

**SACRAMENTO-PLACERVILLE TRANSPORTATION CORRIDOR  
JOINT POWERS AUTHORITY**

**AGENDA**

**REGULAR BOARD MEETING**

**9:30 A.M., MONDAY, AUGUST 5, 2019**

**FOLSOM CITY HALL, COUNCIL CHAMBERS**

**50 NATOMA STREET, FOLSOM, CALIFORNIA**

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**1. CALL TO ORDER**

- 2. ROLL CALL** Chair Kerri Howell, Directors Don Nottoli (Alternate: Sue Frost), Linda Budge (Alternate: Don Nottoli), Shiva Frentzen (Alternate: John Hidahl), and David Sander (Alternate: Linda Budge)

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF MINUTES**

- a. Motion: Approve Minutes for Regular Meeting of November 5, 2018

**5. CONSENT**

- a. Motion: Approve Board Meeting Calendar for Fiscal Year 2019/20

**6. OLD BUSINESS**

**7. NEW BUSINESS**

- a. Resolution: Approve annual operating budget for Fiscal Year 2019/20
- b. Resolution: Approve annual capital improvement budget for Fiscal Year 2019/20
- c. Information: CEO/Member Agency Staff Reports
- i. CEO
  - ii. City of Folsom
  - iii. El Dorado County
  - iv. Sacramento County
  - v. Sacramento Regional Transit

**8. BUSINESS FROM THE FLOOR/GOOD OF THE ORDER\***

**9. NEXT MEETING:** November 4, 2019

**10. ADJOURNMENT**

# **SACRAMENTO-PLACERVILLE TRANSPORTATION CORRIDOR JOINT POWERS AUTHORITY**

## **AGENDA**

### **\*NOTE TO CITIZEN PARTICIPANTS**

It is the policy of the Board of Directors of the Sacramento-Placerville Transportation Corridor Joint Powers Authority to encourage citizen participation in the meetings of the Board of Directors. At each open meeting members of the public shall be provided with an opportunity to directly address the Board on items of interest to the public that are within the subject matter jurisdiction of the Board of Directors. However, in order that the business scheduled for consideration at such meetings may be disposed of in an orderly manner, citizens wishing to address the Board on matters not on the agenda, whose presentations may be lengthy or in the nature of request for action of some kind on the part of the Board, are requested to first discuss matters with the Chair or his/her designee. If after such consultation an appearance before the Board is desired, the subject matter may be calendared as an agenda item for a date and time convenient to the parties concerned.

The meeting is accessible to the disabled. In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the SPT-JPA's CEO, Mark Rackovan, by telephone at (916) 461-6711 or email at [mrackovan@folsom.ca.us](mailto:mrackovan@folsom.ca.us). Requests must be made as early as possible and at least two full business days before the start of the meeting.

## STAFF REPORT

Board Meeting Date: August 5, 2019

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**MOTION: Approve Minutes for Regular Meeting of November 5, 2018**

**AGENDA ITEM  
NO. 4a**

**BOARD ACTION:**

MOTION: Approve the attached Minutes for the Regular Meeting of the JPA Board of Directors, dated November 5, 2018.

# **SACRAMENTO-PLACERVILLE TRANSPORTATION CORRIDOR JOINT POWERS AUTHORITY**

Minutes of the Regular Meeting of the Board of Directors on  
November 5, 2018

**Call to Order:** Chair Kerri Howell called the meeting to order at 9:35 a.m. The Pledge of Allegiance was recited.

**Roll Call:** Board Secretary Kimberlee Marlan recorded the roll.  
Present: Chair Kerri Howell, Directors Linda Budge, Shiva Frentzen and \*David Sander  
Absent: Director Nottoli  
\*David Sander arrived at 9:50 a.m. during item 6b

## **Approval of Minutes**

Upon motion by Director Budge and seconded by Director Frentzen, the Board voted unanimously to approve the Minutes for Regular Meeting of November 5, 2018.

