

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

January 14, 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, Committee Chair  
Damon Connolly, County of Marin Board of Supervisors  
Alice Fredericks, Tiburon Town Council  
P. Beach Kuhl, Ross Town Council  
Gary Phillips, San Rafael City Council

Other Commissioners Present: Brian Colbert, San Anselmo Town Council  
Stephanie Moulton-Peters, Mill Valley City Council

Members Absent: None

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

Vice Chair Judy Arnold called the meeting to order at 3:50 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 reported on the Marin-Sonoma Bike Share Grant Program being developed and released entirely through a \$826,000 grant awarded by the Metropolitan Transportation Commission

and the 7 responses received to a Request for Information (RFI) that was issued and that staff will provide additional updates to the TAM Board on upcoming procurement activities.

She stated that nine San Rafael City Schools (SRCS) campuses will get 32 Electric Vehicle (EV) Charging Stations thanks to the combined resources and support of the Transportation Authority of Marin, Marin Clean Energy and Pacific Gas and Electric.

The Executive Director spoke about the Highway Safety Improvement Program (HSIP) administered by Caltrans which has awarded \$6.5 million in safety-related projects. She expressed appreciation to the County of Marin for their comprehensive Systemic Safety Analysis Report which contains extensive data that was used by the cities/towns in applying and obtaining HSIP funds.

She reported on the State Active Transportation Program (ATP) which released its staff recommendation in December 2018 for the 4<sup>th</sup> Cycle Statewide Call for Projects and, unfortunately, the three applications submitted for Marin did not receive enough points for funding.

Finally, she ED talked about the agency's Crossing Guard program and noted that funding for this program increased from 4.2 percent to 7 percent of the sales tax which is why TAM was able to not only maintain its current number of guards, but to increase that number to 97 TAM funded guards. Note 6 guards are funded by other agencies for a total of 103 guards county-wide.

Commissioners Phillips and Colbert both expressed the appreciation of their constituents to see the crossing guards in their neighborhoods.

#### **4. Open Time for Public Expression**

There was no one present to speak.

#### **5. Approval of Meeting Minutes from October 8, 2018 (Action)**

Commissioner Phillips moved to approve the minutes of October 8, 2018 and Commissioner Fredericks seconded the motion. It carried unanimously.

#### **6. Review and Acceptance of the 2018 Measure A Compliance Audit Results (Action)**

ED Steinhauser introduced Li Zhang, Chief Financial Officer to present this item which asked the Committee to review the 2018 Measure A Compliance Audit results and refers it to the TAM Board for acceptance.

Ms. Zhang introduced Tomohito Oku, Audit Manager at Vavrinek, Trine, Day & Co., LLP, who conducted this audit. Ms. Zhang reminded everyone that an independent compliance audit is explicitly permitted under the terms and conditions of TAM's funding agreement/contract with all Measure A funding recipients and the first compliance audit was conducted in 2011 shortly after the TAM Board adopted this policy. She noted that the following Measure A funding recipients were audited this year were Marin Transit under Strategy 1, the City of Mill Valley and the

Town of Ross under Strategy 3, and Parisi Associates, All City Management Services and the City of Novato under Strategy 4. She stated that there were no findings as a result of these audits.

Mr. reviewed the audit process undertaken for the agencies listed and criteria used to determine any findings and to issue an opinion. He then listed highlights within each audited agency.

Commissioner Phillips was happy to hear that there were no findings among the audited agencies. He suggested that the public should be made aware of this clean audit report and that they've been clean over the past years.

Ms. Zhang noted that there is a specific section within the Citizens' Oversight Committee Annual Report, currently in final stages of approval, which highlights this and that this report is distributed widely to the public.

ED Steinhauser noted that it may be appropriate for TAM to issue a press release.

Chair Arnold opened the item to public comment and seeing none, closed the item to the public.

Commission Phillips moved to refer the 2018 Measure A Compliance Audit results to the TAM Board for acceptance which was seconded by Commissioner Kuhl. The motion passed unanimously.

