



MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
FINANCE & POLICY EXECUTIVE COMMITTEE

June 11, 2018  
3:30 p.m.

TAM CONFERENCE ROOM  
500 FIFTH STREET  
SAN RAFAEL, CALIFORNIA

**MEETING MINUTES**

Members Present: Judy Arnold, County of Marin Board of Supervisors, TAM Vice Chair  
Damon Connolly, County of Marin Board of Supervisors  
Alice Fredericks, Tiburon Town Council  
Gary Phillips, San Rafael City Council  
Stephanie Moulton-Peters, Mill Valley City Council, TAM Chair

Members Absent: P. Beach Kuhl, Ross Town 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

Vice Chair Judy Arnold called the meeting to order at 3:55 p.m.

**1. Chair's Report** (Discussion)

Vice Chair Arnold had nothing to report.

**2. Commissioner Comments** (Discussion)

There were none.

**3. Executive Director's Report** (Discussion)

Executive Director (ED) Dianne Steinhauser announced that Regional Measure 3 (RM3) was approved by voters on June 5 and she stated that the Programming & Projects Executive Committee approved sending two letters to the Metropolitan Transportation Commission to requesting an advance on these funds for two projects: 1) a small amount of money to complete the design work of the remaining MSN segments in Marin County and 2) funds to assist in a funding shortfall the City of Novato is experiencing with work on the SMART station in their downtown area. She provided, as well, a schedule of dates when staff will be seeking approval of the expenditure plan for the renewal of Marin's ½ cent transportation sales tax by Councils in Marin.

**4. Open Time for Public Expression**

David Schonbrunn, TRANSDEF, stated that he recently completed a nine-county campaign that was in opposition to Regional Measure 3 due to what he considered to be failed policies that have resulted in 20 years of increased congestion on the roads. He said that vehicle miles travelled (VMT) is increasing in Marin more than the other Bay Area counties. As a result, TAM's possible sales tax renewal is more of the status quo when it comes to policy planning. He said that he is considering opposing the renewal. He said that TAM needs to take a new direction, innovate, and think strategically in order to make a change. He asked the Committee to reconsider moving forward with the measure currently being reviewed by the Councils.

**5. Approval of Meeting Minutes from April 9, 2018 (Action)**

Commissioner Fredericks moved to approve the minutes of April 9, 2018 and Commissioner Phillips seconded the motion. It was unanimously approved.

**6. Review and Acceptance of the 2018 Measure A Half-Cent Transportation Sales Tax Compliance Auditee Selection List (Action)**

Ms. Zhang presented this item which asked the Finance and Policy Executive Committee to review the 2018 Measure A Half-Cent Transportation Sales Tax Compliance Auditee Selection List and refer it to the TAM Board for approval. She noted that this item is presented annually and that for the past two years the audits have resulted in a "no findings" conclusion. Commissioner Moulton-Peters moved to refer to the 2018 Measure A Half-Cent Transportation Sales Tax Compliance Auditee Selection List to the TAM Board for approval, and Commissioner Phillips seconded the motion. It was unanimously approved.

**7. Programming Measure A Interest Funds to San Rafael's Multi-Use Path (Action)**

ED Steinhauser and Mr. Chan presented this item which asked the Finance and Policy Executive Committee to recommend that the TAM Board authorize the programming of Measure A interest funds in the amount of \$525,000 in redirected funds and \$238,000 in new funds to San Rafael's Multi-Use Path along Francisco Blvd. West for the required construction contingency on the condition that San Rafael uses non-Measure A funds first to fund contingency expenditures before expending Measure A interest funds and all unused Measure A interest funds will be de-obligated and returned to TAM.

ED Steinhauser discussed recommendations that staff intend to present to the Board at a future date for placing reserves on Measure A Interest funds in the future including \$600,000 for the Bellam Blvd approach to the Richmond San Rafael Bridge project and \$1 million for the North-South Greenway. However, she stated that after all is said and done there will be a \$1.1-\$1.2 million balance of funds for future actions which the Board may assign to any eligible need in the Measure including school bus funding which is a need raised by many of the local jurisdictions. The ED stated that the TAM Board may express an intent to assign the remaining funds to yellow school bus service for which Marin Transit is seeking funds. She cautioned, however, that the Board should wait to move on this until the renewed sales tax measure is put before the voters as these funds could be needed for other projects/programs should the measure fail. She also suggested that Marin Transit should contribute matching funds to any amount that the Board may elect to put into the school bus program. She finalized her comments by stating

that she raised the idea of using this funding for school busses as part of a broader conversation because of the demand for this service that she's heard as well as the congestion relief that may come as a result.

Mr. Chan added that a condition has been placed on programming the money to the multi-use path. He explained that because this is for contingency, the City of San Rafael agrees to prioritize the return of the funding to TAM.

Commissioner Fredericks spoke about the yellow school bus program and suggested that there is an opportunity to create a program for an apportionment of the costs among all the participating agencies who provide service and the agencies requesting those services.

ED said that it was her understanding that in the coming year, Marin Transit will look to create an equitable distribution to all school district jurisdictions for yellow school busses.

Commissioner Fredericks suggested that it was premature to consider assigning funds from the interest account and ED Steinhauser said that it is available to the TAM Board to do so and she added that she is hearing from many Councils that this is their top priority. She added that funds for the yellow school busses are limited in the new measure. She reiterated that the Board could express their intent to assign interest funding but not move forward until the results of the measure on the November ballot are known.