## **Consent Agenda**

Upon motion by Director Frentzen and seconded by Director Budge, the Board voted unanimously to approve Consent agenda which consisted of:

a. Quarterly Budget Update for the First Quarter of Fiscal Year 2018/19

## **Unfinished Business**

**Item 6a: Update on License Agreement with Placerville & Sacramento Valley Railroad (P&SVRR) for Excursion Rail Services.**

CEO Rackovan introduced and explained the staff report for the item and was pleased to announce that the license agreement between P&SVRR and the SPTC-JPA has been approved and signed.

**Public Comment on item 6a was received from the following people:**

Mr. Kris Payne, Diamond Springs  
Mr. Jim Harville, P&SVRR  
Mr. Mike Roque, P&SVRR

**Item 6b: Authorize Chief Executive Officer to enter into an agreement with Valley Vision for partial funding of the “Epic Trail” Project Alignment Study and appropriation of funds.**

CEO Mark Rackovan reiterated the goal of Valley Vision and proposed a not-to-exceed amount of \$25,000 with the following conditions:

1. A not-to-exceed amount of \$25,000.
2. Funding would be contingent on staff reviewing the proposed study scope to determine if it is consistent with JPA policy.
3. Funding should be payable to Valley Vision only after the final report has been submitted and staff has ensured that the report does not conflict with JPA policy.

# **SACRAMENTO-PLACERVILLE TRANSPORTATION CORRIDOR JOINT POWERS AUTHORITY**

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## **Public Comment on item 6b was received from the following people:**

Mr. Bill Mueller, Valley Vision, stated that Valley Vision intends to prepare a study that explores a variety of different route alignments for the Epic Trail. He believes that Valley Vision would not be able to enter into a funding agreement with the JPA if a study of all of the alternatives is not allowable. Mr. Mueller respectfully declined the funding of \$25,000 with these restrictions.

After further discussion by Board members and the public, Chair Howell stated that she doesn't believe this item is completely ready and would like JPA staff to discuss this further and determine if a mutually-acceptable funding plan is possible.

***Upon motion by Director Budge and seconded by Director Frentzen, the Board voted to move this item to the February 4, 2019 Board meeting.***

## **Item 7a: CEO/Member Agency Staff Report**

CEO Mark Rackovan introduced Ms. Susan Yoon with Sloan Sakai and announced she would be taking over many of the duties of Mr. Paul Chrisman but that Paul would still be involved with the JPA. Mr. Rackovan also mentioned he'd participated in meetings with representatives from the City of Rancho Cordova and a consultant who is working on a public benefit improvement District (PBID) they are trying to form in the Folsom Blvd. area. Mark mentioned there were several parcels owned by the JPA in the proposed area and that there did not appear to be any future financial contribution needed from the JPA as Regional Transit would be the beneficiary of the services. Additionally, Mr. Rackovan mentioned that the environmental and regulatory prerequisites for the Natural Trail have been satisfied and the JPA has authorized the member agencies to work with volunteer organizations to proceed with the trail construction.

Mr. Jim Konopka, City of Folsom announced his retirement. Chair Howell thanked Jim for his work and service with the City of Folsom.

Director Frentzen announced the El Dorado County completed the feasibility study to bring a fiber optics backbone to the County so every home and business would receive 1G of internet connection. It is a 5-year plan and the County will look at different financial models and to put on the ballot in June or November of 2020.

Director Budge mentioned that Regional Transit (RT) has extended late night train service to and from Folsom and that Bus fares have been decreased. The City of Rancho Cordova has opened a 1.4 mile trail with rail on the old track that went out to Mather as a third option of getting across Highway 50.

Director Howell mentioned that there would be a discussion at the next Folsom City Council meeting concerning RT's annexation of the City of Folsom into its system.

# **SACRAMENTO-PLACERVILLE TRANSPORTATION CORRIDOR JOINT POWERS AUTHORITY**

Minutes of the Regular Meeting of the Board of Directors on  
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CEO Rackovan mentioned the Highway 50 TMA has commenced discussions with a private company called the Gotcha Group to explore the concept of bike share and micro transit (6-person electric vehicles) in the cities of Rancho Cordova and Folsom for first and last mile alternatives.