#### **7. Upper Deck Third Lane on Richmond San Rafael Bridge (Action)**

ED Steinhauser introduced Deputy Executive Director Dan Cherrier who presented this item which asked the Executive Committee to recommend that the TAM Board:

- 7a. Approve the Chair to send a letter (attachment pending) to the Bay Area Toll Authority requesting coordination and cooperation regarding further operational changes to the Richmond-San Rafael Bridge,
- 7b. Approve the Chair to send the attached letter to Caltrans requesting that a load analysis be performed by Caltrans on the Richmond-San Rafael Bridge, and Caltrans participate in TAM's further traffic studies;
- 7c. Reallocate \$148,000 of funds previously allocated to the 580/101 Direct Connector Project to fund project management and a traffic study of westbound traffic entering Main under a shoulder-running lane scenario on the Richmond-San Rafael Bridge.

Chair Arnold stated that the Programming & Projects Committee heard this item earlier this afternoon, approved suggested edits and that this Committee had been given a copy of that amended letter. She referred all in the room to that letter.

Mr. Cherrier reviewed the project scope for this multi-use path on the upper deck of the Richmond San Rafael Bridge. He explained that a Decision Document created by Caltrans and BATA does allow for a shorter duration of the pilot program than four years depending on the evaluation of performance metrics. He noted that the estimated opening for the path is late April.

ED Steinhauser reiterated that while the path had a planned opening in February 2019, it is now scheduled to open in April. She mentioned concerns had been raised regarding the use of the path and the messaging to the public

about using the shoulder part-time for bicycles and part time for vehicles. She noted that included in the agenda packet was a copy of a letter that TAM sent to BATA in 2018 asking that agency to study the possibility of adding a vehicle lane on the upper deck similar to one that was placed on the lower deck of the bridge. They studied this and upon completion issued draft results that cited two concerns: 1) whether, structurally, the bridge could handle the weight of a barrier and another lane of traffic; and 2) the downstream traffic effect of traffic coming off the bridge westbound onto local streets.

She stated it was staff's recommendation to ask Caltrans to study and address the load analysis and that TAM staff proposed doing the traffic analysis utilizing funds left over from the direct connector RM3 study.

She reminded everyone of the letter just distributed which had been revised by the previous Committee and noted that the revisions were not incorporated into the original letter; rather they were incorporated at the bottom of the letter.

Commissioner Connolly stated that he believed the edited letter changes, fundamentally, the point of the letter.

Commissioner Moulton-Peters noted her concern that the original letter implies that the third lane will be studied for six months at which point a decision will be made. She stated that the weight study and the traffic offloading must get done and that the changes to the letter simply clarifies that the pilot will not end after six months as this letter implied. She noted that the edits gave specific language and called for the two studies indicated above.

Commissioner Connolly said that the pilot is, in fact, meant to last six months but that the new language states that there will be a four-year pilot program. He said that the language also indicates that the lane should be explored rather than pursued. Lastly, he's not sure what is meant by "Caltrans design exceptions" and that this language indicates that TAM is getting ahead of what the structural analysis might show. He added that there is consensus that a structural analysis and additional traffic analysis need to be done and that those can be completed within several months. He said he could not support the edited version of the letter and recommends keeping the original version intact except for a slight change in language from "record unemployment" to "record low unemployment."

ED Steinhauser noted that it is unclear, at this point, if there are any Caltrans design exceptions and she would not recommend placing that expectation on the agency. She also recommended not to include the name of the consultant who had conducted the traffic study.

Commissioner Fredericks clarified a point made at the Programming & Projects Committee meeting noting that there was concern that TAM was requesting BATA's assessment would be for a six-month period.

Commissioner Connolly stated that TAM is requesting just that; that this assessment be for six months rather than four years.

ED Steinhauser suggested that the difficulty lies in the fact that there may not be a clear solution from the owners and operators after a six-month period as to what is necessary. However, the six-month period will provide a decision point as to the next steps.

Commissioner Moulton-Peters reported that a member of the Programming & Projects Committee was concerned that obtaining full bike data was dependent on the start date of this period. If the bike lane doesn't open until later in the year, the six-month period may last into the rainy weather and thereby impact bike count data.

Commissioner Connolly suggested that the six-month period for the study is a good place to start and that TAM should be open to a compromise of extending the study to a full year.

Commissioner Phillips said he would be supportive of running the study for a full year.

Commissioner Connolly asked the committee if they would support changing the language of the letter from a six-month assessment to a 12-month assessment and that the assessment would start on the same date as when the pilot starts. All agreed.

Commissioner Kuhl clarified that the essence of what is being clarified is the date that the assessment begins rather than the length of the assessment and suggested putting language in the letter that “assuming the study starts in April for a period of six months...”

