



Sacramento Regional Transit District

BOARD MEETING NOTICE TO THE PUBLIC & AGENDA

This meeting will be teleconferenced in compliance with the Brown Act pursuant to Government Code Section 54953 as amended by Assembly Bill 361, during the COVID-19 Pandemic.

To participate in or view SacRT Board Meetings:

<http://sacrt.com/board>

Please check the Sacramento Metropolitan Cable Commission Broadcast Calendar - <https://sacmetroable.saccounty.net> for replay dates and times.

Submit written public comments relating to the attached Agenda no later than 2:00 p.m. on the day of the Board meeting to

Boardcomments@sacrt.com

Please place the Item Number in the Subject Line of your correspondence. Comments are limited to 250 words or less.

Members of the public may also address the Board via Zoom to submit public comment. To join, please call 253-215-8782 and enter Webinar ID: 874 4873 5028 or join the meeting online by logging into

<https://us02web.zoom.us/j/87199244399>

Please note you will not be able to join the live stream until the posted meeting start time. If you wish to make a comment on an item, press the “raise a hand” button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. By participating in this meeting, you acknowledge that you are being recorded.



Sacramento Regional Transit District Agenda

**BOARD MEETING
5:30 P.M., MONDAY, SEPTEMBER 12, 2022
VIRTUAL MEETING**

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

Alternates: Directors Kozlowski, Nguyen, Sander, Schaefer

1. PLEDGE OF ALLEGIANCE

2. CONSENT CALENDAR

- 2.1 Motion: Approval of the Action Summary of August 22, 2022
- 2.2 Resolution 2022-09-098: Amending Title II (Conflict of Interest and Code of Ethics) of Sacramento Regional Transit District's Administrative Code to Revise Appendix A (O. Sanchez-Ochoa)
- 2.3 Resolution 2022-09-099: Revisions to Personnel Policy Manual (PPM) (S. Valenton)
- 2.4 Resolution 2022-09-100: Approving Amendment No. 1 to Amended and Restated Credit Agreement with U.S. Bank National Association for an Extension of the \$20 Million Line of Credit Facility to September 30, 2023 (J. Adelman)
- 2.5 Resolution 2022-09-102: Conditionally Approving the Award of Construction Contract for Low Floor Vehicle Platform Conversion Phase 1 to PNP Construction, Inc. for the Base Bid and Delegating Authority to the General Manager/CEO to Award the Additive Alternates (L. Ham)
- 2.6 Resolution 2022-09-103: Delegating Authority to the General Manager/CEO to Designate Four Calendar Weeks During FY23 to Suspend Payment of Fares on SacRT Service (J. Adelman)
- 2.7 Resolution 2022-09-104: Award Contract for Construction Management Services for Dos Rios Light Rail Station Project to 4LEAF, Inc. (L. Ham)
- 2.8 Resolution 2022-09-105: Conditionally Suspending Fares in the Natomas-North Sacramento SmaRT Ride Zone for October 2022 (J. Adelman)

- 2.9 Conditionally Delegating and Delegating Authority to the General Manager/CEO to Approve and Execute an Amendment and a Work Order for the Downtown Riverfront Streetcar Project (L. Ham)
- A) Resolution 2022-09-106: Conditionally Delegating Authority to the General Manager/CEO to Approve and Execute the Fourth Amendment to the Contract for Downtown Riverfront Streetcar Design Services with HDR Engineering, Inc.; and
 - B) Resolution 2022-09-107: Delegating Authority to the General Manager/CEO to Approve and Execute a Work Order to the Contract for Environmental Support Services with AECOM Technical Services, Inc. for the Downtown Riverfront Streetcar Project
- 2.10 Approving License Agreements for Underground Conduit and Fiber with MCIMetro Access Transmission Services LLC (DBA Verizon) at Three Locations (J. Adelman)
- A) Resolution 2022-09-108: Approving License Agreement for Underground Conduit and Fiber with MCIMetro Access Transmission Services LLC at 39th Street and R Street; and
 - B) Resolution 2022-09-109: Approving License Agreement for Underground Conduit and Fiber with MCIMetro Access Transmission Services LLC at 65th Street and Q Street; and
 - C) Resolution 2022-09-110: Approving License Agreement for Underground Conduit and Fiber with MCIMetro Access Transmission Services LLC at 59th Street North of S Street
- 2.11 Approving the Second Amendment to the Contract for GESS – 2020 with Psomas and Delegating Authority to the General Manager/CEO to Approve and Execute Amendments and Work Orders for General Engineering Support Services with Psomas (L. Ham)
- A) Resolution 2022-09-111: Approving the Second Amendment to the Contract for General Engineering Support Services – 2020 to Exercise Option Years 4; and
 - B) Resolution 2022-09-112: Delegating Authority to the General Manager/CEO to Approve and Execute Amendment No. 1 to Work Order No. 7 to the Contract for General Engineering Support Services – 2020 for Final Design of Low Floor Phase 2 with Psomas; and
 - C) Resolution 2022-09-113: Delegating Authority to the General Manager/CEO to Approve and Execute Work Order No. 11 to the Contract for General Engineering Support Services – 2020 for Engineering Services of Blue Line Low Floor Vehicle Platform Conversion Project with Psomas

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 2022-09-101: Declaring the Damaged Electrical Service at 7th and Capitol an Emergency (L. Ham) **[Note: Resolution Requires 4/5th vote]**
8. **GENERAL MANAGER'S REPORT**
 - 8.1 General Manager's Report
 - a. Major Project Updates
 - b. SacRT Meeting Calendar
 - c. Semi-Annual Report: EEO Officer
 - d. Semi-Annual Report: General Counsel
 - e. Semi-Annual Report: Internal Auditor
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**
 - 13.1 Conference with Labor Negotiator
Pursuant to Section 54957.6
District Negotiator: David Topaz
 - A. Employee Organization: ATU
 - 13.2 Conference with Legal Counsel
Pursuant to Gov. Code Section 54956.9
Existing Litigation
 - A. Tariq Castillo v. SacRT
Case Number 34-2018-00235414
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.

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.sacmetro.net on September 15 @ 9:00 a.m. and September 16 @ 2:00 p.m.

Any person(s) requiring accessible formats of the agenda should contact the Clerk of the Board at 279/234-8382 or TDD 916/557-4686 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. 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: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Tabetha Smith, Clerk to the Board
SUBJ: APPROVAL OF THE ACTION SUMMARY OF AUGUST 22, 2022

RECOMMENDATION

Motion to Approve.

**SACRAMENTO REGIONAL TRANSIT DISTRICT
BOARD OF DIRECTORS
BOARD MEETING
August 22, 2022**

ROLL CALL: Roll Call was taken at 5:38 p.m. via Zoom. PRESENT: Directors Budge, Hume, Kennedy, Nottoli, Schenirer, Serna, Valenzuela, and Chair Miller. Absent: Directors Harris, Howell, and Jennings.

1. PLEDGE OF ALLEGIANCE

2. CONSENT CALENDAR

- 2.1 Motion: Approval of the Action Summary of August 8, 2022
- 2.2 Resolution 2022-08-093: Authorize the Board of Directors to Teleconference from August 22, 2022 through September 20, 2022, in Compliance with the Brown Act Pursuant to Government Code Section 54953 as Amended by Assembly Bill 361, During the COVID-19 Pandemic (O. Sanchez-Ochoa/T. Smith)
- 2.3 Resolution 2022-08-094: Delegating Authority to the General Manager/CEO to Enter into a Connect Card Assignment Agreement (J. Adelman)
- 2.4 Resolution 2022-08-095: Approve the FY 23-27 Capital Improvement Plan (CIP) (J. Adelman)
- 2.5 Resolution 2022-08-096: Approve Transfer of Project Funding Under the Roadway Repair and Accountability Act (SB1) State of Good Repair Between Already Approved Fiscal Year 2020 Projects (J. Adelman)

Public comment was taken by phone from Jeffery Tardaguila and Glenn Mandelkern.

Mr. Tardaguila commented on Item 2.3 stating further needs should be assessed and an explanation offered if the connect card will be phased out or replaced.

Mr. Mandelkern commented on Item 2.3. He asked if there is a procedure that alerts the participating connect card agencies when the system goes down and if not, he suggested one be implemented.

Director Budge moved; Director Kennedy seconded approval of the consent calendar as written. Motion was carried by roll call vote. Ayes: Directors Budge, Hume, Kennedy, Nottoli, Schenirer, Serna, Valenzuela and Chair Miller. Noes: None; Abstain: None; Absent: Directors Harris, Howell and Jennings.

3. INTRODUCTION OF SPECIAL GUESTS

4. UNFINISHED BUSINESS

5. PUBLIC HEARING

6. PUBLIC ADDRESSES BOARD ON MATTERS NOT ON THE AGENDA

Public comment was taken by phone from Glenn Mandelkern and Jeffery Tardaguila.

Mr. Mandelkern asked whether there is a SacRT Policy for days with a temperature of 100 degrees and above that allows riders to board a bus in layover.

Chair Miller asked for staff to connect with Mr. Mandelkern to address his question.

Mr. Tardaguila is having trouble locating the calendar on the website and the information regarding the three-year O Street light rail station closure. He is concerned about lost revenue due to connect card issues and recommended a procedure be put in place for fixing long term issues. He stated that the stroller policy should be reviewed as there are not any signs regarding strollers at several stations and the 2200 series buses should be reviewed due to the push button not indicating that something is in the way.

8. GENERAL MANAGER'S REPORT

- 8.1 General Manager's Report
 - a. Major Project Updates
 - b. SacRT Meeting Calendar
 - c. Fiscal Year 2022 Financial and Ridership Update
 - d. Strategic Plan Update

Mr. Li thanked SacRT team members for their hard work and dedication to the 2022 Federal Transit Authority (FTA) triennial review process. The final report indicated minor deficiencies in four areas, of which three have been cleared. He gave special acknowledgement to Jamie Adelman, Shelly Valenton, Coye Carter and Sarah Kerber for helping to lead the team.

Mr. Li provided an update on the Watt/I-80 Light Rail Station and elevator. Since installation, there has been failure of various components and SacRT is working with the contractor to open the new elevator. SacRT is operating a special bus service to transport customers from the western bus platform on Watt Avenue to the light rail station at Watt/I-80. Mr. Li stated that the Watt/I-80 station is a frequent target for graffiti and vandalism. The station is power-washed several times per week and a deep cleaning of the entire station just occurred. The station requires continuous attention to

maintain an acceptable level of cleanliness and SacRT has decided to have a dedicated security guard to monitor the situation daily and keep a closer watch of the station.

Mr. Li announced that SacRT has been awarded nearly \$900,000 from the Federal Transit Security Grant program to upgrade the video Security system which will help assist with improving station security.

Mr. Li stated SacRT has heard from riders about the condition of the Tri City Bridge leading into the Roseville Road Station and in advance of the safe parking operation launch, SacRT is partnering with the City to reinstall K-Rail along the bridge to prevent speeding and illegal dumping. He thanked the facilities team for ensuring the clean-up took place.

Mr. Li shared that at the beginning of the month, staff was contacted by a Rancho Cordova Councilmember regarding overgrown weeds at Bradshaw and Folsom Blvd. The site was looked at immediately and SacRT was able to prioritize the clean-up which was performed last week.

Mr. Li announced that SacRT has been added to the Board of Directors for Sacramento Works which provides resources and services to employers and job seekers in Sacramento County. Shelly Valenton will serve on the Board and help ensure that transit is part of their training and considerations for the future.

Last week, Mr. Li, Vice Chair Kennedy and SacRT staff participated in a daylong “Electrifying Transit Tour” visiting with peer transit agency, Antelope Valley Transit Authority (AVTA). The tour focused on advancing zero emission transit in the Sacramento region and was developed in response to the work among four agencies, SacRT, Air Quality, SMUD and SACOG, which has led to the adoption of the Sacramento Area Zero Emission Vehicle (ZEV) Deployment Strategy.

Mr. Li provided a California Legislature update as there are several transit related bills SacRT is tracking. The Governor is expected to sign this week SacRT’s sponsored legislation, AB2015 which provides clean up, restructuring language and provides for new efficiencies and it deletes obsolete provisions and increased the solicitation threshold for supplies from \$100,000 to \$125,000. He thanked Assemblymember Ken Cooley and Chair Miller for championing these changes on behalf of SacRT.

Mr. Li announced that last week the President signed into law the Inflation Reduction Act. The legislation was not focused on infrastructure funding but includes alternative fuel tax credits and significant new investments in climate, zero-emission technology, equity, and environmental initiatives.

Mr. Li met with Congressman Ami Bera at the Historic Folsom Light Rail Station who has requested nearly \$4 million in funding to support SacRT’s station modifications. The request has passed out of the House of Representatives, and it should be included in the final package later this year. Mr. Li shared a video from the visit.

Public comment was taken by phone from Jeffery Tardaguila and Helen O'Connell.

Mr. Tardaguila thanked Mr. Li for talking to Congressman Ami Bera and is happy that the measure is moving through Congress, he appreciates the detailed written General Manager report and would like to see when Closed Session litigation cases are closed.

Ms. O'Connell is thankful that the low floor vehicles are moving forward and the connectivity between different parts of the City is being addressed.

7. NEW BUSINESS

- 7.1 Resolution 2022-08-097: Declaring the Damaged Electrical Service at 7th and Capitol an Emergency (L. Ham) **[Note: Resolution Requires 4/5th vote]**

Motion was made by Director Budge to continue item 7.1 at the next Board meeting on September 12, 2022. Director Hume seconded the motion. Motion was carried by roll call vote. Ayes: Directors Budge, Hume, Kennedy, Nottoli, Schenirer, Valenzuela and Chair Miller. Noes: None; Abstain: None; Absent: Directors Harris, Howell, Jennings and Serna.

