



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
TAM

MAY 14, 2018
3:00 PM

MARIN COUNTY CIVIC CENTER, ROOM 330
3501 CIVIC CENTER DRIVE
SAN RAFAEL, CALIFORNIA

MEETING MINUTES

Members Present:

Stephanie Moulton-Peters, Mill Valley City Council, TAM Chair
Judy Arnold, Marin County Board of Supervisors, TAM Vice Chair
Alice Fredericks, Tiburon Town Council
Brian Colbert, San Anselmo Town Council
Dan Hillmer, Larkspur City Council
Eric Lucan, Novato City Council
James Campbell, Belvedere City Council
John Reed, Fairfax Town Council
Kate Colin, San Rafael City Council (Alternate)
Kathrin Sears, Marin County Board of Supervisors
Katie Rice, Marin County Board of Supervisors
P. Beach Kuhl, Ross Town Council
Ray Withy, Sausalito City Council

Members Absent:

Damon Connolly, Marin County Board of Supervisors
Dennis Rodoni, Marin County Board of Supervisors
Diane Furst, Corte Madera Town Council
Gary Phillips, San Rafael City Council

Staff Members Present

Dianne Steinhauser, Executive Director
Bill Whitney, Principal Project Delivery Manager
Dan Cherrier, Principal Project Delivery Manager
David Chan, Manager of Programming and Legislation
Derek McGill, Planning Manager
Li Zhang, Chief Financial Officer
Nick Nguyen, Deputy Executive Director
Molly Graham, Public Outreach Coordinator
Scott McDonald, Senior Transportation Planner

Chair Moulton-Peters called the meeting to order at 3:05 p.m.

1. TAM Annual Selection of Chair and Vice Chair and Review of Ex-Officio Members (Action)

ED Steinhauser reminded the Board that it annually has the opportunity to consider appointing an ex officio representative from a sister agency or major partner. She noted staff has no recommendation and that this Board already was very representative of all interests in Marin.

Chair Moulton-Peters requested nominations for Board chair and vice chair.

Commissioner Rice moved to nominate Stephanie Moulton-Peters as chair, which Commissioner Fredericks seconded. The motion carried unanimously.

Commissioner Sears moved to nominate Judy Arnold as vice chair, which Commissioner Fredericks seconded. The motion carried unanimously.

Chair Moulton-Peters clarified these terms will run until January 2019, at which point a new election will occur per the recent change to the TAM Administrative Code.

2. Chair's Report (Discussion)

Chair Moulton-Peters stated she did not have a chair's report other than to mention that she had ridden her electric bicycle to tonight's meeting and had a great ride.

3. Commissioner Matters Not on the Agenda (Discussion)

Commissioner Rice reported the Marin County Board of Supervisors certified the Sir Francis Drake project Final Environmental Impact Report (FEIR) and approved the project as well.

4. Executive Director's Report (Discussion)

ED Steinhauser added to Commissioner Rice's comments by thanking county DPW for their work on Sir Francis Drake Blvd. and noted that the project is funded through the Measure A Transportation Sales Tax.

She introduced the new Senior Accountant for TAM, Helga Cotter, and stated that staff is happy to have her on board.

ED Steinhauser reported on SB 1 grants. She stated Caltrans has approved TAM to receive a \$400,000 grant to address flooding around the Highway 101 Manzanita exit near Marin City. Commissioner Sears noted that this project will be integrated with marsh planning and will be a wonderful adaptation mitigation project. ED Steinhauser reported that staff is continuing to work with County Flood Control staff on the grant TAM received in December 2017 for the Novato Creek Bridge and watershed area. She stated staff is working on materials for publication this summer on the benefits that SB 1 is providing to Marin, since its repeal is close to qualifying for the ballot. Staff hopes to provide material to educate constituents on the bill's importance.

ED Steinhauser reported staff is working on the formation of ad hoc subcommittees including an electric vehicle (EV) working group and a commute alternatives working group formerly known as the transportation demand management working group.