ED Steinhauser stated that a 6-month assessment beginning in April through November will provide a good number of daylight hours, but a 12-month assessment could pull down the average number of users due to the shorter number of daylight hours and the rainy season.

Commissioner Moulton-Peters expressed her concern about the perception of the public if the assessment is set at six months.

ED Steinhauser clarified the language to read: “TAM requests an assessment period of 6 months be considered, commencing with the current planned opening of the multi-use path in April 2019.”

Seeing no members of the public present, Chair Arnold opened and closed the item to public comment.

Commissioner Phillips moved to recommend to the full TAM Board to approve the Chair to send a letter to the Bay Area Toll Authority requesting coordination and cooperation regarding further operational changes to the Richmond-San Rafael Bridge with the following amendments: 1) changing the language to read, ““TAM requests an assessment period of 6 months be considered, commencing with the current planned opening of the multi-use path in April 2019”; and 2) changing language from “record unemployment” to “record low unemployment.” Commissioner Kuhl seconded the motion which passed unanimously.

Commissioner Fredericks moved to recommend to the full TAM Board to approve the Chair to send the attached letter to Caltrans requesting that a load analysis be performed by Caltrans on the Richmond-San Rafael Bridge, and Caltrans participate in TAM’s further traffic studies with one grammatical correction changing “TAM intends to fund and conduct an investigate...” to “TAM intends to fund and conduct an investigation...” Commissioner Phillips seconded the motion which passed unanimously.

Commissioner Fredericks moved to recommend to the full TAM Board to reallocate \$148,000 of funds previously allocated to the 580/101 direct Connector Project to fund project management and a traffic study of westbound traffic entering Main under a shoulder-running lane scenario on the Richmond-San Rafael Bridge. Commissioner Phillips seconded the motion which passed unanimously.

## **8. Approve State Legislative Contract (Action)**

ED Steinhauser introduced David Chan, TAM Manager of Programming and Legislation who presented this item which asked the Committee to recommend to the full TAM Board to approve a contract with Khouri Consulting for

State Legislative Services for up to three years at \$42,000 annually. The contract shall include an option for two one-year extensions at TAM's discretion.

Mr. Chan reviewed the process for soliciting proposals for this contract, the history of the TAM's relationships with legislative analyst firms and noted that Khouri Consulting was only firm who responded to TAM's Request for Proposals and reiterated the staff recommendation.

Chair Arnold opened the item to public comment and seeing none, closed the item to the public.

Commissioner Connolly moved to recommend to the full TAM Board to approve a contract with Khouri Consulting for State Legislative Services for up to three years at \$42,000 annually and that the contract shall include an option for two one-year extensions at TAM's discretion. Commissioner Phillips seconded the motion which passed unanimously.

#### **9. Review and Acceptance of the FY2018-19 Second Quarter Financial Report (Action)**

ED Steinhauser introduced Li Zhang, TAM's Chief Financial Officer, who presented this item which asked the Committee to review the FY2018-19 Second Quarter Financial Report and refer it to the TAM Board for acceptance.

Ms. Zhang noted the highlights of this routine report including higher than expected revenues, the expectation of a continued thriving economy for 2019, a review of various revenue and expenditure line items and budget amendments made, and an update on the agency's investments with CalTRUST.

Commissioner Phillips asked for clarification on the \$1.15 million that TAM collected from its partnerships. Mr. Zhang stated that it is the combined revenue from the STIP/RTIP/ITIP funds.

Commissioner Colbert asked for clarification \$1.13 million of interest funds that was assigned to including towards yellow school bus service.

ED Steinhauser noted that the chart was trying to show how TAM had an interest reserve and that some of those funds were set aside for Marin Transit as well as several other projects. She added that staff will return with a simple summary of TAM's interest funds and how they have been assigned.

Chair Arnold asked about a line item showing \$183,000 from TFCA funds. Mr. Zhang stated that this is a four-dollar vehicle registration fee that comes to TAM through BAAQMD.

Seeing no members of the public present, Chair Arnold opened and closed the item to public comment.

Commissioner Kuhl moved to approve the staff recommendation to refer the FY2018-19 Second Quarter Financial Report to the TAM Board for acceptance. Commissioner Connolly seconded the motion which passed unanimously.

The meeting was adjourned at 4:50 p.m.