

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

## **AGENDA**

### **REGULAR BOARD MEETING**

**9:30 A.M., MONDAY, MAY 11, 2020**

A Regular Teleconference Meeting of the Sacramento-Placerville Transportation Corridor JPA Board of Directors will be held exclusively via teleconference in light of COVID-19 restrictions on public gatherings. The meeting will be conducted in accordance with the Ralph M. Brown Act, California Government Code 54950, et seq., and Executive Order N-29-20.

**Telephone Access: 1 (559) 512-2217**

**Conference ID#: 316 276 403#**

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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 February 3, 2020

#### **5. CONSENT**

- a. Motion: Approve Board Meeting Calendar for Fiscal Year 2020/21

#### **6. OLD BUSINESS**

#### **7. NEW BUSINESS**

- a. Resolution: Approve annual operating budget for Fiscal Year 2020/21  
b. Resolution: Approve annual capital improvement budget for Fiscal Year 2020/21  
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: August 3, 2020**

## **10. ADJOURNMENT**

### **\*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)351-3370 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.

# SACRAMENTO-PLACERVILLE TRANSPORTATION

## CORRIDOR JOINT POWERS AUTHORITY

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Member Agencies: City of Folsom / County of El Dorado / County of Sacramento / Regional Transit

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### MEMORANDUM

Date: May 7, 2020

To: SPTC Board, staff and interested parties

From: Mark Rackovan, CEO

**RE: Guidelines for participating in online/teleconference meetings**

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I hope that this memorandum finds you all healthy and safe.

Over the past few weeks, the environment that we all find ourselves working has required many of us to develop skills that we may have never needed before; foremost amongst those might be the ability to perform effectively in an online or teleconference meeting. I wanted to underscore a few important guidelines that I hope will help us to hold a successful and efficient Board meeting on May 11<sup>th</sup> and possibly future meetings.

- First, please note that the May 11<sup>th</sup> Board meeting will be exclusively online/telephone; there will be no physical meeting space. I will be hosting the meeting from my home, using Microsoft Teams.
- The meeting will be recorded so that the Board Secretary can transcribe the minutes.
- The Board Chair will conduct the meeting as though it were a normal meeting; calling the meeting to order, leading the pledge, announcing agenda items and calling for questions, and adjourning the meeting.
- JPA and agency staff will be on the call and available to assist the Board.
- Interested members of the public are welcome and encouraged to attend. The phone number and meeting ID will be published on the agenda.
- All parties are asked to leave their phones/computer audio on mute at all times, except when speaking.
- When speaking, please announce your name for the record.

# **SACRAMENTO-PLACERVILLE TRANSPORTATION**

## **CORRIDOR JOINT POWERS AUTHORITY**

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Member Agencies: City of Folsom / County of El Dorado / County of Sacramento / Regional Transit

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- Board members, when you are moving or seconding an item, please announce your name first; for example: "Frentzen moves consent" or "Howell seconds".
- All participants: you do not need to announce yourself when you join the meeting call, but please announce yourself when speaking during the meeting.
- I will be available by my mobile phone number (916) 849-8804 prior to and during the meeting if you have any problems connecting.

Thank you all for your willingness to conduct the meeting in this manner, and for your cooperation in following these guidelines so that we can complete the meeting successfully and efficiently.

## STAFF REPORT

Board Meeting Date: May 11, 2020

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**MOTION: Approve Minutes for Regular Meeting of February 3, 2020**

**AGENDA ITEM  
NO. 4a**

**BOARD ACTION:**

MOTION: Approve the attached Minutes for the Regular Meeting of the JPA Board of Directors, dated February 3, 2020.

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

Minutes of the Regular Meeting of the Board of Directors on  
February 3, 2020

**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 \*Don Nottoli  
Absent: Director Sander  
\*Director Nottoli arrived at 9:49 a.m. during item 7b

## **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 August 5, 2019.

## **Consent Agenda**

There were no new items considered under the Consent Agenda.

## **Old Business**

There was no old business to report.

## **New Business**

### **Item 7a: Folsom Boulevard Complete Streets – Easement Agreement**

CEO Mark Rackovan introduced the item and reviewed the staff report. There was a brief discussion amongst the Board and member agency staff. This was an informational item only.

There was no Public Comment received on item 7a.

### **Item 7b: Regional Transit Gold Line Improvements Update**

CEO Mark Rackovan introduced the item and reviewed the staff report. There was a brief discussion amongst the Board. This was an informational item only.

Public Comment on item 7b was received from the following person:

John Haverty, P&SVRR

### **Item 7c: Consultant and Professional Services Contract**

CEO Mark Rackovan introduced the item and reviewed the staff report. There was a brief discussion amongst the Board. This was an informational item only.

There was no Public Comment received on item 7c.

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

Minutes of the Regular Meeting of the Board of Directors on  
February 3, 2020

## **Item 7d: CEO/Member Jurisdiction Agency Staff Reports**

CEO Rackovan commented that work heading into New Home Company Development/Russell Ranch is close to being complete. Mangini Parkway will be extended which will create a new at-grade crossing at the corridor with warning equipment and signage. The Developers will install crossing arms in the future as per the PUC requirement.

CEO Rackovan commented that the PUC identified a road crossing which is being used as a utility access road for SMUD. SMUD agreed that the City of Folsom could use it as a Class I bike trail. It was discovered that the northern end of the maintenance road crossed the tracks and connected to Old Placerville Road. The PUC did not give permission for this to be used as a bike trail and therefore, SPTC will be barricading the bike trail so that it is not used any longer. As long as the road crossing is functioning as a utility access only, it meets PUC requirements. CEO Rackovan also mentioned that Old Placerville Road would be abandoned and it could be used as a bike trail again.