ED Steinhauser reported on San Rafael's May Madness event with EVs to test drive, sponsored by TAM and the energizer station provided by TAM for the county's Bike to Work Day last Thursday. She thanked Commissioners Connolly and Rice and several staff members for their participation in Bike to Work Day.

ED Steinhauser reminded the Board of the June 8 "Moving Marin Forward" Innovation Workshop at Embassy Suites from 8:00 a.m. to 2:00 p.m. She encouraged them to bring staff members as well.

5. Commissioner Reports (Discussion)

a. Metropolitan Transportation Commission (MTC) Report

ED Steinhauser reported that TAM has received a lot of compliments on the opening of the third lane on the Richmond San Rafael bridge. The congestion, in every direction, has improved. Staff hopes to have a report midsummer on the upper deck which is still being considered for joint use by bicycles and vehicles.

Commissioner Rice commented on the northbound afternoon commute on Hwy 101 and the continued congestion south of Tamalpais Drive and asked that that be noted for further analysis. Commissioner Sears stated she had received reports of commuters who were lane-hopping and exiting and reentering the freeway between the Tiburon Blvd and Paradise Drive interchanges and is hoping that ramp metering will assist to alleviate this practice. She asked if there was a report on ramp metering. ED Steinhauser stated the metering project is progressing through Caltrans and is planned to go into construction late in the fall. Commissioner Sears also suggested asking the California Highway Patrol for enforcement of the lane-hopping.

b. Marin Transit Report

Chair Moulton-Peters stated she did not have a report.

c. SMART

Vice Chair Arnold stated she did not have a report.

6. Open Time for Public Expression

ED Steinhauser noted a letter had been received from Cindy Winter, which is in the supplemental packet.

7. CONSENT CALENDAR (Action)

- a. Review and Approval of TAM's Financial Audit Team Selection
- b. Budget Increase for the TAM Junction Project

Vice Chair Arnold moved to approve the Consent Calendar, which Commissioner Lucan seconded. The motion carried unanimously.

8. Review and Release the Draft TAM FY2018-19 Annual Budget for Public Comment (Action)

ED Steinhauser introduced Li Zhang, Chief Financial Officer, to present the item which recommended that the TAM Board review the Draft TAM FY2018-19 Annual Budget and move to release it for a 30-day public comment period. Ms. Zhang reviewed the budget process. The draft budget, based on revenue estimates approved by the Board in March, will be reviewed and open for public comment until June, when there will be a public hearing and the final budget will be presented for adoption by the TAM Board. The action requested today is to release the draft for public comment, and over the next month the Board is requested to review the draft and provide comments and edits.

Ms. Zhang reviewed the budget document components, including the assumptions used to create estimates, the Congestion Management Agency (CMA) fee schedule, the appropriations limit calculations, and the draft work plans for each functional area. She noted that information about major changes or new items in the budget are

included in the assumptions table and encouraged the Board members to ask questions of staff. She also stated that functional area managers should present their respective work plans at the end of the budget presentation.

Ms. Zhang reviewed a breakdown of the expected 2018-19 revenue sources, including Measure A, Measure B, and various other funding sources. She noted that about three fourths of the expected \$39.82 million in revenue will come from TAM's Measure A sales tax and Measure B vehicle registration fee. The remaining \$10 million, approximately, comes from other CMA funding sources. She also reviewed the various federal funding sources, including the Federal Highway Administration's (FHWA) Surface Transportation Program (STP) and Congestion Mitigation Air Quality (CMAQ) funds, and the federal Non-Motorized Transportation Pilot Program (NTPP). Most of these funds come through the state, Caltrans, and MTC. ED Steinhauser noted that the federal funding until 2021 was programmed in 2016, so the Board will not have a chance to change it until 2022.

