amended and restated version of Title III of the Code be adopted.

A red-lined copy of the proposed changes to the Board's Procedures is attached.

Staff recommends adoption of the amended and restated Title III effective February 25, 2020.

TITLE III

RULES OF PROCEDURE

CHAPTER 1
BOARD RULES

ARTICLE 1
MEETINGS

§3.1.1.1 Regular Meetings

At least once during each calendar year, the Sacramento Regional Transit District (*District*) Board of Directors, hereinafter referred to as “Board,” will adopt a resolution setting forth its regular meeting schedule for the 12 month calendar period following the month and year in which the resolution is adopted. The resolution establishing the Board’s regular meeting schedule will state the date for each regular meeting, and the time or place for each regular meeting if it differs from the time or place set out in this section. Unless otherwise specified in the resolution establishing the Board’s regular meeting schedule, the Board will conduct its regular meetings in the first floor Auditorium at Regional Transit’s Administrative Headquarters located at 1400 29th Street, Sacramento, CA. Regular meetings of the Board will start at 5:30 p.m. Whenever a regular meeting falls on a legal holiday, the meeting will be re-designated by the Board at its regular meeting immediately prior to the holiday. If, for any other reason, the Board decides to change the date of a regular meeting, the meeting will be designated by the Board at its regular meeting immediately prior to the meeting for which the date was changed. Absent the designation, any meeting other than the next regularly scheduled meeting, will be called and noticed as a special meeting. Legal holiday, as used above, will mean those days defined as legal holidays in Government Code Sections 6700 and 6701.

§3.1.1.2 Special Meetings

A special meeting may be called at any time by the Chair, or by a majority of the members of the Board, by delivering personally, by e-mail, or by mail, written notice to each member of the Board and to each local newspaper of general circulation, radio, or television station requesting notice in writing. The notice must be delivered and received at least 24 hours before the time of the meeting. The call and notice will specify the time and place of the special meeting and the business to be transacted.

No business other than as specified in the notice will be considered at the meeting. The written notice need not be given to any member who, at or prior to the time the meeting convenes, files a written waiver of notice with the Secretary of the District. The waiver may be given by regular mail, facsimile or e-mail. Any defect in the notice procedure will be deemed cured by actual attendance of the member at the meeting. (Government Code Section 54956)

§3.1.1.3 Adjournment of Meeting

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. Notice of adjournment of a duly called special meeting at which less than a quorum is present will be given in the same manner as notice of the original meeting. If all members are absent from any regular or adjourned regular meeting, the Secretary of the District may declare the meeting adjourned to a stated time and place and he or she will cause a written notice of the adjournment to be given in the same manner as provided in these rules for special meetings. In the case of all adjournments, a copy of the order or notice of adjournment will be conspicuously posted on or near the door of the place where the meeting was held, within 24 hours after the time of the adjournment. When an order of adjournment of any meeting fails to state the time at which the adjourned meeting is to be held, it will be held at the time specified for regular meetings. (Government Code Section 54955)

§3.1.1.4 Session

The Chair will take the chair and call the Board to order. In the absence of the Chair and Vice-Chair, the Secretary will call the meeting to order, whereupon the members present, by an order entered in the minutes, will select one of the members to act as Chair *pro tem*, who, while so acting will have all of the authority of the Chair. Upon the arrival of the Chair or Vice-Chair, the Chair *pro tem* will relinquish the chair upon the conclusion of the business immediately before the Board. Notwithstanding the foregoing, if the presiding Chair, Vice-Chair or Chair *pro tem* is called from the chair for a short period during a meeting to which he or she will return, he or she may appoint a member of the Board to preside until his or her return without interrupting the proceeding for the purpose of electing a Chair *pro tem*.

§3.1.1.5 Roll Call

Before proceeding with the business of the District, the roll of the members will be called by the Secretary and the names of those present will be entered in the minutes. The Secretary will announce if a quorum exists.

§3.1.1.6 Quorum

A quorum for the transaction of any business exists when sufficient members of the Board or their alternates are present to cast a Majority Vote of the Board.

§3.1.1.7 Minutes

The Secretary will furnish each Board member with a copy of the minutes of each meeting with the agenda for the following meeting; the minutes may take the form of an Action Summary.

§3.1.1.8 Approval of Minutes

The minutes may be approved without reading unless the reading is requested by a member. A copy of the approved minutes of each meeting will be inserted in the District's Minute Book.

§3.1.1.9 Meetings to be Open to the Public

All meetings of the District and its committees will be open to the public unless the subject matter is a proper one for closed session. All meetings will comply with the provisions of the Ralph M. Brown Act. (Government Code Sections 54950, et seq.)

§3.1.1.10 Vote

The vote upon an action item will be either "aye," "no," or "abstain" pursuant to roll call or voice vote, which vote may be cast by means of an electronic device. The number of votes cast "aye," "no," or "abstain" will be tallied according to the number of votes allocated to each member of the Board or their alternate who voted, and will be so recorded. If a member of the Board abstains from voting on an action item, that member's vote will not be counted as either an "aye" or a "no." Each ordinance or resolution will be in written or printed form. A member of the Board appointed pursuant to Public Utilities Code Section 102100.2, 102100.3 and 102100.5, subject to 102100.4 and 102100.7, may vote on any business coming before the Board.

§3.1.1.11 Voting by Alternates

A person who is serving as an alternate for an absent member of the Board will notify the Chair and the Clerk to the Board at the beginning of a meeting, or at the earliest practical opportunity thereafter and before voting, that he or she is serving either as an alternate or as both a primary member and as an alternate. An alternate will state the name of the member of the Board for whom s/he is serving as an alternate. The Clerk of the Board will confirm whether SacRT has received official notification from the applicable Voting Entity regarding the alternate's authority to serve as an alternate and the name of the member of the Board for whom s/he may serve as an alternate. If the Clerk of the Board confirms the alternate's voting eligibility, the Clerk to the Board will so advise the Chair and the alternate may vote on any business coming before the Board at that meeting while the primary member for whom he or she is serving as an alternate is absent. An alternate will have the number of votes that are allocated to that primary member for whom s/he is serving as an alternate. A primary member who is also serving as an alternate will not be obligated to cast the same vote in both capacities. The Clerk to the Board will record in the minutes the time at which an alternate was recognized to be serving for an absent primary member.

§3.1.1.12 Continuing Body

The Board will be a continuing body and no measure pending before it will be abated or discontinued by reason of the expiration of the term of office or removal of a member of the Board.

§3.1.1.13 Discussion Only Through Chair; Limitation of Discussion; Disqualification of Members

Persons in attendance may address the Board or member thereof only through the Chair. Members of the Board may address one another or persons in attendance only through the Chair.

Except as otherwise provided, discussion on any particular meeting either by a Board member or by any person in attendance may be limited, at the discretion of the Chair, to the time as the Chair may find to be reasonable under the circumstances, provided that any decision of the Chair to limit discussion may be overruled by a majority of the Board.

Any member who is legally disqualified from participating in District action on any particular matter will, as soon as the matter is reached on the agenda, disclose his or her disqualification and the reason for it and will take no part in the discussion, debate or vote on the matter. If the

disqualification is not known to him or her at the time the matter is reached on the agenda, he or she will make the disclosure as soon as his or her disqualification is known to him or her.

§3.1.1.14 Closed Sessions

Closed sessions will be held only on those matters which the Ralph M. Brown Act (Government Code Section 54950, et seq.) and court decisions recognize as proper matters to be held in closed session. These include, but may not be limited to, the following matters:

- A. To meet with District's legal counsel regarding pending litigation.
- B. To meet with District's designated representatives regarding real property negotiations.
- C. To consider the appointment, employment, or dismissal of an officer or employee, or to hear complaints and charges against the officer or employee. At least 24 hours prior to the closed session, the District will deliver written notice to the officer or employee that he or she has the right to have the hearing made public. This section will not be construed as granting anyone the right to a hearing they do not already have by virtue of some other authority.
- D. To meet with District's designated representatives regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees.
- E. To consider any matter affecting the national security.
- F. To meet with the Attorney General, District Attorney, Sheriff, or Chief of Police or other authorized representatives on matters posing a threat to the security of District buildings, public services or facilities.