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

The Board recessed to Closed Session at 6:13 p.m.

Roll Call was taken via Zoom: PRESENT: Directors Budge, Hume, Kennedy, Nottoli, Schenirer, Valenzuela and Chair Miller. Absent: Directors Harris, Howell, Jennings and Serna.

13. CLOSED SESSION

- 13.1 Conference with Legal Counsel
Pursuant to Gov. Code Section 54956.9
Existing Litigation

- a. Javier Carrillo v. SacRT
Case Number 34-2018-00225496

b. Lafayette Underwood v. SacRT
Case Number 34-2019-00269152

14. RECONVENE IN OPEN SESSION

15. CLOSED SESSION REPORT

There was no Closed Session Report.

16. ADJOURN

As there was no further business to be conducted, the meeting was adjourned at 6:47 p.m.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Olga Sanchez-Ochoa, General Counsel
SUBJ: AMENDING TITLE II (CONFLICT OF INTEREST AND CODE OF ETHICS) OF SACRAMENTO REGIONAL TRANSIT DISTRICT'S ADMINISTRATIVE CODE TO REVISE APPENDIX A

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Amending Appendix A of Title II of SacRT's Administrative Code will update the list of positions that are required to complete the Fair Political Practices Reporting Form 700.

FISCAL IMPACT

There is no fiscal impact associated with this action.

DISCUSSION

The Political Reform Act (the Act) requires SacRT to review its Conflict of Interest Code every two years. The Act further requires that the Code be amended whenever a newly-created job classification would be subject to the Act's reporting requirements.

SacRT has added several such job classifications since the last amendment to the Conflict of Interest Code. The proposed amendment adds newly-created job classifications and eliminates or renames other job classifications to conform to SacRT's adopted job descriptions as set out in Attachment 1. The newly-created jobs are set out in italics in Attachment 1. The eliminated and renamed jobs are identified with strike-through in Attachment 1.

Staff recommends that the Board approve this revision to Title II of the Administrative Code as set out in the attached Resolution and Exhibit A.

**Attachment 1
APPENDIX A**

**CONFLICT OF INTEREST CODE OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
<i>ADA Compliance Officer</i>	2, 3
Assistant Paratransit Operations Manager	2, 3
Assistant Vice President, Finance & Treasury	1
Assistant Vice President, Human Resources & Labor Relations	1
Assistant Vice President, Innovative and Contract Services	1
Assistant Vice President, Light Rail Operations	1
Assistant Vice President, Bus Operations	1
Assistant Vice President, Planning, Scheduling & Assessment	1
Assistant Vice President, Technology, Innovation & Performance Monitoring	1
Attorney I	2-6
Attorney II	2-6
Attorney III	2-6
Chief Communications Officer	3, 4
Chief, Environmental Health & System Safety	3, 4
Consultant (not those involved in the investment of public funds)	*
<i>Deputy Chief of Staff / Special Assistant to the General Manager</i>	2, 3
Director, Accessible Services	2, 3
Director, Bus Maintenance	2, 3
Director, Bus Operations	2, 3
Director, Community & Contract Bus Services	2, 3
Director, Customer Satisfaction	2, 3
Director, Engineering and Construction	2, 3
Director, Facilities Maintenance	2-6
<i>Director, Grants and Capital Programming</i>	2, 3
<i>Director, Human Resources</i>	2, 3
Director, Light Rail Maintenance	2, 3
Director, Light Rail Operations	2, 3
Director, Marketing, Communications & Public Information	2, 3
Director, Office of Management and Budget	2, 3
Director, Operations Projects	2, 3
Director, Planning	2, 3
<i>Director, Police Services</i>	2, 3, 5
Director, Procurement Services	2, 3
Director, Scheduling	2, 3
Disadvantaged Business Enterprise Liaison Officer	3

SACRAMENTO REGIONAL TRANSIT DISTRICT

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Equal Employment Opportunity Officer	3, 4
General Counsel	2, 3, 5, 6
Internal Accountability Auditor	2, 3
<i>Internal (Accountability & Compliance) Auditor</i>	2, 3
Manager, Accounting	2, 3
Manager, Capital and Project Control	2, 3
Manager, Customer Service	2, 3
Manager, Grants	2, 3
Manager, Labor Relations	2, 3
Manager, Network & End User Operations	2, 3
Manager, Pension and Retirement Services	2, 3
Manager, Quality Assurance & Transit Asset Management	2, 3
Manager, Risk	3
Manager, Security and Fare Inspection Services	3
<i>Manager, Training & Workforce Development</i>	3
Material Materials Management Superintendent	3
Paratransit Operations Manager	2, 3
Principal Civil Engineer	2, 3
Principal Planner	2, 3
Principal Systems Engineer	2, 3
Procurement Analyst I	3
Procurement Analyst II	3
Real Estate Administrator, Asset Management	2, 3, 5, 6
Senior Attorney	2- 6
Senior Community Relations Officer	2, 3
<i>Senior Manager, Budget</i>	2, 3
<i>Senior Manager, Data Center & Network Operations</i>	2, 3
Senior Manager, Enterprise Resources and Databases	2, 3
<i>Senior Manager, Enterprise Business Solutions</i>	3
Senior Manager, Environmental Health and System Safety	2, 3
Senior Manager, Grants	2, 3
Senior Manager, Human Resources	2, 3
Senior Manager, IT Project Management and Cybersecurity	2, 3
<i>Senior Manager, Cybersecurity and IT Project Management</i>	2, 3
Senior Manager, Labor Relations	2, 3
Senior Manager, Network & End User Operations	2, 3
Senior Manager, Procurement Services	2, 3
Senior Manager, Revenue & Analytics	2, 3
Senior Manager, Strategic Projects and Performance	2, 3
Senior Manager, Transit Oriented Development/Real Estate	2, 3, 5, 6
Senior Procurement Analyst	3
Special Assistant, Office of the General Manager	2, 3
<i>Vice President, Bus Operations</i>	1

SACRAMENTO REGIONAL TRANSIT DISTRICT

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Vice President, Communications and Partnerships	1
Vice President, Integrated Services & Strategic Initiatives/ Chief of Staff	4 1-3
<i>Vice President, Light Rail Operations</i>	1
Vice President, Operations	1
Vice President, Planning & Engineering	4 1-3
Vice President, Safety, Security & Customer Satisfaction	1
<i>Vice President, Security, Safety & Customer Satisfaction</i>	1

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The General Manager/CEO may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

SACRAMENTO REGIONAL TRANSIT DISTRICT

DISCLOSURE CATEGORIES

Disclosure Requirements

Individuals holding designated positions must report their interests according to the following corresponding disclosure category(ies) to which their position has been assigned.

Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that filed a claim against the District during the previous two years, or have a claim pending.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that are of the type to request an entitlement to use District property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that sought to acquire an interest in real property owned in whole or in part by the District during the previous two years, or have such a proposal pending.

SACRAMENTO REGIONAL TRANSIT DISTRICT

87200 FILERS

Public Officials Who Manage Public Investments

The following positions are not covered by this conflict of interest code because those individuals holding these positions must file under Government Code Section 87200. These positions are listed for informational purposes only:

- Board Members
- Retirement Board Members
- Vice President, Finance/Chief Financial Officer
- General Manager/CEO
- Consultants (those involved in the investment of public funds)

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

RESOLUTION NO. 2022-09-098

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

September 12, 2022

**AMENDING TITLE II (CONFLICT OF INTEREST AND CODE OF ETHICS) OF
SACRAMENTO REGIONAL TRANSIT DISTRICT'S ADMINISTRATIVE CODE TO
REVISE APPENDIX A**

WHEREAS, the Political Reform Act of 1974 is set out as Title 9 (beginning with Section 81000) of the California Government Code; and

WHEREAS, pursuant to Section 87300 of the Political Reform Act, each state and local government agency must adopt and promulgate a Conflict of Interest Code; and

WHEREAS, each agency's Conflict of Interest Code must list each job classification that includes responsibilities involving the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest, and for each listed job classification, the specific types of investments, business positions, interest in real property, and sources of income that are reportable; and

WHEREAS, each agency must amend its Conflict of Interest Code to revise the listing of job classifications and reportable interest for which a conflict of interest statement must be filed whenever job classification changes are made affecting responsibilities involving the making or participation in the making of decisions that may foreseeably have a material effect on any financial interest; and

WHEREAS, SacRT has adopted a Conflict of Interest Code pursuant to Government Code section 87300; and

WHEREAS, SacRT has added, revised and/or deleted certain job descriptions for salaried classifications and must update the listing of job classifications for which a conflict of interest statement must be filed and the reportable interests therefor.

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

Section 1: Appendix A of Title II of Sacramento Regional Transit District Administrative Code is hereby amended to read in its entirety as set out in Exhibit A.

Section 2: Section 1 will be effective 30 days after Sacramento County, as the code reviewing body, approves Exhibit A.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

**Exhibit A
APPENDIX A**

**CONFLICT OF INTEREST CODE OF THE
SACRAMENTO REGIONAL TRANSIT DISTRICT**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
ADA Compliance Officer	2, 3
Assistant Paratransit Operations Manager	2, 3
Assistant Vice President, Finance & Treasury	1
Assistant Vice President, Human Resources & Labor Relations	1
Assistant Vice President, Technology, Innovation & Performance Monitoring	1
Attorney I	2-6
Attorney II	2-6
Attorney III	2-6
Consultant (not those involved in the investment of public funds)	*
Deputy Chief of Staff /Special Assistant to the General Manager	2, 3
Director, Bus Maintenance	2, 3
Director, Bus Operations	2, 3
Director, Community & Contract Bus Services	2, 3
Director, Customer Satisfaction	2, 3
Director, Engineering and Construction	2, 3
Director, Facilities Maintenance	2-6
Director, Grants and Capital Programming	2, 3
Director, Human Resources	2, 3
Director, Light Rail Maintenance	2, 3
Director, Light Rail Operations	2, 3
Director, Marketing, Communications & Public Information	2, 3
Director, Planning	2, 3
Director, Police Services	2, 3, 5
Director, Procurement Services	2, 3
Director, Scheduling	2, 3
Disadvantaged Business Enterprise Liaison Officer	3
Equal Employment Opportunity Officer	3, 4
General Counsel	2, 3, 5, 6
Internal (Accountability & Compliance) Auditor	2, 3
Manager, Accounting	2, 3
Manager, Capital and Project Control	2, 3
Manager, Customer Service	2, 3
Manager, Pension and Retirement Services	2, 3
Manager, Quality Assurance & Transit Asset Management	2, 3
Manager, Risk	3
Manager, Training & Workforce Development	3
Materials Management Superintendent	3

SACRAMENTO REGIONAL TRANSIT DISTRICT

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Paratransit Operations Manager	2, 3
Principal Civil Engineer	2, 3
Principal Planner	2, 3
Principal Systems Engineer	2, 3
Procurement Analyst I	3
Procurement Analyst II	3
Senior Attorney	2- 6
Senior Community Relations Officer	2, 3
Senior Manager, Budget	2, 3
Senior Manager, Data Center & Network Operations	2, 3
Senior Manager, Enterprise Business Solutions	3
Senior Manager, Environmental Health and System Safety	2, 3
Senior Manager, Cybersecurity and IT Project Management	2, 3
Senior Manager, Labor Relations	2, 3
Senior Manager, Revenue & Analytics	2, 3
Senior Manager, Strategic Projects and Performance	2, 3
Senior Manager, Transit Oriented Development/Real Estate	2, 3, 5, 6
Senior Procurement Analyst	3
Vice President, Bus Operations	1
Vice President, Communications and Partnerships	1
Vice President, Integrated Services & Strategic Initiatives/ Chief of Staff	1-3
Vice President, Light Rail Operations	1
Vice President, Planning & Engineering	1-3
Vice President, Security, Safety & Customer Satisfaction	1

*Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The General Manager/CEO may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The General Manager/CEO’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

SACRAMENTO REGIONAL TRANSIT DISTRICT

DISCLOSURE CATEGORIES

Disclosure Requirements

Individuals holding designated positions must report their interests according to the following corresponding disclosure category(ies) to which their position has been assigned.

Disclosure Category 1

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the District.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that filed a claim against the District during the previous two years, or have a claim pending.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that are of the type to request an entitlement to use District property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources that sought to acquire an interest in real property owned in whole or in part by the District during the previous two years, or have such a proposal pending.

SACRAMENTO REGIONAL TRANSIT DISTRICT

87200 FILERS

Public Officials Who Manage Public Investments

The following positions are not covered by this conflict of interest code because those individuals holding these positions must file under Government Code Section 87200. These positions are listed for informational purposes only:

- Board Members
- Retirement Board Members
- Vice President, Finance/Chief Financial Officer
- General Manager/CEO
- Consultants (those involved in the investment of public funds)

An individual holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Shelly Valenton, VP, Integrated Services and Strategic Initiatives/
Chief of Staff
SUBJ: REVISIONS TO PERSONNEL POLICY MANUAL (PPM)

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

If the Board approves the recommended action, the Personnel Policy Manual, originally adopted 7/1/2019 (amended 10/28/2020, 8/23/2021, and 2/28/2022) would be amended again to make changes to rules updated for best practices to ensure that SacRT continues to attract and retain talented employees.

FISCAL IMPACT

There will be minimal cost associated with modifying the salary placement structure for internal promotional opportunities, but it is not possible to estimate this cost as it will be based upon factors currently unknown, such as the specific employees who will be promoted, the positions, and the base salary of employees at the time of promotion.

Periodic increases to life insurance benefits may create additional premium costs to SacRT and will be included in SacRT's operating budget.

