

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

## **AGENDA**

### **REGULAR BOARD MEETING**

**9:30 A.M., MONDAY, MAY 10, 2021**

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#: 160 446 975#**

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#### **1. CALL TO ORDER**

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

#### **3. PLEDGE OF ALLEGIANCE**

#### **4. APPROVAL OF MINUTES**

- a. Motion: Approve Minutes for Regular Meeting of November 2, 2020

#### **5. CONSENT**

- a. Motion: Approve Board Meeting Calendar for Fiscal Year 2021/22  
b. Motion: Appoint Vickie Sanders as Deputy Chief Executive Officer

#### **6. NEW BUSINESS**

- a. Resolution: Approve annual operating budget for Fiscal Year 2021/22

- b. Resolution: Approve annual capital improvement budget for Fiscal Year 2021/22
- c. Presentation: Natural Trail Project Update
- d. Information: CEO/Member Agency Staff Reports
  - i. CEO
  - ii. City of Folsom
  - iii. El Dorado County
  - iv. Sacramento County
  - v. Sacramento Regional Transit

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

**8. NEXT MEETING:** August 2, 2021

**9. 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)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: May 10, 2021

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**MOTION: Approve Minutes for Regular Meeting of November 2, 2020**

**AGENDA ITEM  
NO. 4a**

**BOARD ACTION:**

MOTION: Approve the attached Minutes for the Regular Meeting of the JPA Board of Directors, dated November 2, 2020.

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

Minutes of the Regular Meeting of the Board of Directors on  
November 2, 2020

**Call to Order:** The meeting was called to order at 9:35 a.m. by acting Chair  
Frentzen

**Roll Call:** Present: Directors Nottoli, Budge, Frentzen and Sander  
Absent: Director Howell

## **Approval of Minutes**

A motion was made by Director Budge and seconded by Director Sander, and passed by unanimous vote that:

THE BOARD OF DIRECTORS OF THE SACRAMENTO PLACERVILLE TRANSPORTATION  
CORRIDOR JOINT POWERS AUTHORITY APPROVES THE FOLLOWING ITEM:

- Item 4: Approve Minutes for Regular Meeting of May 11, 2020

## **Consent Agenda**

A motion was made by Director Budge and seconded by Director Nottoli, and passed by unanimous vote that:

THE BOARD OF DIRECTORS OF THE SACRAMENTO PLACERVILLE TRANSPORTATION  
CORRIDOR JOINT POWERS AUTHORITY APPROVES THE FOLLOWING ITEMS FROM  
THE CONSENT AGENDA:

- Resolution No. 20-11-02: Appoint Jennifer Wallace (Thiot) as Board Secretary

## **New Business**

Item 7a: CEO/member agency staff reports

CEO Rackovan, Mary Cory, Dan Shoeman, and Michael Cormaie each reported on activity along their respective sections of the corridor.

Director Frentzen announced that this will be her final Board meeting due to term limits.

Director Nottoli expressed his gratitude to Director Frentzen and Dan Shoeman for their service.

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

Minutes of the Regular Meeting of the Board of Directors on  
November 2, 2020

**Business from the floor/good of the order**

**Item 8: Business from the floor/good of the order**

Mr. Chris Cockrell provided information related to a potential request to purchase JPA property in El Dorado County.

The next meeting will be the Regular Board Meeting of February 1, 2021.

The meeting adjourned at 10:02 a.m.

I hereby certify that the Board of Directors approved the foregoing minutes at its Regular Board Meeting on November 2, 2020.

**Jennifer Thiot, Board Secretary**

## STAFF REPORT

Board Meeting Date: May 10, 2021

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**MOTION: Approve Board meeting calendar for Fiscal Year 2021/22**

**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 2021/22:

DATE	TIME	LOCATION
August 2, 2021	9:30 a.m.	Folsom City Hall, Council Chambers
November 1, 2021	9:30 a.m.	Folsom City Hall, Council Chambers
February 7, 2022	9:30 a.m.	Folsom City Hall, Council Chambers
May 9, 2022	9:30 a.m.	Folsom City Hall, Council Chambers

### **BOARD ACTION:**

MOTION: Approve the Board meeting calendar for upcoming Fiscal Year 2021/22 as proposed in this staff report.

## STAFF REPORT

Board Meeting Date: May 10, 2021

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**RESOLUTION: Appoint Vickie Sanders as Deputy Chief Executive Officer**

**AGENDA ITEM  
NO. 5b**

### **DISCUSSION:**

Since 2017 the role of Deputy Chief Executive Officer (CEO) was assigned to Dan Shoeman. With Mr. Shoeman's retirement in December, the JPA needs to appoint a replacement Deputy CEO.

The Deputy CEO is typically responsible for the following duties:

- Conducting Board meetings in the absence of the CEO
- Reviewing and approving invoices of hours billed to the JPA by the CEO and Board Secretary
- Other JPA duties typically performed by the CEO if the CEO is unable to perform those duties

The Deputy CEO is typically chosen from among the staff members assigned to the JPA from the member agencies. Vickie Sanders of El Dorado County is the staff person with the longest tenure with the JPA, and therefore is an ideal choice to serve in the role of Deputy CEO. Ms. Sanders has expressed her willingness to fill the role.

While the amount of time spent by the Deputy CEO on JPA business is extremely low, the Chief Executive Officer recommends that a reimbursement agreement be executed between the JPA and Ms. Sanders employer (El Dorado County) to reimburse the County for any time spent by Ms. Sanders on JPA activities during normal business hours acting in her capacity as Deputy CEO.

### **BOARD ACTION:**

Staff recommends the Board approve the attached Resolution 2021-05-01, Appointing Vickie Sanders as Deputy Chief Executive Officer.