§3.1.1.15 Time, Rules and Agenda of Closed Session

A closed session will be held only during a regular or special meeting, in full compliance with these Rules of Procedure, and in accordance with the disclosure provisions of the Ralph M. Brown Act. As applicable, disclosure on the agenda under the topic "Closed Session" will be substantially as follows:

- A. "CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
 Smith v. SacRT Pursuant to Gov. Code Section 54956.9(a)
 (for filed claims against the District and litigation)

- B. "CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Gov. Code Section 54956.9(b)" Include facts and circumstances upon which closed session is based and which are known to potential plaintiffs unless same will be announced prior to closed session (for significant exposure of litigation against the District).
- C. "CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Gov. Code Section 54956.9(b)(2) to decide whether facts and circumstances warrant closed session under Gov. Code Section 54956.9(b)(1)"
- D. "CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Gov. Code Section 54956.9(c) based on existing facts and circumstances, the District has decided or is deciding whether to initiate litigation"
- E. "CONFERENCE WITH REAL PROPERTY NEGOTIATOR:
Pursuant to Gov. Code Section 54956.8:
Property: (specify street address or parcel number of the real property under negotiation)
Negotiating parties: (specify name of party - not agent)
Negotiation: (specify whether authority to negotiator will concern price, term of payment, or both)"
- F. "PUBLIC EMPLOYEE APPOINTMENT
Pursuant to Gov. Code Section 54957
Title: (specify description of position to be filled)"
- G. "PUBLIC EMPLOYMENT
Pursuant to Gov. Code Section 54957
Title: (specify description of position to be filled)"
- H. "PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Gov. Code Section 54957
Title: (specify position or title of employee being reviewed)"
- I. "PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Gov. Code Section 54957"
(no additional information is required)
- J. "CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Gov. Code Section 54957.6

District negotiator: (specify name)

Employee organization: (specify name of organization representing employee)

(or)

Unrepresented Employee: (specify position or title of unrepresented employee who is the subject of the negotiations)"

When a closed session is the only reason for calling a special meeting, the call will specify the time and place of the special meeting, the business to be transacted, and the disclosure as is required under the Ralph M. Brown Act. If the session is for a personnel matter, the officer or employee involved must be notified of the nature of the session and in what way it applies to him or her.

§3.1.1.16 Closed Session Action

The Chair will report at the Board meeting during which the closed session is held any action taken and the roll call vote thereon to the extent and in the manner required by Government Code Section 54957.1.

ARTICLE 2
OFFICERS

§3.1.2.1 Chair

The Chair may move, second and debate from the chair, subject only to the limitations of debate as are by these Rules imposed on all members, and will not be deprived of the rights or privileges of a member by reason of his or her occupying the chair. In an action to adopt a motion, resolution or ordinance, the Chair will vote after all other members present have cast their vote.

§3.1.2.2 Chair Responsibilities

The Chair will preside and preserve order at all regular meetings, special meetings and hearings of the Board. The Chair will state every question coming before the Board, announce the decision of the Board on all subjects and decide all questions of order without debate, subject, however, to an appeal by a member of the Board. The Chair will sign all Board resolutions and all minutes of Board meetings or hearings which he or she has witnessed being adopted or approved.

§3.1.2.3 Vice-Chair and Chair Pro Tem Responsibilities

For the purpose of Public Utilities Code Section 102104, the Vice-Chair is the Chair *pro tem*; however, if both the Chair and Vice-Chair are absent or are unable to act, the members present, by an order entered in the minutes, will select one of their members to act as Chair *pro tem*, who, while so acting, will have all of the authority of the Chair.

§3.1.2.4 Secretary

The General Manager is the Secretary; however, he or she may designate an assistant to assume the powers and duties of Secretary. The Secretary will have the following powers and duties:

- A. Post agendas and sign a declaration of the time and place where each agenda was posted and maintain a file of those declarations with the corporate records.
- B. Attend all meetings and hearings of the Board and keep minutes of the meetings or hearings in the District's Minute Book.
- C. Attest all resolutions of the Board and the minutes of all meetings or hearings which will have been approved by the Board, and he or she will have custody of same.
- D. Keep and have custody of all books, records and papers of the District, and certify true copies thereof whenever necessary.
- E. Perform other duties as may be required either by statute, ordinance, resolution or order.
- F. Call the Board to order in absence of the Chair and Vice-Chair.

§3.1.2.5 Elections

Election of any officer of the District will be by nomination, closing of nominations and balloting on nominees. Before the declaration of the result of the vote, a unanimous ballot may be cast for the successful candidate. The Chair and Vice-Chair will be elected at the first regular meeting in January unless otherwise provided under Public Utilities Code Section 102104.

§3.1.2.6 Board of Directors

The government of the District is vested in a Board appointed by the Voting Entities. The number of members on the Board will not be less than the number of Voting Entities that are eligible to make appointments to the Board. The exact number of Board members will be determined in accordance with appointments made by the Voting Entities pursuant to Public Utilities Code Sections 102100.2, 102100.3, and 102100.5, subject to the provisions of Public Utilities Code Sections 102100.4 and 102100.7. Each Voting Entity may appoint an alternate to serve for an absent primary member in the manner set forth in Public Utilities Code Section 102100.10.

§3.1.2.7 Term of Office of Board Members

The term of office of each Board member will be as set forth in Public Utilities Code Section 102100.1. The term of office of each Board member appointed pursuant to Public Utilities Code Section 102100.3(b)&(c) is subject to termination as provided in Public Utilities Code Section 102100.4.

§3.1.2.8 Vacancy

If a vacancy occurs on the Board because of death, resignation, illness, or for other reason, the Secretary of the Board will immediately provide written notice to the jurisdiction appointing the individual of the need to appoint a replacement. The replacement is to be appointed within sixty (60) days of the transmittal of the notice.

ARTICLE 3
ORDER OF BOARD BUSINESS

§3.1.3.1 Agenda

The order of business for regular meetings will be as follows:

In open session:

1. Call to order at 5:30 p.m.
2. Roll call.
3. Pledge of Allegiance
4. Consent calendar, including approval of Action Summary.
5. Introduction of special guests.
6. Unfinished business.
7. Public hearings (unless conducted independently of regular meeting).
8. Public addresses Board on matters not on the agenda.
9. New business.
10. General Manager's Report.
11. Reports, Ideas and Questions from Directors, and Communications
12. Continuation of Public addresses Board on matters not on the agenda (if necessary).
13. Announcement of closed session items.
For anticipated litigation, announcements must include facts and circumstances upon which the closed session is based and which are known to the potential plaintiffs unless set out in the written agenda.
14. Recess to closed session.

In closed session:

15. Closed session items.
16. Reconvene in open session.

In open session:

17. Closed session report, if required.
18. Adjourn.

NOTE: This order of business may be changed after opening of a session, upon order of the Chair with consent of the Board or upon motion of the Board.

§3.1.3.2 Contents of Agenda

The agenda will specify the time and location of the meeting and will contain a brief general description of each item of business to be transacted or discussed at the meeting. The description will be reasonably calculated to adequately inform the public of the general matter or subject

matter of each agenda item. Matters will be listed in the order specified in Section 3.1.3.1 above and will contain the following notation:

"*NOTICE TO THE PUBLIC

It is the policy of the Board of Directors of the Sacramento Regional Transit District to encourage participation in the meetings of the Board of Directors. At each open meeting, members of the public will be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on the table at the back of the auditorium. Speaker cards must be submitted prior to the item being called.

Public comment may be given on any agenda item as it is called and will be limited by the Chair to 3 2 minutes or less per speaker. Speakers using a translator will be provided twice the allotted time. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item the Chair of the Board will announce the maximum amount of time that will be allowed for public comment.

Matters under the jurisdiction of the Board and not on the posted agenda may be addressed under the Item "Public addresses the Board on matters not on the agenda." Up to 30 minutes will be allotted for this purpose. The Board limits public comment on matters not on the agenda to 3 2 minutes per person and not more than 15 minutes for a particular subject. If public comment has reached the 30 minute time limit, and not all public comment has been received, public comment will resume after other business has been conducted as set forth on the agenda. The Board will not act upon or discuss an item that is not listed on the agenda except as provided under Section 3.1.3.6.

This agenda may be amended up to 72 hours prior to the meeting being held. An Agenda, in final form, is located by the front door of Sacramento Regional Transit's building at 1400 29th Street, Sacramento, California, and is posted on the SacRT website.

The Regional Transit Board of Directors Meeting is being videotaped. A replay of this meeting can be seen on Metrocable Channel 14 and will be webcast at www.sacmetrocable.tv on _____ and on _____.

Any person(s) requiring accessible formats of the agenda or assisted listening devices/sign language interpreters should contact the Clerk of the Board at 916/556-0456 or TDD 916/483-4327 at least 72 business hours

in advance of the Board Meeting.

Copies of staff reports or other written documentation relating to each item of business referred to on the agenda are on SacRT's website, on file with the Clerk to the Board of Directors of the Sacramento Regional Transit District, and are available for public inspection at 1400 29th Street, Sacramento, California. Any person who has any questions concerning any agenda item may call the Clerk to the Board of Sacramento Regional Transit District."

§3.1.3.3 Consent Calendar

The Consent Calendar will consist of matters requiring Board action of either a routine nature or on which staff comment is not appropriate or necessary, or which have previously been discussed and appear on the Agenda for final action only.