DISCUSSION

The Personnel Policy Manual (PPM) is Sacramento Regional Transit District's (SacRT) primary resource for addressing wages, hours and working conditions for non-represented management and confidential employees as well as bargaining unit employees where there is no conflicting language in the applicable collective bargaining agreement.

Since the Board adopted the PPM in June 2019 (amended 10/28/2020, 8/23/2021 and 2/28/2022), staff have identified provisions of the PPM that could be altered to promote employee retention and career advancement opportunities for existing employees and to help ensure that SacRT remains a competitive and attractive employer amid the ongoing nationwide labor challenges.

The following is a summary of the current proposed changes to the PPM. The full language for the sections that were modified or added are included as an attachment.

- Article 7: §7.04.B.ii. and iii. (new); C.1.and C.3; and F.3 – Amend language regarding salary placement upon promotion to allow staff to request salary increases beyond the 5% or bottom of the range currently offered, just as external applicants may do upon hire, and to increase acting assignment pay and allow it to be considered when determining future salary placement when made permanent in a promotional role. This change in salary placement structure will also apply in the event of a reclassification.
- Article 9: §9.01.E. – Amend language to remove from the PPM the specific coverage amounts for life insurance, accidental death, and dismemberment and allow HR to periodically conduct a market evaluation to ensure that rates remain competitive and fiscally responsible. Any changes in rates will be approved by the SacRT Board as part of the Annual Health and Welfare Benefits Renewal Report.
- Appendix 2 (Equal Employment Opportunity Policy Statement, new) – In addition to the Equal Employment Opportunity language already included in Article 1: §1.06 of the PPM, the full Equal Employment Opportunity Policy Statement is being added as Appendix 2, in compliance with the recommendations from the recent Federal Transportation Administration Triennial Audit.

Bargaining units impacted by these changes will be provided an opportunity to meet and confer over the impacts.

Staff recommends the adoption of the Amended and Restated PPM and the Resolution below.

above. However, this provision does not apply to the second performance evaluation.

B. Salary Increase Upon Promotion

1. A promotion is defined as movement of an employee from a job classification in a budgeted, authorized classification to a presently existing, budgeted, authorized classification in a higher salary range.

2. Upon promotion, an employee's monthly salary will be increased to ~~the higher of:~~

(i) the minimum monthly salary of the salary range of the classification to which the employee has been promoted or 5% above the employee's base salary immediately preceding promotion, whichever is higher, not to exceed the maximum of the range, or;

~~(ii) 5% above the employee's base salary rate immediately preceding the promotion, not to exceed the maximum of the salary range of the classification to which the employee has been promoted.~~

(ii) up to the midpoint of the range based on HR's recommendation and Division EMT approval in consideration of experience and qualifications, salary equity among employees in the same classification, retention challenges, comparable positions in other transit agencies, and other similar factors, or;

(iii) with GM/CEO approval, beyond the midpoint of the range in consideration of experience and qualifications, salary equity among employees in the same classification, retention challenges, comparable positions in other transit agencies, and other similar factors.

C. Salary Adjustment Upon Acting Appointment

Acting appointments may be used to fill budgeted positions or to meet an imminent need for additional staffing. Such appointments will not normally exceed 90 calendar days and must be approved in writing by the appropriate EMT member. Acting appointments longer than 90 days require the written approval of the GM/CEO or designee.

When an acting appointment exceeds 30 days or is reasonably expected to exceed 30 days, the employee's salary will be adjusted as follows:

1. An employee in an acting appointment, filling a position with a higher salary, will be compensated 105% above the employee's base salary or the minimum of the appointed classification salary range, whichever is greater, not to exceed the maximum of the range, effective on the date of the appointment.
2. An employee in an acting appointment, filling a position in the same or a lower salary range, will have no change in compensation.
3. The additional compensation paid during an acting appointment ~~will not~~ may be considered when calculating salary increases due to promotion ~~or performance evaluations~~.

D. Lateral Transfer

1. For purposes of applying this provision, a "lateral transfer" will be defined as the movement of an employee from one job classification to another job classification within the same pay range, regardless of a change in responsibility center.
2. An employee awarded a lateral transfer will receive no change in compensation rate at time of change.

E. Reassignment

1. For purposes of applying this provision, a "reassignment" will be defined as the movement of an employee from one responsibility center to another responsibility center within the same classification.
2. Reassigned employees will receive no change in compensation rate at time of change.
3. Performance based pay eligibility will not be affected by a reassignment.

F. Reclassification

1. For purposes of applying this provision, a "reclassification" will be defined as a change in job classification due to a classification/job

study, either to another or new classification. The reclassification may be initiated either by SacRT or by an employee.

2. The reclassification request must be submitted in writing to the HR Department in accordance with Standard Operating Procedures.
3. Should a reclassification request result in a higher classification and/or pay grade for the employee, the employee's salary will be adjusted following the same criteria used for promotional increases (Section 7.04.B.2)

for SacRT provided dental insurance is paid based upon bargaining unit designation, date of hire and years of service criteria established by SacRT.

E. Life Insurance

Life Insurance, Accidental Death and Dismemberment is provided at no cost to a full-time employee, the employee's spouse and eligible dependents. Coverage ~~amounts will be evaluated by HR periodically and adjusted as needed to ensure rates remain competitive and fiscally sustainable. Any changes in rates will be approved by the SacRT Board as part of the Annual Health and Welfare Benefits Renewal Report.~~ ~~for the employee is for \$50,000 and coverage for the spouse and eligible dependents is for \$1,000 (dependents under 6 months is \$100.00).~~

F. Supplemental Life Insurance

In addition to the SacRT-provided coverage as specified above, supplemental life insurance is available as an option for each qualified full-time employee, the employee's spouse and/or child(ren). The amount of coverage for spouse or children is limited pursuant to the terms of SacRT's contract with the life insurance provider. Covered employees will be notified of any change to those limits. The premium cost for this coverage, when elected by the employee, is paid by the employee through payroll deduction.

G. Vision Care

Vision Care Insurance is provided at no cost to each full-time employee, the employee's spouse and eligible dependents. Coverage may also include "buy-up" options that can enhance the insurance coverage that is available for purchase by the employee.

H. Long Term Disability

Long Term Disability (LTD) Insurance is provided at no cost to each full-time employee of SacRT.

I. Cash-In-Lieu of Medical Coverage

1. Description – The Cash-in-Lieu of Medical Coverage Program is a voluntary election available to all full-time employees eligible for medical benefits. An employee who voluntarily elects to participate, will forego medical insurance coverage, and will receive one-half of the cash value of the "Employee Only" premium

for the applicable plan pursuant to C. above. This additional income is taxable and will be proportionately included in each paycheck. The employee must have minimum essential medical coverage through some other source (e.g. spouse or a previous employer).

Appendix 2

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Sacramento Regional Transit District (SacRT) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, SacRT strives to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status or other protected classes.

SacRT's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All employees and applicants for employment have the right to file complaints alleging discrimination. Retaliation against a person who files a charge of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

SacRT is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As SacRT's General Manager/CEO, I maintain overall responsibility and accountability for SacRT's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Greg Walters as SacRT's EEO Officer, who reports directly to me and acts with my authority with all levels of management, labor unions and employees. Contact Mr. Walters at 2811 O St., Room 10; (279) 234-8377; or gwalters@sacrt.com.

All SacRT executive, management and supervisory personnel share in the responsibility for implementing and monitoring SacRT's EEO Policy and Program within their respective areas. SacRT will evaluate the performance of its managers and supervisors on their successful implementation of SacRT's EEO policies and procedures, in the same way SacRT assesses their performance regarding other agency goals.

SacRT is committed to undertaking and developing a written nondiscrimination program that sets forth the policies and procedures, with goals and timetables, to which the agency is committed. This program is available for inspection by any employee or applicant for employment upon request.

I personally commit to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

On File

January 3, 2022

Henry Li, General Manager/CEO
Sacramento Regional Transit District

Date

RESOLUTION NO. 2022-09-099

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

September 12, 2022

REVISIONS TO PERSONNEL POLICY MANUAL (PPM)

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

THAT, the Board hereby adopts the Amended and Restated Personnel Policy Manual, with the modifications attached hereto as Exhibit A, and declares that the new Amended and Restated Personnel Policy Manual hereby supersedes and replaces all prior versions.

THAT, the General Manager/CEO is hereby authorized and directed to implement the terms of the Amended and Restated Personnel Policy Manual.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Jamie Adelman, Acting VP, Finance/CFO
SUBJ: APPROVING AMENDMENT NO. 1 TO AMENDED AND RESTATED CREDIT AGREEMENT WITH U.S. BANK NATIONAL ASSOCIATION FOR AN EXTENSION OF THE \$20 MILLION LINE OF CREDIT FACILITY TO SEPTEMBER 30, 2023

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Approving the recommended action will extend the line of credit with U.S. Bank National Association (US Bank) in an amount not to exceed \$20,000,000 (Line of Credit Facility or LOC) from 9/30/2022 to 9/30/2023 and maintain the facility amount of \$20 million.

FISCAL IMPACT

The FY23 Operating budget includes interest expense of \$125,000 and legal fees of \$20,000 related to the LOC. No changes to the FY23 budget are necessary for the adoption of the attached resolution.

DISCUSSION

Sacramento Regional Transit District (SacRT) has shown improved financial position for six fiscal years in a row, and as a result was able to negotiate a reduction in the fees associated with the LOC with US Bank. The competitive fees are the result of SacRT's continued dedication to fiscal sustainability and reserve growth. Table 1 below shows the comparison in interest rates between FY23 and FY22.

Table 1:

Rate Type		FY23		FY22	% Change
Used	Daily Simple SOFR +	1.35%		1.35%	0%
Unused	-	0.400%		0.450%	-11%

Having access to an appropriate working capital balance, whether through reserves or an LOC, resolves cash flow timing issues. In addition, sound fiscal policy dictates a

contingency plan to meet short-term liquidity obligations. Due to the various delay in receipt of Federal, State and/or Local funds, as mentioned below, SacRT relies upon a LOC to ensure all operating payment obligations are met regardless of timing delays in cash flows.

Therefore, Staff recommends adopting Amendment No. 1 to Amended and Restated Credit Agreement with US Bank extending the term of the existing \$20 Million Line of Credit Facility for 12 months which is in compliance with California Public Utilities Code Section 102584.

Background:

On November 1, 2013, SacRT and US Bank entered into a Credit Agreement wherein US Bank agreed to provide credit to SacRT on an annual basis pursuant to California Government Code §53850 et seq., otherwise referred to as the TRAN Statute. In accordance with that arrangement, SacRT issued a Revolving Line of Credit (LOC) Facility Note in the amount of \$29 million with a final maturity date of October 31, 2014. Subsequent to the expiration of that note, SacRT has worked with US Bank to issue multiple LOC notes, with the latest promissory note issued in the original principal amount of \$20,000,000 from the Issuer, as maker, to US Bank, as payee, and dated August 4, 2021 (the “Note”) pursuant to California Public Utilities Code Section 102584 and an Amended and Restated Credit Agreement dated as of August 4, 2021 (the “Existing Credit Agreement”). The parties have now agreed to the terms of an amendment to the Existing Credit Agreement that will extend the current \$20 million Line of Credit Facility to September 30, 2023.

SacRT’s operations are heavily reliant on the timely receipt of cash from the State, Local, and Federal Government agencies. As such, on an annual basis (since FY2004), SacRT’s Board of Directors has authorized the General Manager/CEO to issue an LOC Promissory Note for operating cash flow purposes. California Government Code §53854 requires that any LOC note issued pursuant to the authorizing TRAN statute (Cal. Gov’t. Code §§53850-53858) must be repaid within 15 months of issuance. In January 2016, SacRT was granted a bit more flexibility by the State when Assembly Bill 422 (McCarty) (“AB 422”) went into effect. AB 422 added California Public Utilities Code Section 102584 to the Public Utilities Code (PUC), which provides SacRT with the authority to obtain a LOC with a maturity date of up to 60 months. California PUC Section 102584 also permits SacRT to provide a multiyear pledge of grant funds as collateral for its LOC. Both changes to the law create an opportunity for SacRT to secure a LOC on more favorable terms and will ultimately result in a reduction in costs associated with borrowing against the LOC. While SacRT could secure a longer term for its LOC, at this time its lender, US Bank has offered to provide a one-year extension on the \$20 Million LOC. However, because SacRT has the ability to provide a multiyear pledge, US Bank has eliminated some of the conditions it has historically imposed on SacRT because SacRT was limited to making a single year pledge, exposing US Bank to greater risk.

In previous fiscal years, the LOC primarily served as temporary gap funding for federal operating money budgeted by SacRT during the current fiscal year, but not received by SacRT until the following fiscal year. Beginning with FY21, SacRT began receiving the federal operating money within 60-90 days of the reimbursable operating expense being incurred; this has reduced SacRT's reliance on the LOC. SacRT currently has several ongoing and upcoming major capital projects, such as, Light Rail vehicle replacement, low-floor station conversions, Dos Rios Station construction and the Gold Line side tracking project. The projects are funded with a variety of Federal, State and Local agency grants. Many of the State and Local grants require that SacRT seek reimbursement only after the vendors have been paid. To facilitate this process, SacRT is using excess operating cash on hand to pay the capital costs and may seek cash flow relief from the LOC to cover operating costs pending reimbursement from the State or Local granting agencies.

Terms and Conditions:

The Existing Credit Agreement, as amended by the Amendment No. 1 to Amended and Restated Credit Agreement (the "Credit Agreement") will have similar terms and conditions as the Existing Credit Agreement, such as: requirements addressing how SacRT pledges and sets aside pledged funds, notifying US Bank within 20 business days of apportionment of Federal Operating Grant Revenues, and notifying US Bank 5 business days upon receipt of Federal Operating Grant Revenues.