There were no additional comments or updates from other member jurisdiction representatives.

## **Public Comment on non-agenda items was received from the following people:**

Mr. Kris Payne, Diamond Springs, discussed a community planning effort to look at establishing design standards for Shingle Springs.

Chair Howell announced the next meeting will be the Regular Board Meeting of February 4, 2019.

The meeting adjourned at 10:57 a.m.

I hereby certify that the Board of Directors approved the foregoing minutes at its Regular Board Meeting on November 5, 2018.

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Kimberlee Marlan  
Board Secretary

# STAFF REPORT

Board Meeting Date: August 5, 2019

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**MOTION: Approve Board meeting calendar for Fiscal Year 2019/20**

**AGENDA ITEM  
NO. 5a**

## **DISCUSSION:**

In accordance with Section 1.1 “Regular Meetings” of the Rules of Procedure of the JPA, Regular meetings are to be scheduled no less frequently than once each calendar quarter. The JPA Staff proposes the following meeting dates, times and location for the Board’s Regular Meetings during the upcoming Fiscal Year 2019/20:

DATE	TIME	LOCATION
August 5, 2019	9:30 a.m.	Folsom City Hall, Council Chambers
November 4, 2019	9:30 a.m.	Folsom City Hall, Council Chambers
February 3, 2020	9:30 a.m.	Folsom City Hall, Council Chambers
May 11, 2020	9:30 a.m.	Folsom City Hall, Council Chambers

## **BOARD ACTION:**

MOTION: Approve the Board meeting calendar for upcoming Fiscal Year 2019/20 as proposed in this staff report.

# STAFF REPORT

Board Meeting Date: August 5, 2019

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**RESOLUTION: Approve Annual Operating Budget  
for Fiscal Year 2019/20**

**AGENDA ITEM  
NO. 7a**

## **DISCUSSION:**

At the May 7, 2018 JPA Board meeting, the Board adopted an Operating Budget of \$110,000 for the Fiscal Year 2018/19. The Operating Budget was funded by a contribution of \$27,500 from each of the four member agencies. For Fiscal Year 2019/20, staff is proposing an almost identical budget; the total operating budget shall remain the same, but there are some minor changes in the line item budgets, specifically:

1. Chief Executive Officer decreased by \$6,000 to reflect fewer hours billed by CEO for JPA-related work
2. General Counsel increased by \$2,000 to reflect increases in staff hourly rates
3. Contingency increase by \$6,000 to address unforeseen operating costs

## **PROPOSED OPERATING BUDGET**

The Operating Budget is separated into six (6) budget line items to facilitate tracking and managing the budget. The following describes the typical activities associated with each budget line item;

### **Line Item 1 – Chief Executive Officer (includes Secretary to the Board)**

- This line item reimburses the Chief Executive Officer (CEO), Deputy CEO, and administrative/technical support consultant for providing the following services:
  - Administer the Reciprocal Use and Funding Agreement (RUFA) on behalf of the JPA Board and staff.
  - Reviewing and executing official documents on behalf of the JPA.
  - Preparing for and conducting JPA Board meetings, including Secretary to the Board's preparation and approval of the Minutes.
  - Assisting the public and Member Agencies with the development of transportation uses in the JPA corridor, such as the Natural Trail project.
  - Coordination with JPA Member Agency staff, including periodic site visits and staff meetings.
  - Participating as stakeholder in regional studies or analyses such as the Capital Southeast Connector Project.
  - Assisting Member Agencies to administer licenses and access permits or easements.



- Administering contracts with the JPA, including Excursion Rail License Agreement, Executive Officer Reimbursement Agreement, and consultant services agreements.
- Providing business services such as notary, courier, postage, and other administrative activities necessary to conduct the business of the JPA.
- Controlling and administering the JPA's website.
- Providing accounting services to administer the Operating Budget.