The Chair may authorize those items to be listed on the Consent Calendar agenda. All items listed under the Consent Calendar, excepting those individual items which the Chair reserves for separate consideration at the request of any Board member, may be acted upon by a single motion.

§3.1.3.4 Agenda Preparation, Delivery and Posting

A written agenda for each meeting will be prepared, delivered and posted as follows:

- A. A written agenda, together with all supporting documents, of the business of each regular meeting will be prepared by the Secretary and delivered to the Board members, District Counsel, and the press at least three (3) days before the meeting. The purpose of the agenda is to give Board members at least two (2) days' notice of all business coming before them. Notice of regular meetings without supporting documents will be mailed at least one week (seven (7) days) before the meeting to any owner of property located within the District who has filed a written request for the notice with the Secretary. In the case of special meetings which may be called less than seven (7) days in advance of the meeting date, the requesting property owner will receive the notice as soon as may be practical under the circumstances.
- B. The written agenda for each regular meeting and for every meeting continued for more than five (5) calendar days will be posted at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting will be posted at least 24 hours before the special meeting is scheduled to begin. The

agenda will be posted in a location that is freely accessible to members of the public.

§3.1.3.5 Submission of Materials for Agenda

Material intended for placement on the agenda for a regular meeting will be delivered to the Secretary on or before ~~12:00 Noon on the 21st day~~ 4:00 p.m. on the 11th day before the meeting. Members of the Board may submit items for inclusion on a future agenda by orally making the request to the Chair under Reports, Ideas and Questions from Directors, and Communications. The General Manager/CEO and the Chief General Counsel may also submit items for inclusion on a future agenda.

§3.1.3.6 Matters Requiring Board Action

A matter requiring Board action must be listed on the posted agenda before the Board may act upon it. The Board may take action on items of business not appearing on the posted agenda under any of the following conditions:

- A. Upon a determination by at least a Majority Vote of the Board that an emergency situation exists as defined in Section 54956.5 of the Government Code.
- B. Upon a determination by at least a Two-Thirds Vote of the Board, or, if the members and/or their alternates present do not have sufficient votes to cast at least a Two-Thirds Vote of the Board, a unanimous vote of all those members of the Board or their alternates who are present, that there is an immediate need to take action, and the need for action came to the District's attention after the agenda was posted.
- C. The item was properly posted for a prior meeting of the Board of Directors occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- D. By directing the General Manager to place an item of business for discussion and/or action on a subsequent agenda.

§3.1.3.7 Access to Public Records Distributed at Meeting

Writings which are public records and which are distributed during a meeting will be made available for public inspection at the meeting if prepared by the District or a member of its Board, or after the meeting if prepared by some other person.

ARTICLE 4 HEARING

§3.1.4.1 Opening of Hearing

A hearing will be deemed open when the Chair announces the item for which a hearing has been set.

§3.1.4.2 Order of Hearing

Consideration of a matter regularly set for hearing before the Board will proceed in the following order:

1. Chair announces item.
2. Staff makes presentation.
3. Proponents address Board.
4. Secretary reads communication from proponent (unless same has been read by one of the speakers).
5. Opponents address Board.
6. Secretary reads communication from opponent (unless same has been read by one of the speakers).
7. Rebuttals, if applicable. (Proponents first and opponents last.)
8. Public Comment.
9. Questions by the Board.
10. Discussion by the Board.
11. Board action as appropriate.

§3.1.4.3 Speaking Restriction

Each person appearing at a hearing before the Board will be limited to 3 minutes in his or her initial presentation. If he or she desires further time, he or she may request same before returning to his or her seat, in which event the Chair may, at his or her discretion, permit further remarks either before or after all other speakers on his or her side have been heard and before proceeding to the next order in the hearing. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. A person appearing in rebuttal will be limited to 2 minutes.

§3.1.4.4 Close of Hearing

Unless a hearing is continued as provided under Section 3.1.4.5, a hearing will be deemed closed when the Chair announces the next agenda item following that hearing or adjourns the meeting, whichever occurs first.

§3.1.4.5 Continuation of Hearings

Subject to the requirements of law, a hearing may be continued by the Board from time to time. In continuing the hearing, the Board will specify the time and place of the continued hearing.

§3.1.4.6 Continuation of Deliberations

Subject to the requirements of law, the Board may take under submission for a reasonable period of time any matter which has been heard before it and may for this purpose continue its deliberations on the matter from time to time. In continuing the deliberations, the Board will specify the time and place of the continued deliberations.

§3.1.4.7 Decorum

While the Board is in session the members must preserve order and decorum, and a member will neither by conversation, or otherwise, delay or interrupt the proceedings or the peace of the Board nor disturb any member while speaking, nor refuse to obey the orders of the Board or its presiding officer.

ARTICLE 5
PERSONS ADDRESSING BOARD

§3.1.5.1 Addressing Board

The regular time for the public to address the Board will be when the Chair in due order of business invites them to do so. At other times, permission to address the Board will be at its discretion. A person desiring to address the Board will be requested to give his or her name, address and group affiliation, if any, to the Secretary for the record before addressing the Chair.

§3.1.5.2 Impertinence

Any person making personal, impertinent or disrespectful remarks while addressing the Board may be barred by the Chair from further appearance before the Board at that meeting or hearing, unless permission to continue be granted by an affirmative vote of the Board as provided in Section 3.1.7.8.

ARTICLE 6
MEMBERS

§3.1.6.1 Synopsis in Minutes

The Secretary will prepare minutes in the form of an action summary; however, during the consideration of any particular matter, a Board member may make a request that the minutes contain a synopsis of the discussion or deliberations of any question coming before the Board or the greater level of detail as may be requested.

§3.1.6.2 Speaking Privileges

Any member desiring to speak will address the Chair and upon recognition by the Chair will confine himself or herself to the question under debate, avoiding all personalities and disrespectful language.

§3.1.6.3 Speaking Interruption

A member will not be interrupted when speaking unless it be to call him or her to order, for the purpose of explanation, or to permit solicited responses. If a member, while speaking, is called to order, he or she will cease speaking and resume his or her seat until the question of order is determined, when, if permitted, he or she may proceed.

§3.1.6.4 Debate Closing

The member moving the adoption of an ordinance, resolution or motion will have the privilege of closing the debate.

§3.1.6.5 Motion Reconsideration

A motion to reconsider any action taken by the Board may be made only on the day the action was taken, either during the same session or at an adjourned session thereof. The motion must be made by a member on the prevailing side and seconded by any member. The motion, which may be made at any time during the meeting, has precedence over all other motions except a motion to adjourn. The motion to reconsider is debatable unless the action to be reconsidered is undebatable.

ARTICLE 7
OFFICIAL ACTIONS

§3.1.7.1 Action

Motions and resolutions, unless laid over by a majority vote of the Board, may be acted upon the day of introduction or presentation. No continuance will be granted if the effect of the continuance is to render a subsequent vote on the issue meaningless.

§3.1.7.2 Ordinances

The usual course of procedure with an ordinance will be to lay it over for one meeting from the date of introduction or presentation, before calling it up for action, and to have the Secretary furnish a copy of each ordinance introduced, or presented, to each member of the Board as soon as possible after its introduction. The enacting clause of all ordinances will be as follows: "The Board of Directors of Sacramento Regional Transit District do ordain as follows:"

§3.1.7.3 Ordinance Effective Date

No ordinance will become effective until 30 days from and after the date of its final passage, except:

- A. An ordinance calling or otherwise relating to an election.
- B. An ordinance for the immediate preservation of the public health, peace and safety, which contains a declaration of, and the facts constituting its urgency, and is passed by an affirmative vote of the Board as provided in Section 3.1.7.8.
- C. Other ordinances governed by particular provisions of state law prescribing the manner of their passage and adoption.

§3.1.7.4 Votes, Signature and Attestation

Every ordinance and resolution will be signed by the Chair/Chair *pro tem* (depending upon who presided at the meeting of enactment) and attested by the Secretary. The votes cast on an ordinance will be entered on the face of the ordinance by recording the vote cast by each present member or their alternate as either "aye," "no," or "abstain," and the total number of votes cast by all members voting "aye," "no," or "abstain."

§3.1.7.5 Ordinance Publication

The following directive will be included in each ordinance of a general nature. "The District Secretary is hereby directed to publish this ordinance in full within 15 days after adoption." Before the expiration of 15 days after passage of an ordinance, it will be published once, with the names of the members voting for and against it, in a newspaper of general circulation published in the District.

§3.1.7.6 Codification

Ordinances and resolutions may be codified in the manner established for counties pursuant to Government Code Sections 25126-25130.