Other terms of the LOC are:

- The LOC term offered by US Bank is 12 months and a renewal/extension will be reviewed and approved by US Bank prior to the conclusion of the 12-month period.
- Interest rates are fixed at Daily Simple Secured Overnight Financing Rate (SOFR) plus 1.35% for the used portion of the LOC and 0.40% for the unused portion of the LOC, subject to adjustments upon rating downgrades.
- SacRT agrees to pay to US Bank on the date of issuance, all reasonable costs and expenses of counsel to US Bank in connection with the preparation, execution and delivery of this Note and other associated documents, estimated to be \$20,000.

In addition to the terms noted above, the loan is subject to bank limitations. The amounts advanced under the Credit Agreement, as amended, and the Note cannot exceed \$20 million and US Bank will continue to have a pledge of a lien on and security interest in, the following (collectively, the "Pledged Revenues"): (a) a first lien and charge against (i) the Federal Operating Grant Revenues; (ii) the LTF Revenues, subject only to the parity lien thereon securing the Series 2021A Bonds; (iii) the STA Funds; (iv) the Measure A Revenues; and (v) the Other Pledged Revenues (collectively, the "Available Non-Farebox Revenues"), and (b) a subordinate lien on any and all Farebox Revenues, subject only to the senior lien thereon securing the Revenue Bonds; the Pledged Revenues will be set-aside as set forth in Section 5.20 of the Credit Agreement. The obligation of the Issuer to repay the aggregate principal amount of the Advances made

under the Credit Agreement (including as amended by the Amendment No. 1 to Amended and Restated Credit Agreement) by US Bank and interest thereon continues to be evidenced by the Note.

Staff recommends that the SacRT Board of Directors approve the Amendment No. 1 to Amended and Restated Credit Agreement with US Bank to extend the \$20 million LOC Facility to September 30, 2023 and authorize SacRT to enter into such Agreement.

RESOLUTION NO. 2022-09-100

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

September 12, 2022

APPROVING AMENDMENT NO. 1 TO AMENDED AND RESTATED CREDIT AGREEMENT WITH U.S. BANK NATIONAL ASSOCIATION FOR AN EXTENSION OF THE \$20 MILLION LINE OF CREDIT FACILITY TO SEPTEMBER 30, 2023

WHEREAS, the Sacramento Regional Transit District (the “Issuer”) is duly established and existing under the provisions of the Sacramento Regional Transit District Act, being Part 14 of Division 10 of the Public Utilities Code of the State of California (the “State”) (Sections 102000 *et seq.*) (the “Act”); and

WHEREAS, the Issuer is authorized, in accordance with Section 102584 of the Act to seek and obtain a short-term revolving line of credit for operating purposes in anticipation of receipt of federal operating grants; and

WHEREAS, the Issuer previously entered into that certain Amended and Restated Credit Agreement, dated as of August 4, 2021 (the “Existing Credit Agreement”), by and between the Issuer and U.S. Bank National Association (the “Bank”), pursuant to which the Bank provided a line of credit facility to the Issuer in an amount not exceed \$20,000,000 (the “Line of Credit Facility”), and in connection therewith, the Issuer previously issued a promissory note in the original principal amount of \$20,000,000 from the Issuer, as maker, to the Bank, as payee, and dated August 4, 2021 (the “Note”); and

WHEREAS, the Letter of Credit Facility is set to expire on September 30, 2022; and

WHEREAS, the Issuer has requested, and the Bank as agreed, to extend the Line of Credit Facility until September 30, 2023 in a principal amount not to exceed \$20,000,000 outstanding at any one time; and

WHEREAS, the Board of Directors of the Issuer (the “Board”) has been presented with the proposed form of the Amendment No. 1 to Amended and Restated Credit Agreement (the “Extension”) and the Board has examined and approved the document and desires to authorize and direct the execution and delivery of such document as is specified herein and such other documents as are necessary in connection with the Extension and to authorize and direct the consummation of the Extension; and

WHEREAS, pursuant to the terms of the Existing Credit Agreement and the Note, the Issuer has pledged and granted a lien on and security interest in the Pledged Revenues (as defined in the Existing Credit Agreement); and

WHEREAS, the Issuer anticipates receiving federal operating grants in the fiscal year ending June 30, 2023 in an amount equal to or greater than the total indebtedness expected to be incurred by the Issuer under the Existing Credit Agreement, as amended by the Amendment No. 1 to Amended and Restated Credit Agreement (the “Credit Agreement”) and the Note; and

WHEREAS, all acts, conditions and things required by the Act and the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the Extension authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the Issuer is now duly authorized and empowered, pursuant to each and every requirement of law, to authorize such Extension and to authorize the execution and delivery of the Amendment No. 1 to Amended and Restated Credit Agreement for the purposes, in the manner and upon the terms provided; and

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

Section 1. Recitals. The Board finds and determines that the foregoing recitals are true and correct.

Section 2. Amendment No. 1 to Amended and Restated Credit Agreement. The proposed form of the Amendment No. 1 to Amended and Restated Credit Agreement, pursuant to which the Bank will extend and continue to provide the Line of Credit Facility to the Issuer, with a maturity date of September 30, 2023 and in a not to exceed principal amount of \$20,000,000 outstanding at any one time, in the form on file with the Board as of the date of this meeting, is hereby approved.

The General Manager/CEO of the Issuer (including any written designee of the General Manager/CEO of the Issuer, the “Authorized Representative”) is hereby authorized and directed, for and in the name and on behalf of the Issuer, to execute and deliver the Amendment No. 1 to Amended and Restated Credit Agreement, in substantially said form, with such changes therein as the Authorized Representative may require or approve, such approval to be conclusively evidenced by the execution and delivery thereof.

Section 3. Pledged Revenues. The Board hereby agrees that the obligations of the Issuer under the Credit Agreement, the Note and the other Loan Documents (as defined in the Credit Agreement), including the obligation to make all payments of the interest on and the principal of all advances outstanding under the Credit Agreement and the Note, shall be payable solely from and shall be secured solely by a pledge of, lien on and security interest in the Pledged Revenues (as defined in the Credit Agreement). The obligation of the Issuer to repay the aggregate principal amount of the Advances made under the Credit Agreement (including as amended by the Amendment No. 1 to Amended and Restated Credit Agreement) by the Bank and interest thereon continues to be evidenced by the Note.

Section 4. Opinions of General Counsel. The General Counsel of the Issuer or such officer's designee (the "General Counsel") is authorized and directed to provide such opinions, on behalf of the Issuer, as are required to consummate the transactions authorized by this Resolution.

Section 5. Additional Authorizations. The Authorized Representative and each other appropriate officer of the Issuer, each acting alone, are authorized and directed, for and in the name and on behalf of the Issuer, to execute and deliver any and all agreements, certificates, notices, documents and instruments and to do any and all things and take any and all actions which may be necessary or advisable, in their discretion, to effectuate the actions which the Issuer has approved in this Resolution (including, to secure advances under the Credit Agreement and the Note).

The Authorized Representative may appoint in writing a designee to perform any of the actions that the Authorized Representative may take under this Resolution.

Section 6. Prior Actions. All actions heretofore taken by the members of the Board, the Authorized Representative, the General Counsel or any other officers, agents or employees of the Issuer, with respect to the Extension, are hereby ratified, confirmed and approved.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph or clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and approval.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary



STAFF REPORT

DATE: September 12, 2022

TO: Sacramento Regional Transit Board of Directors

FROM: Laura Ham, VP, Planning and Engineering

SUBJ: CONDITIONALLY APPROVING THE AWARD OF CONSTRUCTION CONTRACT FOR LOW FLOOR VEHICLE PLATFORM CONVERSION PHASE 1 TO PNP CONSTRUCTION, INC. FOR THE BASE BID AND DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO AWARD THE ADDITIVE ALTERNATES

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Conditionally approving this construction contract will allow SacRT to move forward with the Light Rail Modernization Project on the Gold Line.

FISCAL IMPACT

The Total Bid price for the Construction Contract for Low Floor Vehicle Platform Conversion Phase 1 Project is \$18,774,000 with a Base Bid of \$9,713,000 and 5 Additive Alternates totaling \$9,061,000. This contract is being funded with federal and state funds. Funding is available to award the Base Bid, and the additive alternates will be awarded based on available additional funding.

DISCUSSION

The Light Rail Modernization Project includes the procurement of low floor light rail vehicles, 15-minute service to Historic Folsom, and the station platform conversions to accommodate low-floor light rail vehicles. The Low Floor Vehicle Platform Conversion Project includes adjusting all Gold Line platforms to an 8-inch elevation above top of rail; replacing detectable warning tiles/directional guidance tiles; adjusting all facilities and furniture on the platforms to the new height; removing all in-ground artwork in direct conflict; modifying tree grates/planters; modifying drainage facilities; modifying adjacent improvements to meet ADA requirements; and adding crosswalk areas, fencing, and signage. Upon full integration of low floor vehicles, SacRT will be operating 3-car trains with Siemens S700 vehicles.

The project was previously broken into three phases with Phase 1 and Phase 2 for Gold Line platform conversions and Phase 3 for the Blue Line platform conversion. With additional construction funding awarded to SacRT that is specifically designated for four Northeast Corridor (NEC) Blue Line platform conversions, these stations will be part of a revised Phase 3 and must be in construction by December 2023. The remaining 15 Blue Line platform conversions will now be part of Phase 4. The project is now broken into four phases as follows:

- Phase 1: Gold Line 2-car platform conversion
- Phase 2: Gold Line 3-car platform conversion
- Phase 3: 4 NEC Blue Line platform conversion
- Phase 4: Remaining 15 Blue Line platform conversion

On January 26, 2022, Staff released an Invitation for Bid for Low Floor Vehicle Platform Conversion Phase 1. On March 28, 2022, SacRT received no bids. Staff contacted registered bidders to determine why they had chosen not to submit. More than one bidder indicated that due to other pending bid opportunities, they had been unable to timely submit a bid but would be interested in submitting if the work were rebid. There were no unduly restrictive specifications identified by potential bidders.

On April 15, 2022, Staff released an Invitation for Bid for construction of the Low Floor Vehicle Platform Phase 1 — ReBid. The Bid due date was extended four times to ensure that adequate responses were provided to questions from potential bidders, as well as to conduct outreach to potential bidders. Procurement reached out to several contractors using the Contractors State License Board look-up for Class A and Class B contractors and called contractors located in Sacramento, Los Angeles, and San Diego. Because of the extended outreach, two additional prospective bidders downloaded the solicitation documents.

On August 12, 2022, SacRT received 1 bid. The base bid includes 14 light rail stations. Each additive alternate includes 3 additional light rail stations with a total of 29 light rail stations.

1. PNP Construction

Base Bid	\$ 9,713,000
Additive Alternate #1	\$ 1,940,000
Additive Alternate #2	\$ 2,204,000
Additive Alternate #3	\$ 1,958,000
Additive Alternate #4	\$ 1,683,000
Additive Alternate #5	\$ 1,276,000
Total Base and Additive Alternates	\$18,774,000

Procurement Staff performed a single bid analysis in compliance with federal requirements. The sole bidder's base bid is \$1.2M less than the Engineer's Estimate. A non-bidder status survey was performed after the bid closed.

The other prospective bidder indicated that it lacked the required bonding capacity for this Contract. Under federal grant rules, SacRT is required to obtain a performance bond for 100% of the Contract price. Under state laws, SacRT must obtain a payment bond for 100% of the Contract price. SacRT does not have the ability to waive these legal requirements; however, Addendum No. 4 was issued to clarify bonding requirements by requiring bonds for the base bid and increasing them as the additive alternates are awarded. In addition, a cap of liquidated damages was included through Addendum No. 7 to further reduce the financial risk for prospective contractors while preserving SacRT's ability to ensure on-time completion of this critical work and on-going revenue operations.

With this information, Staff determined that the bid was adequate with the current market conditions given the extended solicitation time, addenda published, and questions answered.

The bid was also reviewed to determine the Bidder's responsiveness to the requirements of the Bid Documents. Staff determined that PNP Construction, Inc. is the lowest responsive and responsible Bidder and that the price is fair and reasonable. A Notice of Intent to Award was issued on August 24, 2022. The 10-working-day protest period will be exhausted on September 8, 2022. The Contractor has not yet provided confirmation of compliance with the insurance and bonding requirements set out in the Invitation for Bid, so award is being requested on a conditional basis, subject to satisfaction of the insurance and bonding requirements.

RESOLUTION NO. 2022-09-102

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

September 12, 2022

CONDITIONALLY APPROVING THE AWARD OF THE CONSTRUCTION CONTRACT FOR LOW FLOOR VEHICLE PLATFORM CONVERSION PHASE 1 TO PNP CONSTRUCTION, INC. FOR THE BASE BID AND DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO AWARD ADDITIVE ALTERNATES

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

THAT, the Construction Contract for Low Floor Vehicle Platform Conversion Phase 1 between the Sacramento Regional Transit District, therein referred to as "SacRT" and PNP Construction, Inc., therein referred to as "Contractor," whereby Contractor agrees to complete the construction required for Low Floor Vehicle Platform Conversion Phase 1 Base Bid, as specified, for an amount not to exceed \$9,713,000, is hereby approved, conditioned on Contractor providing the required bonds and insurance specified in the Invitation for Bid.

THAT, the Chair and the General Manager/CEO are hereby authorized and directed to execute the foregoing Contract upon satisfaction of the foregoing conditions.