**RESOLUTION NO. 2021-05-01**

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

May 10, 2021

**APPOINTMENT OF VICKIE SANDERS AS  
DEPUTY CHIEF EXECUTIVE OFFICER**

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

THAT, Vickie Sanders is hereby appointed to serve as Deputy Chief Executive Officer of  
the Sacramento-Placerville Transportation Corridor Joint Powers Authority

THAT, the Chief Executive Officer is hereby authorized to prepare a reimbursement  
agreement between the JPA and El Dorado County for the purposes of reimbursing the County  
for any billable time accrued by Ms. Sanders during normal business hours acting in her  
capacity as Deputy CEO.

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Kerri Howell, Chair

ATTEST:

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Jennifer Thiot, Secretary

## STAFF REPORT

Board Meeting Date: May 10, 2021

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**RESOLUTION: Approve Annual Operating Budget  
for Fiscal Year 2021/2022**

**AGENDA ITEM  
NO. 6a**

### **DISCUSSION:**

At the May 11, 2020 JPA Board meeting, the Board adopted an Operating Budget of \$110,000 for the Fiscal Year 2020/21. The Operating Budget was funded by a contribution of \$27,500 from each of the four member agencies. For Fiscal Year 2021/22, 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 (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 the past fiscal year.

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 JPASPTC-JPA Budget Reconciliation Fiscal Year 2020/21

Starting JPA "Bank Account" for FY 2020/21: **\$251,352**

- Operating Budget 2020/21: \$110,000
- Capital Program Budget 2020/21: \$ 35,000
- Reserve Account 2020/21: \$106,352

JPA account balance as of 4/27/21: **\$303,819**

OPERATING BUDGET/ LINE ITEM	FY 2020/21 BUDGET	EXPENDED TO DATE (4/30/21)	FORECASTED TO EXPEND (by end of FY20/21)	PROPOSED BUDGET FOR FY 2021/22
1. Chief Executive Officer & Secretary	\$50,000	\$22,105	\$25,000	\$50,000
2. General Counsel	\$17,000	\$1,900	\$2,500	\$17,000
3. Annual Audit	\$9,000	\$0	\$9,000	\$9,000
4. Treasury Services	\$6,000	\$3,912	\$4,000	\$6,000
5. Maintenance Allowance	\$12,000	\$8,313	\$12,000	\$12,000
6. Insurance	\$10,000	\$1,272	\$1,500	\$10,000
7. Contingency	\$6,000	\$5,216	\$5,216	\$6,000
TOTAL	\$110,000	\$42,718	\$59,216	\$110,000

Other key expenditures during FY 2020/21 included:

- \$5,216 to Placerville & Sacramento Valley Railroad for purchase of rail ties and ballast used to repair East Bidwell Street at-grade crossing.
- \$10,822 to Helix for updated State permits associated with the Natural Trail Project.

JPA staff recommends maintaining an Operating Budget of **\$110,000** for Fiscal Year 2021/2022. 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 2020-05-02, approving the fiscal year 2021/2022 Operating Budget, as proposed above.

**RESOLUTION NO. 2021-05-02**

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

May 10, 2021

**APPROVAL OF FY 2021/22  
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 2021/2022 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 2021/2022 shall not be  
increased with the Board's prior approval.

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Kerri Howell, Chair

ATTEST:

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Jennifer Thiot, Secretary

## STAFF REPORT

Board Meeting Date: May 10, 2021

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**RESOLUTION: Approve Annual Capital Improvement Budget for Fiscal Year 2021/2022**

**AGENDA ITEM  
NO. 6b**

### **DISCUSSION:**

For Fiscal Year 2021/22, JPA and member agency staff are requesting that the Board adopt a Capital Improvement Program (CIP) Budget of \$10,000, solely for the Natural Trail Project. In Fiscal Year 2019/20, the CIP budget was \$35,000 because it included a \$25,000 budget allocation to assist El Dorado County with the Latrobe Washout repairs, which were completed last year.

### **PROPOSED CAPITAL IMPROVEMENT BUDGET**

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

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 \$10,000.

### **BOARD ACTION:**

Staff recommends that the Board approve the attached Resolution 2021-05-03, approving the fiscal year 2021/2022 Operating Budget, as proposed above.

**RESOLUTION NO. 2021-05-03**

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

May 10, 2021

**APPROVAL OF FY 2021/22  
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 2021/2022 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 2021/2022 shall not be  
increased with the Board's prior approval.

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Kerri Howell, Chair

ATTEST:

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Jennifer Thiot, Secretary

## STAFF REPORT

Board Meeting Date: May 10, 2021

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**RESOLUTION: Natural Trail Project Update**

**AGENDA ITEM  
NO. 6c**

### **DISCUSSION:**

Don Rose of FATRAC (Folsom Auburn Trail Riders Action Coalition) will make a brief presentation to the JPA Board to provide an update on the Natural Trail Project.

In 2016, the JPA began the initial planning and environmental clearance for a proposed trail along the JPA corridor between Folsom and Placerville. The trail was intended to primarily be used by hikers and mountain bike riders, and therefore would not be a paved or graded trail; rather, the trail would be cut out of the brush grass growing adjacent to the railroad tracks and would feature only modest improvements at creek crossings to make them easier to traverse – thus the trail was named the “Natural Trail”.

Work on the Natural Trail was intended to be performed by volunteer groups, such as trail enthusiasts, bike riding groups, etc. with minor financial support provided by the JPA, primarily to purchase construction materials or pay for necessary permits. Currently, FATRAC, Friends of the El Dorado Trail, and Mother Load Trail Stewardship are all actively working on the project.

### **BOARD ACTION:**

None.

## STAFF REPORT

Board Meeting Date: May 10, 2021

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

**AGENDA ITEM  
NO. 6d**

### **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.