§3.1.7.7 Effect of Motion

Motions will be considered an act of the District and carry the same weight as a resolution.

§3.1.7.8 Allocation of Votes

There will be a total of 100 votes, which will be apportioned to the Voting Entities and allocated among the members of the Board appointed by the Voting Entities in accordance with Public Utilities Code Section 102105.1. All official acts of the Board will require at least a Majority Vote of the Board unless a greater number of affirmative votes is required by law. The allocation of votes authorized by Public Utilities Code section 102105.1 applies only to noticed meetings or hearings of the Board and does not apply to Ad Hoc Committees composed of less than a numerical majority of the Board's members.

ARTICLE 8
COMMITTEES

§3.1.8.1 Appointment

The Chair will appoint all standing and special (ad hoc) committees.

§3.1.8.2 Standing Committee Meetings

All the provisions of these rules with respect to notice of a special meeting, including written notice to the press, will apply to the meeting of a Standing Committee whether or not the committee is made up of more than a quorum of the Board.

§3.1.8.3 Ad Hoc Committee Meeting

It will be the policy of the Board that meetings of Ad Hoc Committees will be open to the public, except for meetings which would be eligible for closed sessions under the Brown Act. If less than a quorum of the Board is appointed to serve on an Ad Hoc Committee, no notice need be given other than the posting of a notice of the time and place of the committee meetings on a publicly accessible bulletin board at the offices of the District, located at 1400 29th Street, Sacramento, California.

ARTICLE 9
RULES

§3.1.9.1 Amendment

Any rule may be altered, amended or annulled at any time by an affirmative vote of the Board as provided in Section 3.1.7.8, provided a week's notice of the change is given to each board member.

§3.1.9.2 Suspension

Any rule may be temporarily suspended by an affirmative vote of the Board as provided in Section 3.1.7.8.

§3.1.9.3 Robert's Rules

All rules of order not herein provided for will be determined in accordance with "Robert's Rules of Order."

§3.1.9.4 Copies - District Rules

The Secretary will furnish each member one or more copies of these Rules and provide a supply for public purposes.

ARTICLE 10
DEFINITIONS

§3.1.10.1 Majority Vote of the Board

"Majority Vote of the Board" means the affirmative vote by members of the Board and/or their alternates casting a least a majority of the 100 votes apportioned to the Voting Entities.

§3.1.10.2 Two-Thirds Vote of the Board

“Two-Thirds Vote of the Board” means the affirmative vote by members of the Board and/or their alternates casting at least two-thirds of the 100 votes apportioned to the Voting Entities.

§3.1.10.3 Voting Entity

“Voting Entity” and “Voting Entities” have the meaning set forth in Public Utilities Code Section 102027.

CHAPTER 2
PUBLIC TASK FORCE

ARTICLE 1
APPOINTMENT

§3.2.1.1 Board Appointment

If the Board determines that public advice and participation is desired on specific issues, the Board may seek advice from knowledgeable persons on those issues by appointing an ad hoc task force in accordance with the procedures set forth in this Chapter. The determination to establish the task force will be made by resolution which will spell out the task and issue with which the task force is to be charged.

§3.2.1.2 Task Force Makeup

Upon a determination to establish an ad hoc task force, the Board will accept nominees from Board members, staff, community organizations, and elected officials. From the names submitted, the Chair will select not to exceed nine persons for membership on the ad hoc task force. The task force will come into being upon a motion duly passed by the Board of Directors and entered into the minutes approving the members nominated by the Chair or names that the Board has added or substituted therefor. The Board may appoint up to three members of the Board to any task force so long as (i) the total number of persons on the task force does not exceed nine and (ii) those members of the Board who are appointed to the task force have a combined voting allocation of less than a Majority Vote of the Board . Should members of a task force serve on any other local agency, public commission, board or council, no more members than a quorum-less-one of any single board will serve on the task force. The ad hoc task force will not constitute an advisory commission authorized by Public Utility Code Sections 102140 through 102142.

§3.2.1.3 Restrictions on Task Force Membership

The task force will consist of not more than nine persons. If the Board establishes successive task forces, membership on succeeding task forces will not include members who have served upon the immediately preceding task force. In the event the Board establishes more than one task force at a time, no more than two members on any one task force may serve on the other task force simultaneously. Further, the restrictions upon membership set forth in Section 3.2.1.2, supra, will not be violated when membership is determined.

§3.2.1.4 Terms of Service

No task force will be in existence for longer than six months without specific Board approval. At the time of an ad hoc task force creation, the Board will designate a term no longer than six months within which the task force is to discharge its duties. Should the purpose for which the task force is created be satisfied before the term designated by the Board, the task force will dissolve automatically. The Board retains the authority to dissolve a task force at any time before expiration of its term by majority vote at a regular meeting of the Board.

§3.2.1.5 Administrative Matters

At the time of creation, the Board will, by majority vote, determine the process for reporting, which may include reporting through an established Board committee or directly to the full Board.

The Board may specify the form of the task force's final product such as an oral or written report. During the term of any task force, the Board reserves the right to remove any members of the task force, to give any further instruction to the task force, or to clarify any prior direction or instruction to the task force. At the time of task force creation, the Chair of the Board will designate the ad hoc task force chairperson from among the members appointed to the Board.

§3.2.1.6 Compensation

No compensation will be paid for ad hoc task force membership.

§3.2.1.7 Staff Support

Consistent with other priorities of the District, the General Manager will make every effort to provide adequate staff support to the "established task force."

RESOLUTION NO. 20-03-0012

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 9, 2020

**AMENDING AND RESTATING TITLE III OF THE SACRAMENTO REGIONAL
TRANSIT DISTRICT ADMINISTRATIVE CODE RELATING TO RULES OF
PROCEDURE**

WHEREAS, the Sacramento Regional Transit Board of Directors desires to revise Title III of the District's Administrative Code.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, Resolution No. 16-08-0084 is hereby repealed and restated to amend SacRT's Title III of the Administrative Code as set out in the attached Exhibit, effective March 10, 2020.

STEVE HANSEN, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Cindy Brooks, Assistant Secretary

TITLE III

RULES OF PROCEDURE

CHAPTER 1
BOARD RULES

ARTICLE 1
MEETINGS

§3.1.1.1 Regular Meetings

At least once during each calendar year, the Sacramento Regional Transit District (District) Board of Directors, hereinafter referred to as “Board,” will adopt a resolution setting forth its regular meeting schedule for the 12 month calendar period following the month and year in which the resolution is adopted. The resolution establishing the Board’s regular meeting schedule will state the date for each regular meeting, and the time or place for each regular meeting if it differs from the time or place set out in this section. Unless otherwise specified in the resolution establishing the Board’s regular meeting schedule, the Board will conduct its regular meetings in the first floor Auditorium at Regional Transit’s Administrative Headquarters located at 1400 29th Street, Sacramento, CA. Regular meetings of the Board will start at 5:30 p.m. Whenever a regular meeting falls on a legal holiday, the meeting will be re-designated by the Board at its regular meeting immediately prior to the holiday. If, for any other reason, the Board decides to change the date of a regular meeting, the meeting will be designated by the Board at its regular meeting immediately prior to the meeting for which the date was changed. Absent the designation, any meeting other than the next regularly scheduled meeting, will be called and noticed as a special meeting. Legal holiday, as used above, will mean those days defined as legal holidays in Government Code Sections 6700 and 6701.

§3.1.1.2 Special Meetings

A special meeting may be called at any time by the Chair, or by a majority of the members of the Board, by delivering personally, by e-mail, or by mail, written notice to each member of the Board and to each local newspaper of general circulation, radio, or television station requesting notice in writing. The notice must be delivered and received at least 24 hours before the time of the meeting. The call and notice will specify the time and place of the special meeting and the business to be transacted.

No business other than as specified in the notice will be considered at the meeting. The written notice need not be given to any member who, at or prior to the time the meeting convenes, files a written waiver of notice with the Secretary of the District. The waiver may be given by regular mail, facsimile or e-mail. Any defect in the notice procedure will be deemed cured by actual attendance of the member at the meeting. (Government Code Section 54956)

§3.1.1.3 Adjournment of Meeting

The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. Notice of adjournment of a duly called special meeting at which less than a quorum is present will be given in the same manner as notice of the original meeting. If all members are absent from any regular or adjourned regular meeting, the Secretary of the District may declare the meeting adjourned to a stated time and place and he or she will cause a written notice of the adjournment to be given in the same manner as provided in these rules for special meetings. In the case of all adjournments, a copy of the order or notice of adjournment will be conspicuously posted on or near the door of the place where the meeting was held, within 24 hours after the time of the adjournment. When an order of adjournment of any meeting fails to state the time at which the adjourned meeting is to be held, it will be held at the time specified for regular meetings. (Government Code Section 54955)

§3.1.1.4 Session

The Chair will take the chair and call the Board to order. In the absence of the Chair and Vice-Chair, the Secretary will call the meeting to order, whereupon the members present, by an order entered in the minutes, will select one of the members to act as Chair *pro tem*, who, while so acting will have all of the authority of the Chair. Upon the arrival of the Chair or Vice-Chair, the Chair *pro tem* will relinquish the chair upon the conclusion of the business immediately before the Board. Notwithstanding the foregoing, if the presiding Chair, Vice-Chair or Chair *pro tem* is called from the chair for a short period during a meeting to which he or she will return, he or she may appoint a member of the Board to preside until his or her return without interrupting the proceeding for the purpose of electing a Chair *pro tem*.