THAT, conditioned upon the availability of funding, the Board hereby delegates authority to the General Manager/CEO to execute Contract Change Orders to add one or more of the Additive Alternates to the Construction Contract for Low Floor Vehicle Platform Conversion Phase 1 based on the amounts bid.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Jamie Adelman, Acting VP, Finance/CFO
SUBJ: DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO DESIGNATE FOUR CALENDAR WEEKS DURING FY23 TO SUSPEND PAYMENT OF FARES ON SACRT SERVICE

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

The recommended action would allow the General Manager/CEO to suspend fare collection during four separate calendar weeks throughout FY23 on all SacRT service.

FISCAL IMPACT

The funding awarded to SacRT was based on budgeted fare revenues for a one-month period. If the General Manager/CEO exercises the requested discretion to approve the four fare free weeks, anticipated fare revenues will be directly replaced by grant funds, and there will be no impact on FY23 revenues. Any expenses related to the fare suspensions (promotional materials, etc.) will be reimbursed by grant funding as well.

DISCUSSION

As part of continued efforts to rebuild ridership and provide affordable transportation options to SacRT passengers, Staff applied for a Low Carbon Transportation Operation Program (LCTOP) grant to offer free rides to all SacRT passengers during October 2022, including fixed route bus, light rail, SmarT Ride, SacRT GO and SacRT e-van services.

SacRT was awarded \$1,476,227 in funding for this offering. Grant funds will be used to replace anticipated fare revenues (approximately \$1,406,227) from these services plus other items (approximately \$70,000) such as marketing and other items necessary to prepare and promote fare-free weeks. These four weeks will be in addition to the 10 free-ride days delegated to the VP, Communications & Partnerships for special events throughout the calendar year.

After award of the grant, Staff determined that it would be preferable to spread the fare free days throughout the year, one week at a time, and will be requesting Caltrans approval to modify the grant terms to allow this alternative.

While individual free ride days provide the public with an opportunity to try transit, waiving fare for an extended period of time would further boost ridership by providing a greater span of time to try different services. If approved, staff anticipates that ridership during the fare-free weeks may increase by 10-20% over previously-forecasted levels.

In addition to attracting new passengers, the grant will also provide a temporary reprieve from paying fares for existing passengers. Inflation has been a topic of concern for everyone in the greater Sacramento region as of late. A suspension of fares, while temporary, will also provide some temporary relief for existing passengers who have been impacted by inflation.

RESOLUTION NO. 2022-09-103

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

September 12, 2022

DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO DESIGNATE FOUR CALENDAR WEEKS DURING FY23 TO SUSPEND PAYMENT OF FARES ON SACRT SERVICE

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 authorized to approve up to four “fare-free” calendar weeks during Fiscal Year 2023 on SacRT’s bus system, SacRT GO paratransit service, SmarT Ride service, E-van service, and light rail service.

THAT, during the periods designated by the General Manager/CEO, no passenger will be obligated to pay the otherwise “Applicable Fare” under the adopted Fare Structure to access and use SacRT’s transit service.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: AWARD CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR DOS RIOS LIGHT RAIL STATION PROJECT TO 4LEAF, INC.

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Approving the Award of the Contract for Construction Management Services for Dos Rios Light Rail Station Project to 4LEAF, Inc. will provide supplemental resources to assist SacRT's limited construction management staff to oversee construction of the Dos Rios Light Rail Station Project and ensure timely completion in accordance with the construction contract requirements.

FISCAL IMPACT

The price or not to exceed amount for the Contract for Construction Management Services for the Dos Rios Light Rail Station Project will be \$2,991,553.49 based upon the estimated number of hours of work. The work will be completed on a cost-plus-fixed-fee basis based on actual hours worked and costs incurred, including audited indirect costs and direct costs. The Construction Management Services portion of the Dos Rios Light Rail Station Project is fully funded.

DISCUSSION

The City of Sacramento (City), in partnership with the Sacramento Housing and Redevelopment Agency (SHRA) and Sacramento Regional Transit District (SacRT), proposes implementation of the Twin Rivers Transit-Oriented Development and Light Rail Station Project (Project). The Project would develop a mixed-income, mixed-use community comprising of 218 replacement public housing units, 281 new market-rate rental and Low-Income Housing Tax Credit (LIHTC) units, a realigned internal street network, green open space, and other community amenities on two noncontiguous properties in close proximity to one another, totaling approximately 24.2 acres that currently includes public housing and undeveloped land. The Project would also include construction and operation of the proposed SacRT Dos Rios Light Rail Station on the existing SacRT light rail Blue Line and adjacent to North 12th Street. The new Dos Rios Light Rail Station Project requires track realignment, signaling modifications, system

upgrades, along with the station architectural design.

To assist SacRT staff during the construction of the Dos Rios Light Rail Station Project and track realignment, on February 18, 2022, SacRT released a Request for Proposals (RFP) for Construction Management (CM) Services for Dos Rios Light Rail Station Project in accordance with SacRT's Procurement Ordinance.

On April 22, 2022, SacRT received proposals from 4LEAF, Inc., Ghirardelli Associates, Inc., Kleinfelder Construction Services, and Lockwood, Andrews, & Newnam Inc. An internal Selection Committee evaluated and ranked each proposal based on the qualifying criteria. Because construction management is considered an architecture and engineering contract (A&E), price is not considered as a selection criteria and price proposals are not opened until the top-ranked firm has been established. The top three firms were determined to be in the competitive range and were invited to return for oral presentations.

Oral presentations to the Selection Committee were held between August 3 and 8, 2022 with 4LEAF, Inc, Kleinfelder Construction Services, and Lockwood, Andrews, & Newnam Inc. Following the presentations, a total weighted score and final ranking was compiled, and 4LEAF, Inc. was deemed the most qualified firm.

After making the determination of the most-qualified firm, SacRT reviewed the cost proposal for the referenced services with 4LEAF, Inc. to finalize the contract cost. The final agreed-upon not-to-exceed contract amount is \$2,991,553.49, which reflects 4LEAF's estimate of the necessary effort to complete all of the work called for by the RFP.

RESOLUTION NO. 2022-09-104

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

September 12, 2022

AWARD CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR DOS RIOS LIGHT RAIL STATION PROJECT TO 4LEAF, INC.

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

THAT, the Contract for Construction Management Services for Dos Rios Light Rail Station Project between the Sacramento Regional Transit District, therein referred to as "SacRT," and 4LEAF, Inc., therein referred to as "Contractor," whereby Contractor agrees to provide Construction Management Services for Dos Rios Light Rail Station Project, as further specified therein, for an amount not to exceed \$2,991,553.49, is hereby approved.

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

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Jamie Adelman, Acting VP, Finance/CFO
SUBJ: CONDITIONALLY SUSPENDING FARES IN THE NATOMAS-NORTH SACRAMENTO SMART RIDE ZONE FOR OCTOBER 2022

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Adoption of the recommended action will result in the suspension of fares on SacRT SmaRT Ride on-demand microtransit service within the Natomas-North Sacramento zone during the month of October 2022 contingent upon execution of a fare subsidy agreement with North Natomas Jibe (Jibe).

FISCAL IMPACT

There is no anticipated SacRT fiscal impact from the proposed action because Jibe will pay fares for all riders, up to \$6,500, for the month of October 2022 within the SmaRT Ride Natomas-North Sacramento service zone. Staff does not anticipate that the lost fare revenue for free rides will exceed this amount. A similar arrangement was in place in October 2021 and resulted in no lost fare revenue to SacRT.

DISCUSSION

In October 2021, SacRT partnered with Jibe to offer free rides to passengers boarding the Natomas-North Sacramento SmaRT Ride service. During the fare-free month, SacRT generated 1,900 boardings within the zone, up over 30% from the average month.

SacRT and Jibe staff recently entered into discussions to renew the promotional opportunity for SacRT services operated within the Natomas-North Sacramento SmaRT Ride area during the upcoming Clean Air Month (October 2022). Jibe receives community funds to promote mobility within its service area and expressed a desire to use those funds to subsidize fares for riders within the Natomas-North Sacramento SmaRT Ride zone.

Similar to last year, Jibe is willing to sponsor fares up to \$6,500 during the month of October at a rate of \$2.50 per passenger trip.

Also on the agenda for consideration is a separate item seeking a delegation of authority for the General Manager/CEO to provide up to four free ride weeks system-wide on SacRT during Fiscal Year 2023. If that item is approved and the General Manager/CEO designates a free ride week in October, Jibe would not reimburse SacRT for the days that are part of the free ride week promotion. Staff estimates that total ridership during the month of October 2022, within the Natomas-North Sacramento Smart Ride zone, will be 1,969, generating a potential reimbursement of \$4,922.50 from Jibe.

If SacRT offers a free ride week during October 2022, total reimbursable ridership is expected to be closer to 1,500 trips or \$3,750 in revenue. In either case, the \$6,500 funding limit from Jibe is expected to cover any potential fare revenue that SacRT would have otherwise collected.

RESOLUTION NO. 2022-09-105

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

September 12, 2022

**CONDITIONALLY SUSPENDING FARES IN THE NATOMAS-NORTH
SACRAMENTO SMART RIDE ZONE FOR OCTOBER 2022**

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

THAT, to promote ridership on SacRT's SmarT Ride microtransit service within the Natomas-North Sacramento zone during Clean Air Month, from Monday October 3, 2022 through Monday October 31, 2022, no person will be charged the otherwise Applicable Fare to ride SacRT's demand-response service within the Natomas-North Sacramento Zone, contingent upon executing a fare subsidy agreement with North Natomas Jibe to compensate SacRT for lost fare revenue.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: CONDITIONALLY DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE AND EXECUTE 1) THE FOURTH AMENDMENT TO THE DOWNTOWN RIVERFRONT STREETCAR PROJECT CONTRACT WITH HDR ENGINEERING, INC., AND 2) A WORK ORDER WITH AECOM UNDER A CONTRACT FOR ENVIRONMENTAL SUPPORT SERVICES FOR THE DOWNTOWN RIVERFRONT STREETCAR PROJECT

RECOMMENDATION

Adopt the Attached Resolutions.

RESULT OF RECOMMENDED ACTION

Delegation of authority to the General Manager/CEO to approve and execute the Fourth Amendment to the design contract and a Work Order for environmental support services will result in a timely execution of the Fourth Amendment and Work Order if a reimbursement agreement with the City of West Sacramento is executed. This would resume the project development and design phase to obtain a Federal Small Starts Grant Agreement (SSGA) to construct the modified Downtown Riverfront Streetcar Project.

FISCAL IMPACT

- 1. Fourth Amendment to the Contract for the Downtown Riverfront Streetcar Design Services with HDR:** The original Contract for Downtown Riverfront Streetcar Design Services with HDR Engineering, Inc. included design up to the 85% completion. The First Amendment included the 100% design, the Second Amendment included updates to the Vehicle Maintenance Facility Location and the riverfront alignment in West Sacramento, and the Third Amendment reduced the scope of the Project by shortening and reconfiguring the termini of the Project. The Fourth Amendment would include final design for the revised alignment down N Street. The Fourth Amendment will increase the total consideration in the contract between HDR Engineering, Inc. and SacRT by no more than \$3,000,000, from \$13,322,322.57 to no more than \$16,322,322.57. This increase will be reimbursed by the City of West Sacramento, pending execution of a reimbursement agreement.

- 2. Work Order with AECOM under a Contract for Environmental Support Services for Streetcar Environmental Work.** The contracts previously used for streetcar environmental work by SACOG and SacRT cannot be used for the extensive additional environmental work that will be required for the revised alignment. A new Work Order would be issued to AECOM for additional environmental work. SacRT has not yet received a cost proposal from AECOM for this work, but the estimated cost to complete necessary further environmental work for the revised alignment down N Street is no more than \$750,000. The funding for the Work Order would be reimbursed by the City of West Sacramento, pending execution of a reimbursement agreement.

DISCUSSION

Background

At the August 8, 2022 Board of Directors Meeting, the Board delegated authority to the General Manager/CEO to enter into a funding agreement with the City of West Sacramento. Since the Board meeting, on August 30, the City of Sacramento passed a Resolution showing full support for the Project, including the realignment down N Street. City of West Sacramento staff have indicated an intent to present an agenda item to the West Sacramento City Council, prior to the next SacRT Board meeting, requesting authorization to enter into a funding reimbursement agreement with SacRT. If the City Council approves, a reimbursement agreement between SacRT and the City of West Sacramento will be prepared and executed.

Delegating authority will allow the General Manager/CEO to approve and execute both the HDR amendment and the AECOM Work Order once the reimbursement agreement is executed to move toward completion of the tasks required to apply for the Small Starts Grant.

Staff recommends that the Board delegate authority to the General Manager/CEO to approve and execute the amendment to the HDR contract and a Work Order with AECOM through the General Environmental Support Services Contract, as described above so both items can be executed once the cost reimbursement agreement between SacRT and the City of West Sacramento is in place.

RESOLUTION NO. 2022-09-106

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

September 12, 2022

CONDITIONALLY DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE AND EXECUTE THE FOURTH AMENDMENT TO THE CONTRACT FOR DOWNTOWN RIVERFRONT STREETCAR DESIGN SERVICES WITH HDR ENGINEERING, INC.

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

THAT, contingent upon execution of a cost reimbursement agreement by and between the Sacramento Regional Transit District and the City of West Sacramento under a Cost Reimbursement Agreement provided for full reimbursement of the costs to be incurred by SacRT, the General Manager/CEO is authorized to approve and execute a Fourth Amendment to the Contract for Downtown Riverfront Streetcar Design Services by and between Sacramento Regional Transit District, therein referred to as "RT," and HDR Engineering, Inc., therein referred to as "Consultant," whereby the scope is amended to provide for Consultant to prepare final design for the revised Downtown Riverfront Streetcar Project alignment down N Street and the Total Consideration is increased by no more than \$3,000,000.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2022-09-107

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

September 12, 2022

DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE AND EXECUTE A WORK ORDER TO THE CONTRACT FOR ENVIRONMENTAL SUPPORT SERVICES WITH AECOM TECHNICAL SERVICES, INC FOR THE DOWNTOWN RIVERFRONT STREETCAR PROJECT.