Ms. Zhang reviewed state funding sources including the State Transportation Improvement Program (STIP), SB1, and Transportation Development Act (TDA), and the funds currently available. ED Steinhauser provided a breakdown of the statewide S.B. 1 allocations and noted the board would receive an overall SB1 report in June. Ms. Zhang reviewed local and regional funding sources, including Regional Measure 2, the Transportation for Clean Air Fund, and City/County CMA fees. Ms. Zhang provided a breakdown of the amount expected from each source, noting that most of them are reimbursement-based.

Commissioner Rice stated she is often asked about the distribution of state gas tax revenue. She asked for an explanation of projects funded through that revenue and how the revenue share is calculated, noting that there is a big difference when distributing on the basis of lane miles versus population. ED Steinhauser stated the gas tax is represented in the STIP- state and the One Bay Area Grant (OBAG)-federal. She stated some of the funds are distributed via competitive grants and others are distributed based on a formula including both lane miles and population. Ms. Zhang stated staff would look for an explanation of the formula and share it with the Board.

Chair Moulton-Peters asked if there was a chart showing the proportions of the state and federal funds only. Ms. Zhang said staff could provide that when the final budget was brought forward. ED Steinhauser noted that the reliance on state and federal funds had been decreasing for several years now.

Ms. Zhang reviewed the proposed FY2018-19 expenditures by function and by overall spending category.

Ms. Zhang moved on to the second part of the presentation, reviewing the work plans, and stated that a member of each functional area would present the department's work plan for the coming year. She reviewed the main tasks and new projects that would be covered by the Administrative and Finance Department in 2018-2019, including CalPERS, a compensations study, the first annual Comprehensive Annual Financial Report (CAFR), and new sales tax funding management.

Public Outreach Coordinator Molly Graham reviewed the goal of public outreach to maintain accountability and transparency and inform the public about TAM's mission and how revenue is spent. She commented on the particular need to educate about the sales tax renewal and summarized key tools including speakers bureaus, community events, media and social media, fact sheets, website and newsletter updates, videos, milestone celebrations, and promotions and incentives. ED Steinhauser also showed promotional items that were distributed at Bike to Work Day.

Commissioner Dan Hillmer joined the meeting and was seated at the dais at 3:45 p.m.

Principal Project Delivery Manager Nick Nguyen reviewed the status and 2018-2019 goals of current projects including the MSN HOV Lane Extension at the county line, Direct Connector of northbound Hwy 101 to eastbound I-580, the North/South Greenway, SR 37 preliminary planning for the portion in Marin, ramp metering, implementing improvements to the approaches of the Richmond-San Rafael Bridge, and EV promotion and adoption.

Programming and Legislation Manager David Chan stated that if the Measure A reauthorization is successful, a major part of the 2018-2019 work plan will be transitioning the expenditure plan and developing a new strategic plan for the reauthorization. Other tasks will include continued programming of Measure B funds, the Lifeline Transportation Program, OBAG projects, grant submissions, and Calls for Projects for Transportation Fund for Clean Air (TFCA), TDA, and Measure A Safe Pathway funds. ED Steinhauser noted that federal and state grants for Safe Routes to Schools used to be available but have diminished over the past few years. She commented on the substantial need for all of these funds and TAM's application process.

Senior Transportation Manager Scott McDonald provided highlights of the planning work for 2018-2019, including a launch of the new commute alternatives and trip reduction program under the name "Marin Commutes," an updated Emergency Ride Home Program, traffic monitoring and a new Travel Demand Model for traffic volume forecasts, coordination with the TAM Bicycle and Pedestrian Advisory Committee (BPAC) and local and regional partners, and the development of a bike share program around SMART access.

Ms. Zhang concluded her report by noting that this item is meant to be an overview of the work plan and reviews but when this item returns to the board in June for adoption, staff will provide additional explanation of the budget.

Commissioner Arnold moved to release the Draft TAM FY2018-19 Annual Budget for Public Comment, which Commissioner Fredericks seconded. The motion carried unanimously.