§3.1.1.5 Roll Call

Before proceeding with the business of the District, the roll of the members will be called by the Secretary and the names of those present will be entered in the minutes. The Secretary will announce if a quorum exists.

§3.1.1.6 Quorum

A quorum for the transaction of any business exists when sufficient members of the Board or their alternates are present to cast a Majority Vote of the Board.

§3.1.1.7 Minutes

The Secretary will furnish each Board member with a copy of the minutes of each meeting with the agenda for the following meeting; the minutes may take the form of an Action Summary.

§3.1.1.8 Approval of Minutes

The minutes may be approved without reading unless the reading is requested by a member. A copy of the approved minutes of each meeting will be inserted in the District's Minute Book.

§3.1.1.9 Meetings to be Open to the Public

All meetings of the District and its committees will be open to the public unless the subject matter is a proper one for closed session. All meetings will comply with the provisions of the Ralph M. Brown Act. (Government Code Sections 54950, et seq.)

§3.1.1.10 Vote

The vote upon an action item will be either "aye," "no," or "abstain" pursuant to roll call or voice vote, which vote may be cast by means of an electronic device. The number of votes cast "aye," "no," or "abstain" will be tallied according to the number of votes allocated to each member of the Board or their alternate who voted, and will be so recorded. If a member of the Board abstains from voting on an action item, that member's vote will not be counted as either an "aye" or a "no." Each ordinance or resolution will be in written or printed form. A member of the Board appointed pursuant to Public Utilities Code Section 102100.2, 102100.3 and 102100.5, subject to 102100.4 and 102100.7, may vote on any business coming before the Board.

§3.1.1.11 Voting by Alternates

A person who is serving as an alternate for an absent member of the Board will notify the Chair and the Clerk to the Board at the beginning of a meeting, or at the earliest practical opportunity thereafter and before voting, that he or she is serving either as an alternate or as both a primary member and as an alternate. An alternate will state the name of the member of the Board for whom s/he is serving as an alternate. The Clerk of the Board will confirm whether SacRT has received official notification from the applicable Voting Entity regarding the alternate's authority to serve as an alternate and the name of the member of the Board for whom s/he may serve as an alternate. If the Clerk of the Board confirms the alternate's voting eligibility, the Clerk to the Board will so advise the Chair and the alternate may vote on any business coming before the Board at that meeting while the primary member for whom he or she is serving as an alternate is absent. An alternate will have the number of votes that are allocated to that primary member for whom s/he is serving as an alternate. A primary member who is also serving as an alternate will not be obligated to cast the same vote in both capacities. The Clerk to the Board will record in the minutes the time at which an alternate was recognized to be serving for an absent primary member.

§3.1.1.12 Continuing Body

The Board will be a continuing body and no measure pending before it will be abated or discontinued by reason of the expiration of the term of office or removal of a member of the Board.

§3.1.1.13 Discussion Only Through Chair; Limitation of Discussion; Disqualification of Members

Persons in attendance may address the Board or member thereof only through the Chair. Members of the Board may address one another or persons in attendance only through the Chair.

Except as otherwise provided, discussion on any particular meeting either by a Board member or by any person in attendance may be limited, at the discretion of the Chair, to the time as the Chair may find to be reasonable under the circumstances, provided that any decision of the Chair to limit discussion may be overruled by a majority of the Board.

Any member who is legally disqualified from participating in District action on any particular matter will, as soon as the matter is reached on the agenda, disclose his or her disqualification and the reason for it and will take no part in the discussion, debate or vote on the matter. If the

disqualification is not known to him or her at the time the matter is reached on the agenda, he or she will make the disclosure as soon as his or her disqualification is known to him or her.

§3.1.1.14 Closed Sessions

Closed sessions will be held only on those matters which the Ralph M. Brown Act (Government Code Section 54950, et seq.) and court decisions recognize as proper matters to be held in closed session. These include, but may not be limited to, the following matters:

- A. To meet with District's legal counsel regarding pending litigation.
- B. To meet with District's designated representatives regarding real property negotiations.
- C. To consider the appointment, employment, or dismissal of an officer or employee, or to hear complaints and charges against the officer or employee. At least 24 hours prior to the closed session, the District will deliver written notice to the officer or employee that he or she has the right to have the hearing made public. This section will not be construed as granting anyone the right to a hearing they do not already have by virtue of some other authority.
- D. To meet with District's designated representatives regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees.
- E. To consider any matter affecting the national security.
- F. To meet with the Attorney General, District Attorney, Sheriff, or Chief of Police or other authorized representatives on matters posing a threat to the security of District buildings, public services or facilities.

§3.1.1.15 Time, Rules and Agenda of Closed Session

A closed session will be held only during a regular or special meeting, in full compliance with these Rules of Procedure, and in accordance with the disclosure provisions of the Ralph M. Brown Act. As applicable, disclosure on the agenda under the topic "Closed Session" will be substantially as follows:

- A. "CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Smith v. *SacRT* Pursuant to Gov. Code Section 54956.9(a)"
(for filed claims against the District and litigation)

- B. "CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Gov. Code Section 54956.9(b)" Include facts and circumstances upon which closed session is based and which are known to potential plaintiffs unless same will be announced prior to closed session (for significant exposure of litigation against the District).
- C. "CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Gov. Code Section 54956.9(b)(2) to decide whether facts and circumstances warrant closed session under Gov. Code Section 54956.9(b)(1)"
- D. "CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Pursuant to Gov. Code Section 54956.9(c) based on existing facts and circumstances, the District has decided or is deciding whether to initiate litigation"
- E. "CONFERENCE WITH REAL PROPERTY NEGOTIATOR:
Pursuant to Gov. Code Section 54956.8:
Property: (specify street address or parcel number of the real property under negotiation)
Negotiating parties: (specify name of party - not agent)
Negotiation: (specify whether authority to negotiator will concern price, term of payment, or both)"
- F. "PUBLIC EMPLOYEE APPOINTMENT
Pursuant to Gov. Code Section 54957
Title: (specify description of position to be filled)"
- G. "PUBLIC EMPLOYMENT
Pursuant to Gov. Code Section 54957
Title: (specify description of position to be filled)"
- H. "PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Gov. Code Section 54957
Title: (specify position or title of employee being reviewed)"
- I. "PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Gov. Code Section 54957"
(no additional information is required)
- J. "CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Gov. Code Section 54957.6

District negotiator: (specify name)

Employee organization: (specify name of organization representing employee)

(or)

Unrepresented Employee: (specify position or title of unrepresented employee who is the subject of the negotiations)"

When a closed session is the only reason for calling a special meeting, the call will specify the time and place of the special meeting, the business to be transacted, and the disclosure as is required under the Ralph M. Brown Act. If the session is for a personnel matter, the officer or employee involved must be notified of the nature of the session and in what way it applies to him or her.

§3.1.1.16 Closed Session Action

The Chair will report at the Board meeting during which the closed session is held any action taken and the roll call vote thereon to the extent and in the manner required by Government Code Section 54957.1.

ARTICLE 2
OFFICERS

§3.1.2.1 Chair

The Chair may move, second and debate from the chair, subject only to the limitations of debate as are by these Rules imposed on all members, and will not be deprived of the rights or privileges of a member by reason of his or her occupying the chair. In an action to adopt a motion, resolution or ordinance, the Chair will vote after all other members present have cast their vote.

§3.1.2.2 Chair Responsibilities

The Chair will preside and preserve order at all regular meetings, special meetings and hearings of the Board. The Chair will state every question coming before the Board, announce the decision of the Board on all subjects and decide all questions of order without debate, subject, however, to an appeal by a member of the Board. The Chair will sign all Board resolutions and all minutes of Board meetings or hearings which he or she has witnessed being adopted or approved.

§3.1.2.3 Vice-Chair and Chair Pro Tem Responsibilities

For the purpose of Public Utilities Code Section 102104, the Vice-Chair is the Chair *pro tem*; however, if both the Chair and Vice-Chair are absent or are unable to act, the members present, by an order entered in the minutes, will select one of their members to act as Chair *pro tem*, who, while so acting, will have all of the authority of the Chair.