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

THAT, contingent upon execution of a cost reimbursement agreement by and between the Sacramento Regional Transit District and the City of West Sacramento under a Cost Reimbursement Agreement provided for full reimbursement of the costs to be incurred by SacRT, the General Manager/CEO is authorized to approve and execute a Work Order under Contract for Environmental Support Services Contract with AECOM Technical Services, Inc. (therein "Contractor") whereby Contractor agrees to perform environmental support services to complete the environmental review process (including but not limited to preparation of environmental documents) for the revised Downtown Riverfront Streetcar Project alignment down N Street for an amount not to exceed \$750,000.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Jamie Adelman, Acting VP, Finance/CFO
SUBJ: APPROVING LICENSE AGREEMENTS FOR UNDERGROUND CONDUIT AND FIBER WITH MCIMETRO ACCESS TRANSMISSION SERVICES LLC (DBA VERIZON) AT THREE LOCATIONS

RECOMMENDATION

Adopt the Attached Resolutions.

RESULT OF RECOMMENDED ACTION

Approval of the recommended action will result in SacRT renewing three MCIMetro's licenses to operate and maintain three transverse fiber crossings within SacRT-owned property for an additional 1-year period, subject to termination and removal if the Federal Transit Administration (FTA) disapproves the incidental use. The three crossing are located at:

- Project 1: 39th Street and R Street
- Project 2: 65th Street and Q Street
- Project 3: 59th Street North of S Street

FISCAL IMPACT

In consideration of renewing the licenses, MCIMetro will pay SacRT a one-year fee of \$7,140 for each license. This revenue was included in the FY 2023 Operating Budget.

The fees last year were higher to cover title report and installation oversight costs. The proposed fee for this year reflects just the prior year license fee of \$6,687, escalated for a cost-of-living increase.

DISCUSSION

In September 2021, by Resolution Nos. 21-09-0108, 21-09-0109, and 21-09-0110, the Board of Directors granted MCIMetro 1-year licenses to install and maintain fiber below and perpendicular to SacRT tracks at: 39th Street and R Street; 65th Street and Q Street, and 59th Street North of S Street. The agreements were executed in that same month, the fiber was installed. and MCIMetro would like to renew its licenses for operation and maintenance of 864 strands of fiber in a transverse presentation in each location along

SacRT property with the APN 011-0010-003-0000 and located in Fee Schedule Zone 1 for an additional year.

The intent, as conveyed to the Board last year, is to update the outdated 2009 fee schedule and ultimately enter into long-term agreements for these locations. Because the fee schedule has not yet been updated, Staff is requesting an additional one-year extension for each of the three locations.

RESOLUTION NO. 2022-09-108

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

September 12, 2022

APPROVING LICENSE AGREEMENT FOR UNDERGROUND CONDUIT AND FIBER WITH MCIMETRO ACCESS TRANSMISSION SERVICES LLC AT 39TH STREET AND R STREET

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

THAT, the License Agreement for Underground Conduit and Fiber within a portion of SacRT's parcel known as Assessor Parcel Number 011-0010-003-0000 located at 39th Street and R Street within the City of Sacramento by and between the Sacramento Regional Transit District (therein "SacRT") and MCIMetro Access Transmission Services LLC (DBA Verizon) (therein "Licensee"), whereby SacRT grants Licensee a license for fiber optic cable and conduit with a term of one year, subject to a license fee of \$7,140 and SacRT's right to terminate pending Federal Transit Administration's concurrence, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute the foregoing License Agreement.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2022-09-109

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

September 12, 2022

APPROVING LICENSE AGREEMENT FOR UNDERGROUND CONDUIT AND FIBER WITH MCIMETRO ACCESS TRANSMISSION SERVICES LLC AT 65TH STREET AND Q STREET

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

THAT, the License Agreement for Underground Conduit and Fiber within a portion of SacRT's parcel known as Assessor Parcel Number 011-0010-003-0000 located at 65th Street and Q Street within the City of Sacramento by and between the Sacramento Regional Transit District (therein "SacRT") and MCIMetro Access Transmission Services LLC (DBA Verizon) (therein "Licensee"), whereby SacRT grants Licensee a license for fiber optic cable and conduit with a term of one year, subject to a license fee of \$7,140 and SacRT's right to terminate pending Federal Transit Administration's concurrence, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute the foregoing License Agreement.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2022-09-110

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

September 12, 2022

APPROVING LICENSE AGREEMENT FOR UNDERGROUND CONDUIT AND FIBER WITH MCIMETRO ACCESS TRANSMISSION SERVICES LLC AT 59TH STREET NORTH OF S STREET

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

THAT, the License Agreement for Underground Conduit and Fiber within a portion of SacRT's parcel known as Assessor Parcel Number 011-0010-003-0000 and located at 59th Street north of S Street by and between the Sacramento Regional Transit District (therein "SacRT") and MCIMetro Access Transmission Services LLC (DBA Verizon) (therein "Licensee"), whereby SacRT grants Licensee a license for fiber optic cable and conduit with a term of one year, subject to a license fee of \$7,140 and SacRT's right to terminate pending Federal Transit Administration's concurrence, is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute the foregoing License Agreement.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: APPROVING THE SECOND AMENDMENT TO THE CONTRACT FOR GESS – 2020 WITH PSOMAS; AND DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE (1) AMENDMENT NO. 1 TO WORK ORDER NO. 7; AND (2) WORK ORDER NO. 11 FOR THE GOLD LINE AND BLUE LINE LOW FLOOR VEHICLE PLATFORM CONVERSION

RECOMMENDATION

Adopt the Attached Resolutions.

RESULT OF RECOMMENDED ACTION

Approving the Second Amendment to the Contract for General Engineering Support Services – 2020 with Psomas (“Psomas GESS – 2020”), as well as delegating authority to the General Manager/CEO to approve and execute Amendment No. 1 to Work Order No. 7, Work Order No. 11, and the Second Amendment to the Contract will result in a timely execution of the respective work orders and allow SacRT to move forward with the Light Rail Modernization Project on the Gold Line and Blue Line and ensure continuity of design services at least through Phase 3 of the Low Floor Vehicle Platform Conversion.

FISCAL IMPACT

1. The Psomas GESS – 2020 Contract was awarded in 2020 (Resolution No. 20-09-0090) with a Total Consideration amount of \$3,000,000. Funds are encumbered and applied against the Total Consideration for specific projects as Work Orders are issued. To date, \$508,211.22 has been committed for Work Orders 1 through 10. No increase is being proposed to the Contract Total Consideration in connection with exercising an option to extend the term by one year, as the existing ceiling is expected to be sufficient for the remaining term, even with consideration of the other items being considered in this Staff Report.
2. Amendment No. 1 to Work Order No. 7 will increase the original scope of work to provide signal and braille sign design of the Gold Line Low Floor Vehicle Platform Conversion Phase 2 Project with Psomas. The expected cost for these additional services is estimated at \$155,683.82.

3. Work Order No. 11 will provide for Psomas to complete engineering services of the Blue Line Low Floor Vehicle Platform Conversion Project. The total cost for these services is estimated at \$792,882.01.

The costs for Amendment No. 1 to Work Order No. 7 and Work Order No. 11 are fully funded within the respective project budgets.

DISCUSSION

The Light Rail Modernization Project includes the procurement of low floor light rail vehicles, 15-minute service to Historic Folsom, and the station platform conversions to accommodate low-floor light rail vehicles. The Low Floor Vehicle Platform Conversion Project includes: adjusting all Gold Line and Blue Line platforms to an 8-inch elevation above top of rail; replacing detectable warning tiles/directional guidance tiles; adjusting all facilities and furniture on the platforms to the new height; removing/replacing all in-ground artwork in direct conflict; modifying tree grates/planters; modifying drainage facilities; modifying adjacent improvements to meet ADA requirements; and adding crosswalk areas, fencing, and signage. Upon full integration of low floor vehicles, SacRT will be operating 3-car trains with Siemens S700 vehicles.

The project was previously broken into three phases with Phase 1 and Phase 2 for Gold Line platform conversions and Phase 3 for the Blue Line platform conversion. With additional construction funding awarded to SacRT that is specifically designated for four Northeast Corridor (NEC) Blue Line platform conversions, these stations will be part of a revised Phase 3 and must be in construction by December 2023. The remaining 15 Blue Line platform conversions will now be part of Phase 4. The project is now broken into four phases as follows:

- Phase 1: Gold Line 2-car platform conversion
- Phase 2: Gold Line 3-car platform conversion
- Phase 3: 4 NEC Blue Line platform conversion
- Phase 4: Remaining 15 Blue Line platform conversion

On March 14, 2022, the Board approved Work Order No. 7 for the Gold Line Low Floor Vehicle Platform Conversion Design with Psomas under the Psomas GESS – 2020. Work Order No. 7 for \$363,314.04 included the work to complete construction documents, bidding assistance, and construction support for Phase 2 of the Project (the full 3-car station conversion). Work Order No. 7 provided for continuation of design work started under Work Order Nos. 21 and 23 to the prior GESS Contract – 2016. Work Order Nos. 21, 23, and 7 did not include any signal or braille sign design services. Amendment 1 is to add additional work for the signal and braille sign design as part of the Phase 2 Project. The estimated not to exceed amount for Amendment No. 1 to Work Order No. 7 is \$155,683.82. The updated not-to-exceed amount for Work Order No. 7 will not exceed \$518,997.86. A new subcontractor has been proposed to provide the braille sign design. The details of the addition of the subcontractor and the Work Order amendment are still being finalized, so a delegation is being requested for the General Manager/CEO to approve and execute the Work Order.

To ensure consistency of the low floor vehicle platform conversion design, SacRT requested a Work Order proposal for engineering services from Psomas under the Psomas GESS – 2020 Contract for Phases 3 and 4 (Blue Line conversion). Work Order No. 11 will provide engineering services to include preliminary engineering, final design, and bidding assistance and construction support for the Blue Line Low Floor Vehicle Platform Conversion Project. The estimated not to exceed amount for Work Order No. 11 is \$792,882.01. The same new subcontractor for braille design services is also being proposed to be added for this Work Order, so it is also still being finalized.

The base term of the Psomas GESS - 2020 Contract will expire September 20, 2023. While Work Order services can extend beyond the expiration date of the Contract, there are limits to SacRT's ability to modify or add funds to a Work Order after contract expiration. Amending the Psomas GESS – 2020 Contract to exercise the first option year will ensure continuity of design services for the Low Floor Vehicle Platform Conversion Project through September 20, 2024, by which time Phase 2 and Phase 3 design and bid support should be complete.

Prior to expiration of the first option year, Staff will re-evaluate to determine if the second option year should be exercised (subject to approval by the Board of Directors) and also evaluate any needed changes to Work Order No. 7 and Work Order No. 11 to ensure that design support services can be provided through completion of construction for Phases 2 through 4.

RESOLUTION NO. 2022-09-111

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

September 12, 2022

APPROVING THE SECOND AMENDMENT TO THE CONTRACT FOR GENERAL ENGINEERING SUPPORT SERVICES – 2020 TO EXERCISE OPTION YEAR 4

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

THAT, the Second Amendment to the Contract for General Engineering Support Services – 2020 by and between the Sacramento Regional Transit District (therein “SacRT”) and Psomas (therein “Consultant”), whereby SacRT exercises Option Year 4 and the term is extended to September 20, 2024, is hereby approved.

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

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2022-09-112

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

September 12, 2022

DELEGATING THE AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE AND EXECUTE AMENDMENT NO. 1 TO WORK ORDER NO. 7 TO THE CONTRACT FOR GENERAL ENGINEERING SUPPORT SERVICES – 2020 FOR FINAL DESIGN OF LOW FLOOR PHASE 2 WITH PSOMAS

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

THAT, the General Manager/CEO is given the authority to approve and execute Amendment No. 1 to Work Order No. 7 to the Contract for General Engineering Support Services – 2020 between Sacramento Regional Transit District, therein referred to as “SacRT,” and Psomas, therein referred to as “Consultant,” whereby the scope of the Work Order is amended to include signal design and braille sign design for Phase 2 of the Low Floor Vehicle Platform Conversion Project, and the not-to-exceed amount is increased by no more than \$155,683.82.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

RESOLUTION NO. 2022-09-113

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

September 12, 2022

DELEGATING AUTHORITY TO THE GENERAL MANAGER/CEO TO APPROVE AND EXECUTE WORK ORDER NO. 11 TO THE CONTRACT FOR GENERAL ENGINEERING SUPPORT SERVICES – 2020 FOR ENGINEERING SERVICES OF BLUE LINE LOW FLOOR VEHICLE PLATFORM CONVERSION PROJECT WITH PSOMAS

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

THAT, the General Manager/CEO is given the authority to approve and execute Work Order No. 11 to the Contract for General Engineering Support Services – 2020 between Sacramento Regional Transit District, therein referred to as “SacRT,” and Psomas, therein referred to as “Consultant,” whereby Consultant agrees to provide engineering services of the Blue Line Low Floor Vehicle Platform Conversion project, for a total amount not to exceed \$792,882.01.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: DECLARING THE DAMAGED ELECTRICAL SERVICE AT 7TH AND CAPITOL AN EMERGENCY

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

The proposed Resolution will declare the electrical service damage at 7th and Capitol Light Rail Station an emergency and delegate authority to the General Manager/CEO to enter a contract to repair the electrical service.