Commissioner Fredericks then asked, as a councilmember from her jurisdiction, if there is a way to express an intent to use the TAM interest funds in some fashion for yellow bus. ED Steinhauser replied that if this is a priority to the Commissioner, she suggested that when she presents to her Council, she could state that the Board is looking favorably, without taking any decisive action at this point, and have indicated an interest and expressed an intent to increase funding for yellow school busses.

Commissioner Moulton-Peters thanked staff for presenting this information in such a clear fashion and that she thought this was a good solution to assist the City of San Rafael with their funding shortfall.

Commissioner Fredericks moved to recommend to the full TAM Board to authorize the programming of Measure A interest funds in the amount of \$525,000 in redirected funds and \$238,000 in new funds to San Rafael's Multi-Use Path along Francisco Blvd. West for the required construction contingency on the condition that San Rafael uses non-Measure A funds first before expending Measure A interest funds and all unused Measure A interest funds will be de-obligated and returned to TAM and that the TAM Board express an intent to look at other available interest funding to use on the yellow school bus program. Commissioner Phillips seconded the motion. It was unanimously approved.

#### **8. Safe Routes to Schools Contract Approval (Action)**

Derek McGill presented this item which asked the Committee to refer this item to the TAM Board to authorize the Safe Routes to Schools Contract to Parisi Transportation Consultants, in the amount not to exceed \$2.85 million for a three-year period with two optional one-year extensions. He reviewed the process used to seek qualified firms, the selection of Parisi Transportation Consultants, and the expanded scope of the program and the contract term of 3 years with 2 one-year extensions at a total not-to-exceed amount of \$2.85 million for the three-year term.

Regarding quantifying greenhouse gas emission reduction within this program, Commissioner Moulton-Peters cited the example of children biking to Mill School and who use the Active for Me program which tracks the number of

miles they bike. She asked that this program and others like it be considered when attempting to accurately measure progress.

The Chair opened the item to public comment.

Seeing none, she closed the item to public comment.

Commissioner Moulton-Peters made a motion to refer this item to the TAM Board to authorize the Safe Routes to Schools Contract to Parisi Transportation Consultants, in the amount not to exceed \$2.85 million for a three-year period with two optional one-year extensions which was seconded by Commissioner Fredericks. The motion passed unanimously.

ED Steinhauser commented that the success of this program is, due in part, to the excellent work of David Parisi and Wendi Kallins.

#### **9. Award of Contract for Crossing Guard Services (Action)**

Dan Cherrier, Principal Project Manager, presented this item which asked the Committee to refer this item to the full TAM Board to authorize the Executive Director to enter into an agreement with All City Management Services for a Not to Exceed Amount of \$10,200,000 for Crossing Guard Services, under a five-year Contract to terminate July 31, 2023. Actual budget to be approved each year by the TAM Board.

Mr. Cherrier introduced Mr. James O'Brien, program consultant, who reviewed the history of the program and a request for proposals issued last spring for these services, the interview process, including the make-up of the panel, the scoring process, and the two applicants interviewed. He noted that All City Management Services (ACMS) was selected over American Guard Services (AGS) and he explained the reason for this selection.

In response to a question from the Chair as to the difference in pricing between the two proposals, Mr. Cherrier stated that it was \$900,000 on face value over the life of the 5-year contract.

Commissioner Phillips asked who the surrounding counties use for this type of service. Mr. Cherrier replied that there are three ways to provide crossing guard services: 1) contract with AGS; 2) contract with ACMS; or 3) operate the services in-house as in the case of the county of San Francisco. He added that Sonoma and Napa counties use ACMS while AGS has contracts in the East Bay and in several counties in Southern California.

Commissioner Phillips commented that the length of the contract - five years - seemed like an extended period of time given that TAM had experienced performance issues with ACMS in the past. Mr. Cherrier explained that the performance issues with ACMS occurred in 2008-2009 and because of that, TAM switched to AGS. However, TAM returned to using ACMS from 2013-2018 and that period has been without incident.

ED Steinhauser noted that staff advertised for a five-year contract in order to reduce the cost to provide these services and provide as many guards as possible.

Commissioner Phillips asked whether there is flexibility within the contract to add or reduce the number of guards used. Mr. Cherrier responded in the affirmative and stated ACMS does demand a minimum number that TAM may

use in order to keep the pricing as per the proposal, and he added that that number is far below the number of guards that are currently used.

Commissioner Moulton-Peters asked how the crossing guard program and this contract will be affected should the sales tax renewal planned by TAM fail. Mr. Cherrier stated that the number of guards would be reduced.

ED Steinhauser added that staff would recommend the Board's approval of the use of interest or reserve funds to avoid the need to cut service.

Commissioner Moulton-Peters suggested that consideration should be given to reinventing this program to make it more affordable. ED Steinhauser stated that the costs have exceeded revenue and that structuring the contract so that the price is locked in for five years will prevent the need to cut any guards during that period. Additionally, she stated that this is a beloved program as evidenced by the number of parents and teachers who commented at a previous board meeting. She finalized her comments by stating that the contract to be offered to ACMS has additional language or signposts that will alert staff of any possible impending performance issues.

The Chair opened this item to public comment. Seeing none she closed the item to public comment.

Commissioner Fredericks made a motion to refer this item to the full TAM Board to authorize the Executive Director to enter into an agreement with All City Management Services for a Not to Exceed Amount of \$10,200,000 for Crossing Guard Services with the five-year Contract to terminate July 31, 2023 and the actual budget to be approved each year by the TAM Board. Commissioner Phillips seconded the motion which passed unanimously.

The meeting was adjourned at 4:40 p.m.

Approved September 10, 2018