9. Open a 45-Day Public Comment Period for the 2018 Strategic Plan Update (SPU) of the Measure A Transportation Sales Tax Program (Action)

ED Steinhauser introduced Mr. Chan to present the item which recommended that the TAM Board open a 45-day public comment period for the 2018 Strategic Plan Update (SPU) of the Measure A Transportation Sales Tax (Measure A) Program.

Mr. Chan provided background on Measure A and explained the purpose of the Strategic Plan is to provide a 20-year outlook on how the funds will be spent, provide certainty for local agencies on the availability of funds, and keep records on measure expenditures since its inception. The SPU is required every two years. He noted that if the reauthorization is successful, this would be the last SPU for Measure A, and the new Strategic Plan would follow the policies and procedures established by the Reauthorized Expenditure Plan. The 2018 update will be the fifth one and the draft includes very few changes, except for two new programming areas for reserve funds and bond revenues, since the funding has been predictable.

Mr. Chan summarized historical revenue collection and the estimated collection for the life of the Measure, which increased to \$496 million from the 2004 estimate of \$331 million. He commented on factors impacting the SPU including debt issuance and major projects, noting current major roads projects are in preconstruction phases and are unlikely to need substantial borrowing. It may be necessary to borrow a small amount in 2021-2022.

Mr. Chan reviewed the purpose, the historical amounts, and the allocations of the reserve funds and the bond revenues. He reviewed the different Measure A strategies, project statuses, and other funds that are leveraged for these projects.

Commissioner Colbert asked why the projected revenue for FY2024-25 seems lower than expected. ED Steinhauser stated the Measure would end in March of that year so it would not accumulate a full year's worth of revenue.

Commissioner Lucan moved to open a 45-day Public Comment period and post the 2018 Strategic Plan Update on TAM's website, which Commissioner Fredericks seconded. The motion carried unanimously.

10. Accept Marin Transit's 2018-2027 Short Range Transit Plan (SRTP) and Incorporate it into the Measure A Strategic Plan Update (Action)

ED Steinhauser introduced Nancy Whelan, Marin Transit General Manager, and Robert Betts, Marin Transit Director of Operations and Planning and Mr. Betts presented the item which recommended that the TAM Board accept Marin Transit's 2018-2027 Short Range Transit Plan (SRTP) and incorporate it into the Transportation Sales Tax Strategic (TST) Plan. He noted that the plan was adopted in December 2017 and since then there have already been significant progress and new developments, including the award of grants.

Mr. Betts reviewed the purpose of the SRTP to provide a guiding framework for performance monitoring, service delivery, capital priorities, and financial planning and to highlight local and regional funding needs. The SRTP is updated every two years and approved by both the Marin Transit Board of Directors and the TAM Board. Mr. Betts explained the timeline of the SRTP review, analysis, public input, and adoption. Mr. Betts reviewed the outline of the plan and changes to the previous plan, including conservative growth estimates, possible uncertainties in the future of Measure A, new partnership opportunities, recommendations from the 2016 Marin Access Study, and unfunded needs. He provided a summary of Marin Transit's financial position, revenue, and operational reserve projections. Mr. Betts summarized risks and challenges facing Marin Transit in the implementation of the SRTP and high-level recommendations.

Commissioner Fredericks asked if there would be a change to the plan if Measure A was reauthorized. Mr. Betts stated the annual budget would reflect the new Measure A revenue but another SRTP update would not be conducted until the next two-year cycle.

Commissioner Fredericks asked about collaborations on EV maintenance and storage with Golden Gate Bridge Highway and Transit District. Mr. Betts stated Marin Transit is purchasing two new electric buses, which will be operated by Golden Gate through the existing agreement for operations and maintenance. There have been some joint investments in charging infrastructure at the GGBH&TD facility. Commissioner Fredericks asked if there would be an opportunity for electric vehicles not managed by Golden Gate to be stored and maintained at those facilities. Ms. Whelan stated that might be a possibility in the future, but the capacity does not exist right now for them to handle more busses for Marin Transit than they are, currently.