FISCAL IMPACT

SacRT estimated the cost of the repair at \$85,000 based on previous quotes and inquiries with contractors for this work. Using the capital budget authority approved for project F400 Facilities Capital Improvements and State of Good Repair, project F042 7th and Capitol Light Rail Station Electrical Repairs was established and funded using available and unallocated State Transit Assistance (STA) funds, in the amount of \$85,000.

DISCUSSION

On December 20, 2021, SacRT lost power to the electrical service panel for the 7th & Capitol Light Rail Station. SacRT's Facilities Department immediately placed a generator to provide temporary power for the lighting for safety purposes. Meanwhile, Staff conducted a site survey and determined that the wire under the street was broken due to a possible damaged conduit. On January 3, 2022, Facilities obtained two quotes for restoring power. The two quotes were as follows: Quote from Barnum & Celillo Electric - \$36,360 (complete conduit and wire repair); \$5,654 (remove and replace wire only - no guarantee of success). Quote from Collins Electric - \$21,992 (complete conduit and wire repair); \$3,164 (remove and replace wire only - no guarantee of success). Under Public Contract Code Section 20321, all public works contracts over \$5,000, including repairs, must be awarded to the lowest responsive and responsible bidder after competitive solicitation, except in the case of an emergency declared by a 4/5ths vote of the Board of Directors, which means that 9 Directors must approve the action. Because the generator was in place to provide temporary power, SacRT Staff felt at that time that an emergency declaration was unnecessary and proceeded with the public bidding process.

On February 24, 2022, Staff released an Invitation for Bids on PlanetBids for complete repair, including replacement conduit. On March 11, 2022, SacRT received single bid of \$116,000 from Arrow construction, which was nearly 380 percent of the engineering estimate. Due to the cost, Staff decided to reject the bid and resolicit a new revised bid document with a cost-saving option for the contractor to repair existing conduit as an alternative to installing new conduit to pull new wires.

Staff reissued an Invitation for Bids on April 19, 2022 with the revised plans, with a due date of May 19, 2022. Unfortunately, no bids were received.

Potential bidders indicated that it was difficult to provide a firm-fixed-price as required due to the unknown extent of the damage, as well as the need to coordinate with the City to perform work in City of Sacramento right of way.

After two attempts of unsuccessful bidding, SacRT Staff decided to work with Collins Electric to attempt to pull new wire within the existing conduit system, realizing that the conduit system may have been previously damaged. On July 15, 2022, SacRT awarded the contract to Collins Electric in set amount of \$4,993 to attempt the fix the wire and restore the power without repairing or replacing the conduit. On Tuesday, August 2, 2022, Collins attempted the repair, but was unable to install the new wire in the existing conduit since the existing conduit is likely broken under the street.

Since the loss of power, SacRT has been using an on-site generator that can only maintain station lighting for passenger safety. All other devices, including fare vending machines, smart card tap devices, dynamic message signs, public speakers and cameras remain out of service, impairing SacRT's ability to provide essential public services at the station. This is one of the busiest stations in the system, especially with Golden 1 Center events.

In addition, SacRT has had to replace the generator providing lighting at the station five times for either mechanical failure or theft. Even a temporary loss of lighting can result in hazards to persons and property.

The damage to the electrical service was sudden and unexpected at the time it occurred and would have disrupted SacRT's essential public services but for the use of a generator to provide lighting, which has allowed for limited continued use of the station. Due to the several attempts for solicitation, the continued need to replace generators to provide even limited service at the station, and the urgent need to restore full and reliable electrical service, Staff recommends the Board declare the electrical damage an emergency and authorize the suspension of competitive bidding. The expectation is that the General Manager/CEO will approve a Time and Materials Contract with a qualified electrical contractor to restore power to the 7th and Capitol Light Rail Station electrical service. The use of a Time and Materials contract will reduce the cost risk to the prospective contractors. Procurement staff will determine that the proposed hourly rates and equipment cost prices are fair and reasonable and Finance staff will determine that funding is available before the Contract is executed.

RESOLUTION NO. 2022-09-101

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

September 12, 2022

DECLARING THE DAMAGED ELECTRICAL SERVICE AT 7TH AND CAPITOL AN EMERGENCY

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

THAT, pursuant to Public Contract Code section 20321, the Board declares that an emergency condition exists at the 7th and Capitol Light Rail station that could result in imminent harm to property and essential public services, due to unreliable and temporary power to a major station for the elongated time of nine months, which justifies the suspension of competitive bidding to complete the repair required to mitigate the emergency.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary

Passed and adopted by a 4/5 vote of the Board Members of the Sacramento Regional Transit District Board of Directors at a regular meeting on this 12th day of September 2022 by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Henry Li, General Manager/CEO
SUBJ: GENERAL MANAGER'S REPORT

RECOMMENDATION

No Recommendation - For Information Only.

Major Project Updates

Oral Report

SacRT Meeting Calendar

Regional Transit Board Meeting

September 26, 2022
SacRT Auditorium / Webconference
5:30 P.M

Quarterly Retirement Board Meeting

September 14, 2022
SacRT Auditorium / Webconference
9:00 A.M

Mobility Advisory Council Meeting

October 6, 2022
SacRT Auditorium / Webconference
2:30 P.M

Ride SacRT to the Farm to Fork Festival

SacRT teamed up with Visit Sacramento to offer FREE Rides to the Farm to Fork Festival on Friday, September 23 and Saturday, September 24, 2022, with the free ride flyer linked below.

On Friday, free rides are available on light rail, fixed-route bus, and SmarT Ride. On Saturday, free rides are available on light rail and fixed-route bus (SmarT Ride does not operate on weekends). Check sacrt.com/schedules.

To ride free, present the flyer to the bus operator or light rail fare inspection staff upon request. Only one flyer needed per group. Only valid Friday, September 23, 2022, from 2:00 p.m. until the end of service, and Saturday, September 24, 2022, from 9:00 a.m. until the end of service.

Recommended Arrival Stations

- Passengers riding to downtown on the Blue Line from Citrus Heights/Roseville should exit the train at the **7th & Capitol Station**.
- Passengers riding to downtown on the Blue Line from south Sacramento/Elk Grove should exit the train at the **8th & Capitol Station**.
- Passengers riding to downtown on the Gold Line from Folsom/Rancho Cordova should exit the train at the **8th & Capitol Station**.

Recommended Departure Stations

- Passengers taking the Blue Line toward Citrus Heights/Roseville should board trains at the **8th & Capitol Station**.
- Passengers taking the Blue Line toward south Sacramento/Elk Grove should board trains at the **7th & Capitol Station**.
- Passengers taking the Gold Line to Rancho Cordova/Folsom stations should board trains at the **7th & Capitol Station**.

For details about the event, please visit <https://www.farmtofork.com/>

Franklin District's Back to the Boulevard Event

SacRT has partnered with the Franklin Boulevard Partnership to help celebrate Mexican Independence Day with their *Back to the Boulevard* event on Sunday, September 18, 2022, from noon to 6:00 p.m. SacRT will be providing supplemental bus service and free rides to the event, which stretches along Franklin Boulevard from 12th Avenue to Fruitridge Road. Please find the free ride flyer on our website at sacrt.com/freerideflyer.

Citrus Heights 25th Anniversary Sunday Funday

SacRT is excited to provide free rides on September 25th to celebrate the city of Citrus Heights' 25th anniversary. Sunday Funday is Citrus Heights' premiere family and community event that includes live music, food trucks, tours of the historic Rusch Home, and the Citrus Heights Community Marching Band. The event is being held at Rusch Community Park, 7801 Auburn Boulevard, Citrus Heights, from 11:00 a.m. to 4:00 p.m. Please find the free ride flyer on our website at sacrt.com/freerideflyer.

SacRT's SmaRT Ride Expansion

On Monday, August 29, 2022, SacRT expanded two SmaRT Ride zones to better serve residents of Elk Grove, and the McClellan Park area in North Sacramento.

SmaRT Ride Zone Improvements:

- **Elk Grove SmaRT Ride:** Zone expanded to include connections to bus route E113, Elk Grove High School, Elk Grove Library, Elk Grove Adult Education Center, Elk Grove Food Bank, Old Town Plaza, Elk Grove Regional Park, and several Elk Grove grocery stores.

- **Natomas-North Sacramento SmarT Ride:** Zone expanded to include McClellan Park, serving the VA Medical Clinic, and businesses in the southwestern part of McClellan Park.

More information on the SmarT Ride changes is available at sacrt.com/smartride.

SacRT Transit Rules for Utility Carts and Strollers

In an effort to ensure that priority seating is available for seniors and persons with disabilities traveling on the bus and train, and for the safety of passengers and young children, riders are prohibited to board with an open utility cart or stroller. Prior to boarding, utility carts and strollers must be folded, and once onboard, they must be stored out of the aisle so that they do not block areas reserved for persons using mobility devices such as wheelchairs, or pose a tripping hazard for others.

Inclement Weather

During the last Board meeting there was a question regarding SacRT's policy for allowing riders to board a bus while stationary. SacRT has a policy that all customers must be accommodated during severe inclement weather (heat, cold, rain, etc.) and can stay aboard a bus, or board. For example, during extreme heat, when the temperature is approaching 90 degrees and above, the bus should be left running with the A/C on for customers to wait on board or board during dwelling.

2022 FTA Triennial Update

SacRT recently received the final report for the 2022 Federal Transit Administration (FTA) Triennial Review. The review process started in December 2021, when staff from across the agency began compiling hundreds of documents to support the review requests. The "virtual fieldwork" portion of the review was completed in June 2022 and required attendance by more than 50 SacRT management and staff, at various times, in an intensive three-day schedule covering 23 review areas.

SacRT received kudos from the FTA on several areas of noted performance improvement. The FTA stated that they saw significant changes and improvements to the Disadvantaged Business Enterprise (DBE) Program in response to previous corrective action for both procedure development and implementation. The FTA stated that the SacRT Electronic Clearing House Operations (ECHO) System file review was very clean. ECHO draws are the method in which SacRT seeks reimbursement for all federal funding, including the COVID related stimulus funds allocated to SacRT. Finally, they noted that SacRT completed all reporting on time for project milestone reports, financial reports, and civil rights requirements.

SacRT did receive deficiencies in four areas, but staff were able to clear three of the areas before the final report was issued. Those matters are marked as closed in the final report. None of the deficiencies identified triggered an Extended Review Module, which takes an intensive deep dive into a specific review area. There is one open item that we must clear by December 15, 2022 and SacRT is actively working to close out this item.

1. Satisfactory Continuing Control:
 - a. Real property records missing subrecipient information – This deficiency is closed.

- b. Lacking excess real property utilization inventory plan – This deficiency is closed.
- 2. Maintenance
 - a. Late vehicle/vessel preventative maintenance – This deficiency is closed.
- 3. Procurement
 - a. Lacking independent cost estimate (ICE) – This deficiency is closed.
 - b. Lacking required cost or price analysis - This deficiency is closed.
 - c. Lacking required justification and documentation for single-bid award - This deficiency is closed.
- 4. Equal Employment Opportunity
 - a. Recipient personnel not performing required EEO responsibilities – corrective action due by December 15, 2022

Overall, this was a very successful Triennial Review and that is a testament to the strong preparation and participation by all involved departments.

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Greg Walters, EEO Officer
SUBJ: EQUAL EMPLOYMENT OPPORTUNITY UPDATE

RECOMMENDATION

No Recommendation - For Information Only.

INFORMATION

Greg Walters completed his first full year as EEO Officer. In addition to responding to employee complaints, his focus in the last six months was to prepare for and work with the Federal Transit Administration (FTA) staff on the triennial review.

FTA Review

Of the 62 items on the EEO checklist from the FTA circular 4704.1A, the FTA asked for improvement in one area – to expand the discussion of SacRT’s EEO program and practices both by the EEO officer and by management with their own employees and affinity groups.

Staff have already implemented multiple changes, facilitated over 15 meetings specifically suggested by the FTA and will have a significant amount of documentation to share with the FTA to prior to the December 15th deadline to demonstrate progress. Staff anticipates no EEO-related findings by the FTA.

2022 - 2025 EEO Program Approved

The FTA approved SacRT’s updated EEO program (approved by the Board in January) with one suggestion for the 2026 update – to track training by gender and race. The recent establishment of a Training and Workforce Development department, the hiring of a manager and progress towards securing a learning management system (which facilitates training registration and tracks participation) will allow us to easily fulfill this requirement.

Underutilization Progress

Our updated EEO program came with fresh underutilization data and goals to accomplish during this four-year period. Underutilization occurs when an organization has fewer females or persons of color than are available in the relevant labor market for that type of position. SacRT already has excellent diversity by race and gender so it has underutilization goals in only nine categories – often with goals to increase by fewer than

five people in a particular job group. SacRT has made positive progress in six of the nine categories in the first six months.

STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Olga Sanchez-Ochoa, General Counsel
SUBJ: GENERAL COUNSEL UPDATE

RECOMMENDATION

No Recommendation - For Information Only.

Sacramento Regional Transit District Legal Services Department Update to the Board for 2022

Overview:

Despite the continuing pandemic, SacRT's Legal Department has continued to work at full capacity in 2022. Our department continues to be staffed by three attorneys and one paralegal. As I review our accomplishments for 2022, I am impressed with the volume of the work my team accomplished in 2022. All of our efforts are collaborative as we work closely with our peers in other departments and external partners throughout the region. This year the department took a pivotal role in a number of areas, including finding solutions for the many impacts to our transit system as a result of the unhoused crises in the region and in California generally. Our department has been very busy this year helping progress the Board's agenda. Below please find a synopsis of some of our most significant projects.