Line Item 2 – General Counsel

- This line item reimburses the JPA legal counsel (RSHS) for providing the following services to the JPA:
  - Providing legal advice to the JPA Board and staff.
  - Assisting with preparation for and conducting of JPA Board meetings.
  - Reviewing contractual documents that involve the JPA property.
  - Addressing legal issues with respect to the corridor as they arise.
  - Working on special-use projects within the corridor.
  - Working with insurance broker to obtain insurance coverage.

Line Item 3 – Annual Audit

- This line item reimburses the JPA's certified public accountant (Russell CPAs).
- The JPA Agreement requires that an accounting of the JPA's financial activities be reported by an independent certified public accountant.
- This line item provides for CPA services to cover the audit for FY 18/19.

Line Item 4 – Treasury Services

- This line item reimburses Sacramento County for treasury services provided to the JPA.
- Sacramento County has provided these services to the JPA since inception.

Line Item 5 – Maintenance Allowance

- This line item provides for weed abatement services through the JPA for the City of Folsom, Sacramento County, and El Dorado County.
- Weed abatement services will be provided by Placerville & Sacramento Valley Railroad (P&SVRR) and El Dorado Western Railroad (EDWRR) under contract with the JPA, using volunteer labor, and reimbursement for costs of fuel and materials.
- The line item also provides for trail maintenance, including JPA sponsorship of a corridor segment in EDC's Adopt a Trail Program.

Line Item 6 – Insurance

- This line item addresses the estimated costs associated with providing General Liability coverage for persons working on a volunteer basis on behalf of the JPA

SPTC-JPA Budget Reconciliation Fiscal Year 2018/19Starting JPA "Bank Account" for FY 2018/19: **\$210,328**

- Operating Budget 2018/19: \$110,000
- Capital Program Budget 2018/19: \$ 60,000
- Reserve Account 2018/19: \$ 40,328

OPERATING BUDGET/ LINE ITEM	FY 2018/2019 BUDGET	EXPENDED TO DATE (5/31/19)	FORECASTED TO EXPEND (by end of FY18/19)	PROPOSED BUDGET FOR FY 2019/20
1. Chief Executive Officer & Secretary	\$58,000	\$9,091	\$14,000	\$50,000
2. General Counsel	\$15,000	\$9,316	\$11,000	\$17,000
3. Annual Audit	\$9,000	\$9,000	\$9,000	\$9,000
4. Treasury Services	\$6,000	\$3,965	\$4,000	\$6,000
5. Maintenance Allowance	\$12,000	\$9,571	\$10,000	\$12,000
6. Insurance	\$10,000	\$1,528	\$1,500	\$10,000
7. Contingency	\$0	\$1,200	\$1,200	\$6,000
TOTAL	\$110,000	\$43,671	\$59,700	\$110,000

JPA staff recommends maintaining an Operating Budget of **\$110,000** for Fiscal Year 2019/2020. Staff further recommends that the Operating Budget continue to be funded entirely by the Member Agency contributions, which will remain at **\$27,500** per Member Agency. The forecasted surplus would remain in reserve and could be used to supplement the Capital Improvement Program (CIP) or assist with storm damage repairs. The Reserve balance, forecasted to the start of the new fiscal year, is approximately \$40,328.

**BOARD ACTION:**

Staff recommends that the Board approve the attached Resolution 2019-08-01, approving the fiscal year 2019/2020 Operating Budget, as proposed above.

**RESOLUTION NO. 2019-08-01**

Adopted by the Board of Directors of the Sacramento-Placerville Transportation  
Corridor Joint Powers Authority on the date of:

August 5, 2019

**APPROVAL OF FISCAL YEAR 2019/20  
OPERATING BUDGET**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO-  
PLACERVILLE TRANSPORTATION CORRIDOR JOINT POWERS AUTHORITY AS  
FOLLOWS:

THAT, the Operating Budget for Fiscal Year 2019/2020 is hereby approved as  
presented to the Board at this meeting; and

THAT, the Chief Executive Officer is hereby authorized to reallocate budget amounts  
among the line items in the approved Operating Budget, as he may deem necessary or  
desirable; provided, however, that the total amount budgeted for Fiscal Year 2019/2020 shall  
not be increased with the Board's prior approval.

This Resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED this 5th day of August, 2019, on a motion by  
Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Kerri Howell, Chair

ATTEST:

\_\_\_\_\_  
Kimberlee Marlan, Secretary

# STAFF REPORT

Board Meeting Date: August 5, 2019

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**RESOLUTION: Approve Annual Capital Improvement Budget for Fiscal Year 19/20**

**AGENDA ITEM  
NO. 7b**

## **DISCUSSION:**

For Fiscal Year 2019/20, JPA and member agency staff is requesting that the Board adopt a Capital Improvement Program Budget comprised of \$25,000 to assist El Dorado County in funding repairs to the Latrobe Washout and \$10,000 to aid in the construction of the Natural Trail Project if requested by the member agencies. The total, proposed Capital Improvement budget for Fiscal Year 2019/20 is proposed to be \$35,000.

## **PROPOSED CAPITAL IMPROVEMENT BUDGET**

The Capital Improvement Budget would consist of the following approved tasks and their estimated costs:

### Latrobe Washout:

- A storm event in January 2017 created high stream flows that damaged a section of the SPTC near Latrobe Road in El Dorado County. This is an area that has been prone to flooding in the past and past efforts to improve storm drainage in that area have proven ineffective. El Dorado County is proposing a railroad bridge structure to replace the existing drainage culverts. The project is estimated to be \$715,000, with approximately \$650,000 of that cost being funded by the Federal Emergency Management Association (FEMA). The balance of the funding would be borne by El Dorado County through their General Fund. The County is requesting that the JPA assist in the funding in the amount of \$25,000.

### Natural Trail Project:

- Local agencies (El Dorado and Sacramento Counties, City of Folsom) have been cleared to begin work on the Natural Trail project, using volunteer labor forces. To assist these volunteer groups in completing the trail, the JPA is proposing a budget of \$10,000 to provide construction materials if requested by any of the local agencies.

The total, proposed capital improvement budget is \$35,000.

## **BOARD ACTION:**

Staff recommends that the Board approve the attached Resolution 2019-08-02, approving the fiscal year 2019/2020 Operating Budget, as proposed above.

**RESOLUTION NO. 2019-06-02**

Adopted by the Board of Directors of the Sacramento-Placerville Transportation  
Corridor Joint Powers Authority on the date of:

June 24, 2019

**APPROVAL OF FISCAL YEAR 2019/20  
CAPITAL IMPROVEMENT BUDGET**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO-  
PLACERVILLE TRANSPORTATION CORRIDOR JOINT POWERS AUTHORITY AS  
FOLLOWS:

THAT, the Capital Improvement Budget for Fiscal Year 2019/2020 is hereby approved  
as presented to the Board at this meeting; and

THAT, the Chief Executive Officer is hereby authorized to reallocate budget amounts  
among the line items in the approved Capital Improvement Budget, as he may deem  
necessary or desirable; provided, however, that the total amount budgeted for Fiscal Year  
2019/2020 shall not be increased with the Board's prior approval.

This Resolution shall take effect from and after the date of its passage and adoption.

PASSED AND ADOPTED this 5th day of August, 2019, on a motion by  
Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Kerri Howell, Chair

ATTEST:

\_\_\_\_\_  
Kimberlee Marlan, Secretary

# STAFF REPORT

Board Meeting Date: August 5, 2019

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**INFORMATION: CEO/Member  
Agency Staff Reports**

**AGENDA ITEM  
NO. 7c**

## **DISCUSSION:**

The CEO and JPA Staff members will report to the Board on recent activities, if any:

- i. CEO
- ii. El Dorado County
- iii. City of Folsom
- iv. Sacramento County
- v. Sacramento Regional Transit

## **BOARD ACTION:**

Information only; no Board action is required.