Commissioner Campbell asked if there would be any opportunities in the plan for additional funding to Belvedere's school bus program. Ms. Whelan stated that Marin Transit is currently trying to balance investments while waiting for a larger study to be done of school bus program needs. She noted that the Measure A reauthorization would increase allocations to school programs. She noted that the outcome of the SB1 repeal would change the financial landscape as well. Commissioner Campbell asked if there is a rationale for the current allocation of funds and he cited funding that has been given to the Ross Valley for yellow bus needs. Ms. Whelan stated that some jurisdictions such as Ross Valley receive assistance because of historical precedent, but she hoped to have a more in-depth answer in the future.

Commissioner Rice noted Marin Transit's Ad Hoc School Bus Subcommittee has discussed the challenges of waiting for stability in Measure A and S.B. 1 funds, as well as ensuring equity across school districts with different programs and prices.

Commissioner Fredericks expressed appreciation on behalf of the local jurisdictions for the opportunity to contract with Marin Transit for planning, operations, and customer service expertise associated with yellow bus service. She encouraged Marin Transit to see students as important consumers of public transit and she wanted to see an SRTP that demonstrates a robust commitment to the yellow school bus program.

Commissioner Colbert thanked Ms. Whelan and Mr. Betts for the presentation but agreed that the response in San Anselmo had similar concerns about the importance of school buses in reducing congestion. He noted that local jurisdictions do not have the expertise or the capability of providing transit and encouraged Marin Transit to begin reexamining priorities and rebalancing the funding to different jurisdictions.

Commissioner Sears agreed school bus funding is important but stated it is more TAM's responsibility than Marin Transit's, since a great deal of these funds come through Measure A. She suggested considering a change in the allocation of funds to crossing guards versus school bus service.

Commissioner Reed agreed TAM may need to increase funds toward this program because of the dramatic reduction in congestion that results due to its existence. He noted that the Ross Valley was one of the places with particularly bad congestion around the school where it was first recognized as a problem.

Commissioner Fredericks urged against seeing crossing guards and buses as competing for these funds, since they serve the same purpose. She suggested that both Marin Transit and TAM is responsible for providing and prioritizing transit services within the current funding constraints.

Mr. Betts noted that school bus service had not been listed in Marin Transit's past SRTPs as it is a recent addition to the agency's programs, and, in fact, it is one of the few transit agencies in the country that contracts for this service. He also noted that Marin Transit relies primarily on Measure A funding to provide this service, which is why the reauthorization is so important.

Chair Moulton-Peters noted that, since it was agreed to seek a renewal of Measure A at only a ½-cent as opposed to ¾-cent, it will primarily provide stable revenue rather than create new revenue. She stated it is incumbent upon TAM as well as Marin Transit to evaluate this service and work out how to manage it within these budget constraints and set an example for the cities and towns.

Commissioner Sears moved to accept Marin Transit's 2018-2027 Short Range Transit Plan and incorporate it into the Measure A Strategic Plan, which Commissioner Arnold seconded. The motion carried unanimously.

Commissioners Campbell and Colin left the meeting at 4:50 p.m.

11. Approve Minor Revisions to Sales Tax Renewal Expenditure Plan (Action)

ED Steinhauser presented this item which recommended that the TAM Board approve two minor changes to the Sales Tax Renewal Expenditure Plan approved by the TAM Board on April 26, 2018: 1) TAM must start the renewed tax, and implement the new Expenditure Plan, effective April 1, 2019, instead of January 1, 2019, in accordance with state law; and 2) Language change regarding Bond Financing, to emphasize TAM development of a Debt Management Policy for any debt issuance.

Commissioner Arnold left the meeting at 4:55 p.m.

The effective date of the renewal was changed from January 2019 to April 2019 to comply with state law, and the language about the management of bonds issued was adjusted as recommended by TAM's financial advisors and bond counsel.

Commissioner Fredericks moved to approve minor revisions to the Sales Tax Renewal Expenditure Plan, which Commissioner Rice seconded. The motion carried unanimously.

The meeting was adjourned at 4:47 p.m.