Covid-19 Support:

In this third year of the pandemic, SacRT Legal has continued to work closely with Management to try and understand the ever-changing landscape of covid regulations, government recommendations and laws. Legal participates in Management's Covid-19 discussions and provides Management with advice and counsel on CalOSHA's Emergency Temporary Standards (ETS), the Federal OSHA ETS, California Department of Public Health Covid-19 guidance, Sacramento County Covid-19 guidance, to help SacRT ensure that it is providing the public and its employees with a legally compliant, healthy, and safe work environment during these very difficult times.

Employment Litigation:

In 2021, responsibility for management and oversight of employment related litigation was shifted from the Risk Department to the Legal Department. With the addition of one new attorney with experience in employment related litigation, SacRT's Legal Department was

able to seamlessly take over the oversight of all employment related claims and lawsuits. Absorbing the responsibility has allowed SacRT to experience cost savings in this area because SacRT's inhouse attorneys are able to second chair each case. Staff in SacRT's Legal Department handles all document gathering and review throughout the litigation process, which significantly reduces litigation costs. In addition, close oversight of these cases by inhouse counsel has resulted in the quick, cost-effective resolution of most cases. In 2022, SacRT Legal worked closely with outside counsel to successfully and cost-effectively settle three EPL lawsuits and successfully win a motion for summary judgment in fourth EPL related lawsuit. SacRT Legal has been working closely with Management to resolve employment issues early to avoid litigation by providing advice on disciplinary, leave administration, and other employment related process issues to reduce the likelihood of triggering a claim and ensuring positive outcomes for both the agency and SacRT's employees.

Unhoused Crises and Safe Parking

As most other public agencies in the region have had to grapple with how best to address the unhoused crises, SacRT has navigated many challenges over the past couple of years related to the unhoused crises. Management has had to balance the need to protect its critical infrastructure and provide a reliable, clean, and safe transit system to the riding public against a desire to find compassionate solutions to the unhoused crises. SacRT's Legal Department has been a partner to other departments at SacRT in finding that balance. Throughout the year we have provided legal counsel and advice to Management regarding whether *Martin v. Boise* governs SacRT's management of the unhoused crises within its system and how best to legally address the many challenges SacRT faces in this area. We also closely monitor current cases being litigated in Sacramento, the Bay Area, Southern California and throughout the state to understand how courts are resolving such disputes and to help determine how those decisions might impact SacRT's efforts to protect its facilities, critical infrastructure, employees, and passengers from any negative impacts of the unhoused crises on the system.

Additionally, SacRT has worked closely with the City of Sacramento (City) over the past year as the City implements its Safe Parking program. SacRT's Legal Department has worked closely with Management by providing advice and counsel regarding the legal limitations to SacRT's ability to offer the use of Federal Transit Administration (FTA) funded assets for use in the Safe Parking program, SacRT's obligations under various land use arrangements to provide access to its facilities for use in the Safe Parking program, as well as its legal liability risk exposure. During our last report to the Board, SacRT Legal reported that it was working with Caltrans and the City of Sacramento on a complex three party lease that would allow the City to install a safe parking facility for the unhoused within SacRT's Roseville Road Light Rail Station. After months of negotiations, and after securing the FTA's approval, the parties executed the lease early this summer and the City is currently in the process of securing contracts with all necessary vendors so that it can begin the process of installing the new site. At the time of this writing, there was no projected go live date, but we know the City is diligently working towards establishing the site.

SacRT's Administrative Code Revisions and District Policies

In May 2022, SacRT's Legal Department took an amendment to Title XV of SacRT's Administrative Code to the Board of Directors for consideration. The amendment added camping within 25' of critical infrastructure, as defined in the City of Sacramento's Code, as a prohibited act. The intent of the change is to provide SacRT's Police Services Department with the tools necessary to remove unhoused campers who set up camp within an unsafe distance from our tracks, utility infrastructure and/or facilities. It is intended to protect SacRT's employees, passengers, and the unhoused campers by removing them from areas where they are directly in harm's way and could be injured by our trains, electrical utilities, or other dangerous conditions. As modified, these changes to Title XV can only be enforced within the Sacramento City limits.

In August the Sacramento County Board of Supervisors adopted a critical infrastructure ordinance of its own prohibiting camping near critical infrastructure throughout the County, including SacRT's critical infrastructure. In the next couple of months, SacRT Legal will bring an amendment to Title XV to incorporate the County's anti-camping ordinance so that SacRT's Police Services Department will have an added tool to help protect SacRT facilities including tracks, stations, utility infrastructure from intrusion by unlawful campers on or near critical infrastructure.

Finally, SacRT Legal worked closely with SacRT's Marketing Department earlier this year to develop a new Visual Artwork Policy which ensures the consistent treatment of art installations within SacRT's system and facilities. The Policy sets guidelines for how artwork can be installed and/or displayed within SacRT's system.

California Public Records Act

SacRT's Legal Department historically handled responding to California Public Records Act (CPRA) requests. In 2018 when the legal function at SacRT was restructured, the responsibility for responding to CPRA requests was moved to the Risk Department. SacRT receives a not-insignificant number of CPRA requests and the volume became too demanding for the Risk Attorney to handle, given all the other requirements placed on that position. In April 2021, the responsibility to respond to all CPRA requests returned to SacRT's Legal Department. Since January 2022, the Legal Department has processed approximately 78 requests of varying degrees of complexity. This year, the attorney primarily responsible for responding to PRA requests was out on leave for several weeks. During that time, the Legal Department received a critical assist from our Internal Auditor, Coye Carter, who has experience responding to PRAs. He graciously took the lead while our staff was on leave and did an excellent job responding to PRA requests submitted during this time period. In addition, Michelle Garvin in our Risk Department has taken an important role in helping process the responses that come in. With Michelle and Coye's help, the Legal Department has been able to timely process each request the public submits for various public records in SacRT's possession.

Board Structure

A project the Legal Department was asked to work on late in 2021 was to research how SacRT's Board structure is established and how it can be changed. Working closely with Management, SacRT's Legal Department researched the issue and provided the Board with an overview of the relevant governing statute and options to change the Board structure. During the early part of 2022, the Legal Department worked with the Board, the General Manager/CEO, our Government Affairs team, and our VP, Integrative Services and Strategic Initiatives/COS, to develop legislative language to make key changes to SacRT's Enabling Act. The result of our collaboration was AB 2015, which was approved by the Legislature and signed into law by Governor Newsom in August 2022.

Real Estate Support

Throughout 2022 the Legal Department worked closely with the Real Estate Department on a number of key projects including SacRT entering into two key leases for new staff facilities (R Street Lease and Q Street Lease), providing legal support for the Dos Rios Light Rail Station project, providing legal support for the close out of several remaining real estate transactions related to the SSCP2 project, providing legal support for the acquisition of a new administrative campus and maintenance facilities, providing legal support for the disposition of SacRT's existing facilities, and providing legal support for numerous easements, licenses, rights of entry and other real estate related transactions. There are a number of real estate related transactions that are in progress that SacRT's Legal Department will dedicate significant resources in the remainder of 2022 and 2023 to progress those transactions.

Pension Support

The Legal Department continues to serve the role of counsel to SacRT's pension staff as that staff performs their role of pension administrator. While the Retirement System has its own counsel, SacRT, as the pension administrator that executes the directives of the Retirement Boards, relies on SacRT's Legal Department to provide advice and counsel on pension related issues from the perspective of the pension administrator. In that role, SacRT's Legal Department continues to review all pension applications and approvals before their final approval by the General Manager/CEO. In addition, SacRT Legal continues to review all Qualified Domestic Relations Orders and works with Pension Administrator on ensuring that all provisions in each QDRO comply with SacRT's pension plans.

Leave Administration

SacRT established a Leave Administration Committee approximately 12 years ago to manage complex leave requests submitted by employees. The Committee is a cross-departmental body made up of representatives from Human Resources, Labor Relations, EEO, Risk and Legal. SacRT's Legal Department has been actively engaged with the Committee throughout 2022 providing legal advice and counsel to the Committee on

SacRT's legal obligations related to FMLA, ADA, CFRA, PDL and the various other leave laws that provide leave entitlement to employees in California.

Fare Structure/Policy

The Legal Department was involved in a number of collaborative, cross departmental efforts to make modifications to SacRT's Fare Policy and fare structure that, hopefully, will lead to increased ridership. Among the projects SacRT's Legal Department worked on in 2022 with SacRT staff is the RydeFree program that provides free rides to students within SacRT's service area. SacRT Legal worked closely with SacRT Finance staff to secure renewal of and inception of new agreements with our partners in the region to cover some of the cost of the program by negotiating and drafting reimbursement agreements with the cities and County of Sacramento in SacRT's service area. Additionally, to ensure that the RydeFree program is consistent with SacRT's Fare Policy, SacRT Legal worked with staff to draft necessary amendments to SacRT's Fare Policy.

An additional project SacRT Legal worked on with Planning and Finance was a modification to SacRT's current agreement with CSU Sacramento to change the transit pass from a sleeve to a sticker on the student's identification card. This change ensures that the form of pass used by Sac State students is consistent with SacRT's Fare Structure.

The Legal Department also worked with Planning on negotiating a cost sharing agreement with UC Davis for Route E37 which will provide more direct service to the residents of Elk Grove who work at the UC Davis Health Center.

Procurement Support and Drafting of Contracts

SacRT's Legal Department has historically played a significant role in the Procurement process and 2022 was no different. The Legal Department participated in all procurements from stem to stern, including assisting in the drafting and review of all bid documents, providing advice and counsel during the selection process, drafting the contracts and providing assistance with contract interpretation after contract execution. This year the Legal Department worked on a number of significant procurements including:

- Low-Floor Vehicle Platform Conversion solicitation/award
- Execution of Contract for Rail Modernization 15-Minute Service to Folsom
- Completion of several critical on-call contracts for Wayside and Facilities (Plumbing, CNG Repair, Fencing Repair, Lighting and Electrical, Tree Trimming and Removal, Wayside Generator Repair and Maintenance) that will improve reliability of service and maintenance of SacRT facilities
- Completion of several fencing solicitations/contracts to better protect SacRT facilities from vandalism (BMF1, BMF2, Evergreen)
- Execution of new contract for BMF2 public fueling facility with Clean Energy that will significantly increase SacRT revenue.
- Completion of solicitation of critical contracts for IT (SAP and Cybersecurity consulting services) that will awarded shortly.

- New contract for Revenue Vehicle Tire Lease and Services
- New Contract for State Lobbying Services
- Contract for 41 new Gillig buses
- Emergency Contract for OCS repair

In addition to the procurements listed above, SacRT Legal worked on numerous other smaller procurements. SacRT Legal anticipates that it will continue to serve a key role in the procurement process in 2023. Since January 2022, SacRT Legal has drafted 279 contracts.

General Legal Support

Throughout 2022 SacRT's Legal Department provided advice and counsel to SacRT Management on the many projects the district is progressing. We provided advice and counsel on labor and employment issues, real property, CEQA, NEPA, PEPRA, First Amendment issues, procurement, Brown Act, FPPC and conflicts issues, leave administration, and the many legal issues that arise on a daily basis at a high performing public transit agency. We have faced many challenges during this year and anticipate that 2023 will be no different. We look forward to continuing to assist SacRT Management progress and the Board's many initiatives and priorities.



STAFF REPORT

DATE: September 12, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Coye E. Carter, Internal Accountability and Compliance Auditor
SUBJ: INTERNAL AUDIT UPDATE

RECOMMENDATION

No Recommendation - For Information Only.

Internal Audit **Semiannual Report to the Board of Directors**

The Sacramento Regional Transit District's (SacRT) Internal Audit (IA) Unit plans, coordinates, and oversees organizational internal audit and risk assessment activities. IA reviews the integrity and efficiency of SacRT's critical activities, projects, and programs in order to determine if internal controls are adequate and effective in mitigating operational risks and complying with applicable laws and regulations. Additionally, IA works collaboratively with management and staff at all levels to implement necessary changes and corrective actions to assist SacRT with accomplishing its organizational goals and missions.

IA created an Internal Audit Plan for Fiscal Years 2021 through 2023 and continues to schedule the identified operational areas for review. The Internal Audit Plan was developed through interviews with SacRT leadership, managers, and staff and review of financial reports, audit reports, and governing regulations for transportation agencies. Several engagements identified on the Internal Audit Plan, and additional special project reviews requested by SacRT Leadership, were completed or are on-going for the period of January 1, 2022 through July 31, 2022:

- Review of Internal Controls for Recording Duty Hours Review – (Completed)
- Vendor Internal Control Review – (On-going)
- ADA Compliance Review – (On-going)
- Capital Assets Review – (On-going)
- Inventory Control Review – (On-going)

Additionally, IA continues to support SacRT's Strategic Plan and four strategic organizational pillars with the following engagements scheduled for fiscal year ending June 30, 2023:

- Take-Home Vehicle Review
- Federal Transportation Administration (FTA) Grant (5307 and 5337) Compliance Review
- Subrecipient Monitoring Review
- Elk Grove Annexation Review
- Key Management and Building Access Review
- National Transportation Safety Board (NTSB) Compliance Follow Up Review
- California Public Utilities Commission (CPUC) Safety Compliance Review
- IT Security Compliance and Asset Management Review

The Internal Audit Plan is periodically reevaluated and adjusted to suit organizational priorities and accommodate special project requests from SacRT Leadership.

Starting in May 2022, IA assisted with coordination efforts of SacRT's Federal Transportation Administration (FTA) 2022 Triennial Review. The FTA conducted its Triennial Review procedures between May 31, 2022 and June 3, 2022. IA also assisted with coordination of SacRT's California Department of Transportation's (Caltrans) 2022 Transportation Development Act (TDA) Triennial. The TDA Triennial was conducted on June 21, 2022 and June 22, 2022.