§3.1.2.4 Secretary

The General Manager is the Secretary; however, he or she may designate an assistant to assume the powers and duties of Secretary. The Secretary will have the following powers and duties:

- A. Post agendas and sign a declaration of the time and place where each agenda was posted and maintain a file of those declarations with the corporate records.
- B. Attend all meetings and hearings of the Board and keep minutes of the meetings or hearings in the District's Minute Book.
- C. Attest all resolutions of the Board and the minutes of all meetings or hearings which will have been approved by the Board, and he or she will have custody of same.
- D. Keep and have custody of all books, records and papers of the District, and certify true copies thereof whenever necessary.
- E. Perform other duties as may be required either by statute, ordinance, resolution or order.
- F. Call the Board to order in absence of the Chair and Vice-Chair.

§3.1.2.5 Elections

Election of any officer of the District will be by nomination, closing of nominations and balloting on nominees. Before the declaration of the result of the vote, a unanimous ballot may be cast for the successful candidate. The Chair and Vice-Chair will be elected at the first regular meeting in January unless otherwise provided under Public Utilities Code Section 102104.

§3.1.2.6 Board of Directors

The government of the District is vested in a Board appointed by the Voting Entities. The number of members on the Board will not be less than the number of Voting Entities that are eligible to make appointments to the Board. The exact number of Board members will be determined in accordance with appointments made by the Voting Entities pursuant to Public Utilities Code Sections 102100.2, 102100.3, and 102100.5, subject to the provisions of Public Utilities Code Sections 102100.4 and 102100.7. Each Voting Entity may appoint an alternate to serve for an absent primary member in the manner set forth in Public Utilities Code Section 102100.10.

§3.1.2.7 Term of Office of Board Members

The term of office of each Board member will be as set forth in Public Utilities Code Section 102100.1. The term of office of each Board member appointed pursuant to Public Utilities Code Section 102100.3(b)&(c) is subject to termination as provided in Public Utilities Code Section 102100.4.

§3.1.2.8 Vacancy

If a vacancy occurs on the Board because of death, resignation, illness, or for other reason, the Secretary of the Board will immediately provide written notice to the jurisdiction appointing the individual of the need to appoint a replacement. The replacement is to be appointed within sixty (60) days of the transmittal of the notice.

ARTICLE 3
ORDER OF BOARD BUSINESS

§3.1.3.1 Agenda

The order of business for regular meetings will be as follows:

In open session:

1. Call to order at 5:30 p.m.
2. Roll call.
3. Pledge of Allegiance
4. Consent calendar, including approval of Action Summary.
5. Introduction of special guests.
6. Unfinished business.
7. Public hearings (unless conducted independently of regular meeting).
8. Public addresses Board on matters not on the agenda.
9. New business.
10. General Manager's Report.
11. Reports, Ideas and Questions from Directors, and Communications
12. Continuation of Public addresses Board on matters not on the agenda (if necessary).
13. Announcement of closed session items.
For anticipated litigation, announcements must include facts and circumstances upon which the closed session is based and which are known to the potential plaintiffs unless set out in the written agenda.
14. Recess to closed session.

In closed session:

15. Closed session items.
16. Reconvene in open session.

In open session:

17. Closed session report, if required.
18. Adjourn.

NOTE: This order of business may be changed after opening of a session, upon order of the Chair with consent of the Board or upon motion of the Board.

§3.1.3.2 Contents of Agenda

The agenda will specify the time and location of the meeting and will contain a brief general description of each item of business to be transacted or discussed at the meeting. The description will be reasonably calculated to adequately inform the public of the general matter or subject

matter of each agenda item. Matters will be listed in the order specified in Section 3.1.3.1 above and will contain the following notation:

"*NOTICE TO THE PUBLIC

It is the policy of the Board of Directors of the Sacramento Regional Transit District to encourage participation in the meetings of the Board of Directors. At each open meeting, members of the public will be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. Please fill out a speaker card and give it to the Board Clerk if you wish to address the Board. Speaker cards are provided on the table at the back of the auditorium. Speaker cards must be submitted prior to the item being called.

Public comment may be given on any agenda item as it is called and will be limited by the Chair to 2 minutes or less per speaker. Speakers using a translator will be provided twice the allotted time. When it appears there are several members of the public wishing to address the Board on a specific item, at the outset of the item the Chair of the Board will announce the maximum amount of time that will be allowed for public comment.

Matters under the jurisdiction of the Board and not on the posted agenda may be addressed under the Item "Public addresses the Board on matters not on the agenda." Up to 30 minutes will be allotted for this purpose. The Board limits public comment on matters not on the agenda to 2 minutes per person and not more than 15 minutes for a particular subject. If public comment has reached the 30 minute time limit, and not all public comment has been received, public comment will resume after other business has been conducted as set forth on the agenda. The Board will not act upon or discuss an item that is not listed on the agenda except as provided under Section 3.1.3.6.

This agenda may be amended up to 72 hours prior to the meeting being held. An Agenda, in final form, is located by the front door of Sacramento Regional Transit's building at 1400 29th Street, Sacramento, California, and is posted on the SacRT website.

The Regional Transit Board of Directors Meeting is being videotaped. A replay of this meeting can be seen on Metrocable Channel 14 and will be webcast at www.sacmetrocable.tv on _____ and on _____.

Any person(s) requiring accessible formats of the agenda or assisted listening devices/sign language interpreters should contact the Clerk of the Board at 916/556-0456 or TDD 916/483-4327 at least 72 business hours

in advance of the Board Meeting.

Copies of staff reports or other written documentation relating to each item of business referred to on the agenda are on SacRT's website, on file with the Clerk to the Board of Directors of the Sacramento Regional Transit District, and are available for public inspection at 1400 29th Street, Sacramento, California. Any person who has any questions concerning any agenda item may call the Clerk to the Board of Sacramento Regional Transit District."

§3.1.3.3 Consent Calendar

The Consent Calendar will consist of matters requiring Board action of either a routine nature or on which staff comment is not appropriate or necessary, or which have previously been discussed and appear on the Agenda for final action only.

The Chair may authorize those items to be listed on the Consent Calendar agenda. All items listed under the Consent Calendar, excepting those individual items which the Chair reserves for separate consideration at the request of any Board member, may be acted upon by a single motion.

§3.1.3.4 Agenda Preparation, Delivery and Posting

A written agenda for each meeting will be prepared, delivered and posted as follows:

- A. A written agenda, together with all supporting documents, of the business of each regular meeting will be prepared by the Secretary and delivered to the Board members, District Counsel, and the press at least three (3) days before the meeting. The purpose of the agenda is to give Board members at least two (2) days' notice of all business coming before them. Notice of regular meetings without supporting documents will be mailed at least one week (seven (7) days) before the meeting to any owner of property located within the District who has filed a written request for the notice with the Secretary. In the case of special meetings which may be called less than seven (7) days in advance of the meeting date, the requesting property owner will receive the notice as soon as may be practical under the circumstances.
- B. The written agenda for each regular meeting and for every meeting continued for more than five (5) calendar days will be posted at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting will be posted at least 24 hours before the special meeting is scheduled to begin. The

agenda will be posted in a location that is freely accessible to members of the public.

§3.1.3.5 Submission of Materials for Agenda

Material intended for placement on the agenda for a regular meeting will be delivered to the Secretary on or before 4:00 p.m. on the 11th day before the meeting. Members of the Board may submit items for inclusion on a future agenda by orally making the request to the Chair under Reports, Ideas and Questions from Directors, and Communications. The General Manager/CEO and the General Counsel may also submit items for inclusion on a future agenda.

§3.1.3.6 Matters Requiring Board Action

A matter requiring Board action must be listed on the posted agenda before the Board may act upon it. The Board may take action on items of business not appearing on the posted agenda under any of the following conditions:

- A. Upon a determination by at least a Majority Vote of the Board that an emergency situation exists as defined in Section 54956.5 of the Government Code.

- B. Upon a determination by at least a Two-Thirds Vote of the Board, or, if the members and/or their alternates present do not have sufficient votes to cast at least a Two-Thirds Vote of the Board, a unanimous vote of all those members of the Board or their alternates who are present, that there is an immediate need to take action, and the need for action came to the District's attention after the agenda was posted.

- C. The item was properly posted for a prior meeting of the Board of Directors occurring not more than five (5) calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

- D. By directing the General Manager to place an item of business for discussion and/or action on a subsequent agenda.

§3.1.3.7 Access to Public Records Distributed at Meeting

Writings which are public records and which are distributed during a meeting will be made available for public inspection at the meeting if prepared by the District or a member of its Board, or after the meeting if prepared by some other person.