Director Howell suggested to use the Old Placerville name for the bike trail.

CEO Rackovan commented that the City of Folsom is widening a portion of E. Bidwell Street south of Creekside and that the widening came up to the edge of the rail corridor. The City is working with the Contractors to ensure they secure a track warrant if their staff are working near the rail and to stay out of the operating envelope.

Ms. Vickie Sanders provided an update on the Latrobe washout to say that FEMA won't approve the complete repair because the drainage portion of the damage, was not in the original estimate. FEMA only approved about \$90,000 but the cost to repair is approximately \$200,000. El Dorado County is trying to apply for more grants in order to pay for the drainage repair.

Director Howell suggested Ms. Sanders speak with Mr. Ken Payne with the water agency to see if he has any suggestions on funding.

Ms. Sanders also commented that the section of Class I bike trail (2.2 miles) from Walmart to the town of El Dorado is finished and the anticipated opening date would be the end of February.

## **Public Comment on item 7d was received from the following person:**

Mr. Don Rose, FATRAC provided an update on the Natural Trail to say that the trail is almost finished and will soon be open year-round.

Mr. Michael Cormia with Sacramento RT introduced himself and commented that the instrument house replacement at E. Bidwell and Folsom Blvd. is moving forward.

Director Frentzen mentioned that P&SVRR and El Dorado County met and are working on the Latrobe washout workarounds so that the threshold will be higher for the washout. Director Frentzen also reminded the Board that her term limit is up at the end of 2020 and a new Director will be assigned.

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

Minutes of the Regular Meeting of the Board of Directors on  
February 3, 2020

Chair Howell announced the next Board meeting will be held on May 11, 2020.

The meeting adjourned at 10:20 a.m.

I hereby certify that the Board of Directors approved the foregoing minutes at its Regular Board Meeting on February 3, 2020.

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Kimberlee Marlan  
Board Secretary



# STAFF REPORT

Board Meeting Date: May 11, 2020

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**MOTION: Approve Board meeting calendar for Fiscal Year 2020/21**

**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 2020/21:

DATE	TIME	LOCATION
August 3, 2020	9:30 a.m.	Folsom City Hall, Council Chambers
November 2, 2020	9:30 a.m.	Folsom City Hall, Council Chambers
February 1, 2021	9:30 a.m.	Folsom City Hall, Council Chambers
May 10, 2021	9:30 a.m.	Folsom City Hall, Council Chambers

## **BOARD ACTION:**

MOTION: Approve the Board meeting calendar for upcoming Fiscal Year 2020/21 as proposed in this staff report.

# STAFF REPORT

Board Meeting Date: May 11, 2020

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**RESOLUTION: Approve Annual Operating Budget  
for Fiscal Year 2020/2021**

**AGENDA ITEM  
NO. 7a**

## **DISCUSSION:**

At the June 24, 2019 JPA Board meeting, the Board adopted an Operating Budget of \$110,000 for the Fiscal Year 2019/20. The Operating Budget was funded by a contribution of \$27,500 from each of the four member agencies. For Fiscal Year 2020/21, staff is proposing an identical budget; the total operating budget shall remain the same, without modifications.

## **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 (Sloan Sakai) 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 19/20.

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 2019/20Starting JPA "Bank Account" for FY 2019/20: **\$280,635**

- Operating Budget 2019/20: \$110,000
- Capital Program Budget 2019/20: \$ 60,000
- Reserve Account 2019/20: \$ 40,328

OPERATING BUDGET/ LINE ITEM	FY 2019/20 BUDGET	EXPENDED TO DATE (5/4/20)	FORECASTED TO EXPEND (by end of FY19/20)	PROPOSED BUDGET FOR FY 2020/21
1. Chief Executive Officer & Secretary	\$50,000	\$9,091	\$14,000	\$50,000
2. General Counsel	\$17,000	\$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	\$6,000	\$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 2020/2021. 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 2020-05-01, approving the fiscal year 2020/2021 Operating Budget, as proposed above.

**RESOLUTION NO. 2020-05-01**

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

May 11, 2020

**APPROVAL OF FY 2020/21  
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 FY 2020/2021 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 FY 2020/2021 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 11th day of May, 2020, 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: May 11, 2020

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**RESOLUTION: Approve Annual Capital Improvement Budget for Fiscal Year 2020/2021**

**AGENDA ITEM  
NO. 7b**

## **DISCUSSION:**

For Fiscal Year 2020/21, JPA and member agency staff are requesting that the Board adopt a Capital Improvement Program Budget of \$35,000, comprised of a \$25,000 allocation to El Dorado County and \$10,000 for the Natural Trail Project. This is the same budget request that was made and approved in for Fiscal Year 2019/20. Last year, El Dorado County did not utilize the \$25,000 budget allocation and is renewing their budget request for the current fiscal year.

## **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 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 2020-05-02, approving the fiscal year 2020/2021 Operating Budget, as proposed above.

SACRAMENTO-PLACERVILLE TRANSPORTATION  
CORRIDOR JOINT POWERS AUTHORITY

**RESOLUTION NO. 2020-05-02**

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

May 11, 2020

**APPROVAL OF FY 2020/21  
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 FY 2020/2021 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 FY 2020/2021 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 11th day of May, 2020, 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: May 11, 2020

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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.