ARTICLE 4 HEARING

§3.1.4.1 Opening of Hearing

A hearing will be deemed open when the Chair announces the item for which a hearing has been set.

§3.1.4.2 Order of Hearing

Consideration of a matter regularly set for hearing before the Board will proceed in the following order:

1. Chair announces item.
2. Staff makes presentation.
3. Proponents address Board.
4. Secretary reads communication from proponent (unless same has been read by one of the speakers).
5. Opponents address Board.
6. Secretary reads communication from opponent (unless same has been read by one of the speakers).
7. Rebuttals, if applicable. (Proponents first and opponents last.)
8. Public Comment.
9. Questions by the Board.
10. Discussion by the Board.
11. Board action as appropriate.

§3.1.4.3 Speaking Restriction

Each person appearing at a hearing before the Board will be limited to 3 minutes in his or her initial presentation. If he or she desires further time, he or she may request same before returning to his or her seat, in which event the Chair may, at his or her discretion, permit further remarks either before or after all other speakers on his or her side have been heard and before proceeding to the next order in the hearing. Any person addressing the Board may submit written statements, petitions or other documents to complement his or her presentation. A person appearing in rebuttal will be limited to 2 minutes.

§3.1.4.4 Close of Hearing

Unless a hearing is continued as provided under Section 3.1.4.5, a hearing will be deemed closed when the Chair announces the next agenda item following that hearing or adjourns the meeting, whichever occurs first.

§3.1.4.5 Continuation of Hearings

Subject to the requirements of law, a hearing may be continued by the Board from time to time. In continuing the hearing, the Board will specify the time and place of the continued hearing.

§3.1.4.6 Continuation of Deliberations

Subject to the requirements of law, the Board may take under submission for a reasonable period of time any matter which has been heard before it and may for this purpose continue its deliberations on the matter from time to time. In continuing the deliberations, the Board will specify the time and place of the continued deliberations.

§3.1.4.7 Decorum

While the Board is in session the members must preserve order and decorum, and a member will neither by conversation, or otherwise, delay or interrupt the proceedings or the peace of the Board nor disturb any member while speaking, nor refuse to obey the orders of the Board or its presiding officer.

ARTICLE 5
PERSONS ADDRESSING BOARD

§3.1.5.1 Addressing Board

The regular time for the public to address the Board will be when the Chair in due order of business invites them to do so. At other times, permission to address the Board will be at its discretion. A person desiring to address the Board will be requested to give his or her name, address and group affiliation, if any, to the Secretary for the record before addressing the Chair.

§3.1.5.2 Impertinence

Any person making personal, impertinent or disrespectful remarks while addressing the Board may be barred by the Chair from further appearance before the Board at that meeting or hearing, unless permission to continue be granted by an affirmative vote of the Board as provided in Section 3.1.7.8.

ARTICLE 6
MEMBERS

§3.1.6.1 Synopsis in Minutes

The Secretary will prepare minutes in the form of an action summary; however, during the consideration of any particular matter, a Board member may make a request that the minutes contain a synopsis of the discussion or deliberations of any question coming before the Board or the greater level of detail as may be requested.

§3.1.6.2 Speaking Privileges

Any member desiring to speak will address the Chair and upon recognition by the Chair will confine himself or herself to the question under debate, avoiding all personalities and disrespectful language.

§3.1.6.3 Speaking Interruption

A member will not be interrupted when speaking unless it be to call him or her to order, for the purpose of explanation, or to permit solicited responses. If a member, while speaking, is called to order, he or she will cease speaking and resume his or her seat until the question of order is determined, when, if permitted, he or she may proceed.

§3.1.6.4 Debate Closing

The member moving the adoption of an ordinance, resolution or motion will have the privilege of closing the debate.

§3.1.6.5 Motion Reconsideration

A motion to reconsider any action taken by the Board may be made only on the day the action was taken, either during the same session or at an adjourned session thereof. The motion must be made by a member on the prevailing side and seconded by any member. The motion, which may be made at any time during the meeting, has precedence over all other motions except a motion to adjourn. The motion to reconsider is debatable unless the action to be reconsidered is undebatable.

ARTICLE 7
OFFICIAL ACTIONS

§3.1.7.1 Action

Motions and resolutions, unless laid over by a majority vote of the Board, may be acted upon the day of introduction or presentation. No continuance will be granted if the effect of the continuance is to render a subsequent vote on the issue meaningless.

§3.1.7.2 Ordinances

The usual course of procedure with an ordinance will be to lay it over for one meeting from the date of introduction or presentation, before calling it up for action, and to have the Secretary furnish a copy of each ordinance introduced, or presented, to each member of the Board as soon as possible after its introduction. The enacting clause of all ordinances will be as follows: "The Board of Directors of Sacramento Regional Transit District do ordain as follows:"

§3.1.7.3 Ordinance Effective Date

No ordinance will become effective until 30 days from and after the date of its final passage, except:

- A. An ordinance calling or otherwise relating to an election.
- B. An ordinance for the immediate preservation of the public health, peace and safety, which contains a declaration of, and the facts constituting its urgency, and is passed by an affirmative vote of the Board as provided in Section 3.1.7.8.
- C. Other ordinances governed by particular provisions of state law prescribing the manner of their passage and adoption.

§3.1.7.4 Votes, Signature and Attestation

Every ordinance and resolution will be signed by the Chair/Chair *pro tem* (depending upon who presided at the meeting of enactment) and attested by the Secretary. The votes cast on an ordinance will be entered on the face of the ordinance by recording the vote cast by each present member or their alternate as either "aye," "no," or "abstain," and the total number of votes cast by all members voting "aye," "no," or "abstain."

§3.1.7.5 Ordinance Publication

The following directive will be included in each ordinance of a general nature. "The District Secretary is hereby directed to publish this ordinance in full within 15 days after adoption." Before the expiration of 15 days after passage of an ordinance, it will be published once, with the names of the members voting for and against it, in a newspaper of general circulation published in the District.

§3.1.7.6 Codification

Ordinances and resolutions may be codified in the manner established for counties pursuant to Government Code Sections 25126-25130.

§3.1.7.7 Effect of Motion

Motions will be considered an act of the District and carry the same weight as a resolution.

§3.1.7.8 Allocation of Votes

There will be a total of 100 votes, which will be apportioned to the Voting Entities and allocated among the members of the Board appointed by the Voting Entities in accordance with Public Utilities Code Section 102105.1. All official acts of the Board will require at least a Majority Vote of the Board unless a greater number of affirmative votes is required by law. The allocation of votes authorized by Public Utilities Code section 102105.1 applies only to noticed meetings or hearings of the Board and does not apply to Ad Hoc Committees composed of less than a numerical majority of the Board's members.

ARTICLE 8
COMMITTEES

§3.1.8.1 Appointment

The Chair will appoint all standing and special (ad hoc) committees.

§3.1.8.2 Standing Committee Meetings

All the provisions of these rules with respect to notice of a special meeting, including written notice to the press, will apply to the meeting of a Standing Committee whether or not the committee is made up of more than a quorum of the Board.

§3.1.8.3 Ad Hoc Committee Meeting

It will be the policy of the Board that meetings of Ad Hoc Committees will be open to the public, except for meetings which would be eligible for closed sessions under the Brown Act. If less than a quorum of the Board is appointed to serve on an Ad Hoc Committee, no notice need be given other than the posting of a notice of the time and place of the committee meetings on a publicly accessible bulletin board at the offices of the District, located at 1400 29th Street, Sacramento, California.

ARTICLE 9
RULES

§3.1.9.1 Amendment

Any rule may be altered, amended or annulled at any time by an affirmative vote of the Board as provided in Section 3.1.7.8, provided a week's notice of the change is given to each board member.

§3.1.9.2 Suspension

Any rule may be temporarily suspended by an affirmative vote of the Board as provided in Section 3.1.7.8.

§3.1.9.3 Robert's Rules

All rules of order not herein provided for will be determined in accordance with "Robert's Rules of Order."

§3.1.9.4 Copies - District Rules

The Secretary will furnish each member one or more copies of these Rules and provide a supply for public purposes.

ARTICLE 10
DEFINITIONS

§3.1.10.1 Majority Vote of the Board

"Majority Vote of the Board" means the affirmative vote by members of the Board and/or their alternates casting a least a majority of the 100 votes apportioned to the Voting Entities.

§3.1.10.2 Two-Thirds Vote of the Board

“Two-Thirds Vote of the Board” means the affirmative vote by members of the Board and/or their alternates casting at least two-thirds of the 100 votes apportioned to the Voting Entities.

§3.1.10.3 Voting Entity

“Voting Entity” and “Voting Entities” have the meaning set forth in Public Utilities Code Section 102027.

CHAPTER 2
PUBLIC TASK FORCE

ARTICLE 1
APPOINTMENT

§3.2.1.1 Board Appointment

If the Board determines that public advice and participation is desired on specific issues, the Board may seek advice from knowledgeable persons on those issues by appointing an ad hoc task force in accordance with the procedures set forth in this Chapter. The determination to establish the task force will be made by resolution which will spell out the task and issue with which the task force is to be charged.

§3.2.1.2 Task Force Makeup

Upon a determination to establish an ad hoc task force, the Board will accept nominees from Board members, staff, community organizations, and elected officials. From the names submitted, the Chair will select not to exceed nine persons for membership on the ad hoc task force. The task force will come into being upon a motion duly passed by the Board of Directors and entered into the minutes approving the members nominated by the Chair or names that the Board has added or substituted therefor. The Board may appoint up to three members of the Board to any task force so long as (i) the total number of persons on the task force does not exceed nine and (ii) those members of the Board who are appointed to the task force have a combined voting allocation of less than a Majority Vote of the Board . Should members of a task force serve on any other local agency, public commission, board or council, no more members than a quorum-less-one of any single board will serve on the task force. The ad hoc task force will not constitute an advisory commission authorized by Public Utility Code Sections 102140 through 102142.

§3.2.1.3 Restrictions on Task Force Membership

The task force will consist of not more than nine persons. If the Board establishes successive task forces, membership on succeeding task forces will not include members who have served upon the immediately preceding task force. In the event the Board establishes more than one task force at a time, no more than two members on any one task force may serve on the other task force simultaneously. Further, the restrictions upon membership set forth in Section 3.2.1.2, supra, will not be violated when membership is determined.

§3.2.1.4 Terms of Service

No task force will be in existence for longer than six months without specific Board approval. At the time of an ad hoc task force creation, the Board will designate a term no longer than six months within which the task force is to discharge its duties. Should the purpose for which the task force is created be satisfied before the term designated by the Board, the task force will dissolve automatically. The Board retains the authority to dissolve a task force at any time before expiration of its term by majority vote at a regular meeting of the Board.

§3.2.1.5 Administrative Matters

At the time of creation, the Board will, by majority vote, determine the process for reporting, which may include reporting through an established Board committee or directly to the full Board.

The Board may specify the form of the task force's final product such as an oral or written report. During the term of any task force, the Board reserves the right to remove any members of the task force, to give any further instruction to the task force, or to clarify any prior direction or instruction to the task force. At the time of task force creation, the Chair of the Board will designate the ad hoc task force chairperson from among the members appointed to the Board.

§3.2.1.6 Compensation

No compensation will be paid for ad hoc task force membership.

§3.2.1.7 Staff Support

Consistent with other priorities of the District, the General Manager will make every effort to provide adequate staff support to the "established task force."



STAFF REPORT

DATE: March 9, 2020
TO: Sacramento Regional Transit Board of Directors
FROM: Henry Li, General Manager/CEO
SUBJ: GENERAL MANAGER'S REPORT

RECOMMENDATION

No Recommendation — For Information Only.

Elk Grove Performance Update

Oral Presentation by Carmen Alba, AVP, Planning, Scheduling and Assessment

Semi Annual Reports

Oral Presentation by Olga Sanchez-Ochoa, General Counsel
Oral Presentation by Jack Hutchinson, Internal Auditor
Oral Presentation by Kim Holman, Equal Employment Officer

Capitol Corridor JPA Board Meeting

See attached Report.

SacRT Meeting Calendar

Regional Transit Board Meeting

March 23, 2020
SacRT Auditorium
5:30 P.M

Quarterly Retirement Board Meeting

March 11, 2020
SacRT Auditorium
9:00 A.M.


Mobility Advisory Council Meeting

April 2, 2020
SacRT Auditorium
2:30 P.M

Internal Audit Update

Jack Hutchinson

March 9, 2020



Internal Auditing Definition *

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

* By the Institute of Internal Auditors (IIA)

Current Projects

- Review of Safety Policies and Procedures
- Consultation Services on the Procurement and Fuel Card Program
- Petty Cash Funds
- Time Entry Processes for Operators
- Farebox Cashing Processes

Future Projects

- Work Order Processes
- Transit Asset Management Practices
- Procurement Assessment
- Districtwide Inventory Controls



STAFF REPORT

DATE: March 9, 2020
TO: Sacramento Regional Transit Board of Directors
FROM: Michael Cormiae, Director, Light Rail Maintenance
SUBJ: CAPITOL CORRIDOR JOINT POWERS AUTHORITY MEETING SUMMARY

RECOMMENDATION

No Recommendation — For Information Only.

**CAPITOL CORRIDOR JOINT POWERS AUTHORITY
 MEETING SUMMARY
 FEBRUARY 12, 2020**

SacRT Board members Steve Miller and Kerri Howell were present.

- I. Call to Order – 10:03
- II. Roll Call and Pledge of Allegiance
- III. Report of the Chair: Welcoming alternates, from BART
- IV. Consent Calendar
 - 1. Minutes of the November 20, 2019 meeting
 - 2. FY19/20 Wi Fi: Budget Update
- V. Action and Discussion Items
 - 1. Annual Business Plan – Reviewed FY 2020-21, Staff submitted conservative approach: 2% increase in ridership, 1% increase in revenue. Board Member Ames: flood damage due to climate changes, need to protect infrastructures. Also looking for bus transfers and regional bus service to connect trains. Passed Unanimously.
 *Public Comment – Mike Barnbaum addressed the Board: Commented on the Oakland A's stadium. Comments on fare cost increase on social media.
 - 2. Legislative Matters: No action items, state session 2 bills 278, 2057, fast track. Passed Unanimously.
 *Public Comment – Mike Barnbaum addressed the Board.
 - 3. Bay Bridge bus-only lane: working on legislation for a bus only lane.
 *Public Comment – Jeff Volgul addressed the Board.
 Board Member Raburn voted no, approaches need the attention instead of bus only lanes.
 Board Member Ames: Use San Diego as an example of success, bus triggers metering lights.
 Board Member via Phone: lend support to the concept.

Board Member Howell: Will contact Caltrans representative to have both Districts communicate over San Diego's success, share ideas.

CCJPA Manager: work with AC Transit to provide support to the Capitol Corridors riders across the bridge.

Board Member Prallas: Southbay, prioritizing any mode of transportation.

Motion Carried.

1. Hercules Station: Approve a candidate status for a new station for the city of Hercules, must meet 13 steps in criteria.

* Public Comment – Janet - Addressed the Board.

* Public Comment – Joe Bolty - Addressed the Board.

Board Member Duffy – Added support to the station, would benefit the region.

Board Member Peralez – Added support for the station.

Board Member Raburn – Does the station meet the criteria set up by the JPA? Concerns with parking and other items that make this feasible. Sea levels increasing, UPRR access fees. Have not started negotiations with UP and the State contract.

Board Member Allen – In support of the project.

Board Member Ames – Need a map of the alternative location.

Board Member Spring – Congestion projections are being met. The station would help the congestion problems, new stations, and new profile.

Board Member Saltz – In support of Project for the micro region.

Motion Passed

- I. South Bay Connect – Board was advised of the improvement to the transit connections for the Capitol Corridor service.
- II. Board Member Ames – Link train to all three lines, stations.
- III. Board Member Raburn – Look forward to the components of Dumbarton connection made.
- IV. Capital Projects Update – Alviso wetlands report, understanding vulnerability, and consider sea level rise now during planning efforts.
- V. Managing Directors Report – Up 8% ridership in December; no trouble attracting riders. OTP are lower, trespassers, incidents, UPRR issues. PTC slow orders, third party delays, trespassers, homeless encampments, working with police departments to resolve.
*Public Comment - Joe Bolty: OTP need to be better, 2 min delay is the same as a 6 hour delay.
Board Member Spring: report back to a report on notifications.
- VI. Work Completed
 - a. Capitol Corridor Annual Performance Report
 - b. CCJPA Annual Independent Audit (FY19)
 - c. FY20 CCJPA Amtrak opening agreement
 - d. BART – CCJPA Administrative Service Agreement
 - e. Marketing Activities
- VII. Work In Progress
 - a. Wi Fi onboard
 - b. AC Transit
 - c. PID
 - d. Southbay Connect
 - e. Sacramento to Roseville third mainline track
 - f. Renewable Diesel
 - g. Door panel procurement
 - h. Marketing

- VI. Board Member Reports –
 - a. Board Member Ames: Looking for the reports, Manager Padgette will supply.
 - b. Board Member Miller: Was the concern addressed regarding pets being brought aboard trains. Manager Padgette: Yes, the same Amtrak rules applied to this situation.
 - *Public Comment: Mike Barnbaum: the need to have public crossing as not to interfere with train traffic.
- VII. Adjournment – 12:00 pm.