

MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
CITIZENS' OVERSIGHT COMMITTEE

May 28, 2019

5:00 p.m.

TAM Conference Room
900 Fifth Avenue, Suite 100
San Rafael, CA 94901



MEETING MINUTES

Members Present: Peter Pelham, Major Marin Employers
Bob Burton, Southern Marin Planning Area
Joy Dahlgren, Central Marin Planning Area
Scott Tye, West Marin Planning Area
Vince O'Brien, Bicyclists and Pedestrians Group
Kevin Hagerty, League of Women Voters
Allan Bortel, Marin County Paratransit Coordinating Council
Zach Macdonald, School Districts
Paul Premo, Taxpayer Group

Alternates Present: Jeffrey Olson, Central Marin Planning Area
Nancy Okada, Environmental Organizations
Kay Noguchi, League of Women Voters

Staff Members Present: Dianne Steinhauser, Executive Director
Li Zhang, Chief Financial Officer
Bill Whitney, Principal Project Delivery Manager
Dan Cherrier, Principal Project Delivery Manager
David Chan, Manager of Programming and Legislation
Molly Graham, Public Outreach Coordinator
Helga Cotter, Senior Accountant
Grace Zhuang, Accounting and Administration Specialist

Chairperson Peter Pelham called the Citizens' Oversight Committee meeting to order at 5:00 p.m.

1. Introductions and Welcome

No Introductions were made.

2. Open Time for Public Expression

No members of the public came forward to speak.

Member Scott Tye discussed an article published in a surfing magazine, Surfer's Journal, about sea level rise. He also discussed a report from the IPCC (Intergovernmental Panel on Climate Change) that reports ice-melt is significantly higher than predicted.

3. Review and Approval of March 18, 2019 Meeting Minutes (Action)

Vice-Chairperson Bob Burton made the following corrections to the minutes:

Page 5, paragraph 7: “Member *Mcdonald* suggested...”, amended to read: “Member *Macdonald* suggested...”

Page 5, paragraph 2 under Item 8: “Like other school *district*...”, amended to read “Like other school *districts*...”, and “...if the parents’ contributions towards the bus pass *continues* to grow”. Amended to read “...if the parents’ contributions towards the bus pass *continue* to grow”.

Page 6, paragraph 2 under Item 5: “The example given was that if a Marin resident *purchase* a car in San Francisco...”, amended to read: “The example given was that if a Marin resident *purchases* a car in San Francisco...”.

Page 6, paragraph 6, add the missing period to the end of “...and potential future business license tax on other transit options such as Uber or Lyft”.

Chief Financial Officer Li Zhang noted that Member Paul Premo had submitted minor corrections to staff through email as well and all edits/corrections will be incorporated into the final minutes.

Member Tye noted that Executive Director (ED) Dianne Steinhauser’s attendance had not been included in the attendance list on page 1.

Member Tye moved to approve the March 18, 2019 meeting minutes as amended. Member Kevin Hagerty seconded the motion, which was approved unanimously.

4. Tam Staff Report (Information)

ED Steinhauser reported on her attendance of the California Transportation Foundation (CTF) Awards Ceremony, which recognizes California Transportation Achievements in 2018. She stated that she serves on the CTF Board and discussed the purpose of CTF, which includes but not limited to undertakes fund raising for the families of fallen workers, provides an education symposium that mentors up and coming professionals in transportation and an award ceremony each year.

ED Steinhauser discussed the well-attended annual awards ceremony and announced that TAM won the 2018 Freeway/Expressway Project of the Year for the eastbound third lane of the Richmond-San Rafael Bridge. She explained that Caltrans managed the project, and Bay Area Toll Authority (BATA) funded the project which TAM had initiated.

ED Steinhauser provided an update on the upper deck bike path that is scheduled to open approximately September 20, with a 5.5-mile moveable barrier. ED Steinhauser explained that Principal Project Delivery Manager Dan Cherrier has been working with BATA on improved bicycle and pedestrian safety improvements on Francisco Boulevard East, and that public reaction to the dedicated bike lane is unknown. She stated that TAM is negotiating with its partners, BATA, Contra Costa Transportation Authority (CCTA) and Caltrans to consider a shared use lane in the event there is considerable public outcry. She noted that the current morning wait at the toll plaza is about 27 minutes.

Chairperson Pelham and ED Steinhauser discussed the projected use of the bike lane and the likelihood of a negative reaction from drivers, noting that approximately 40,000 cars drive daily one way over the bridge. ED Steinhauser stated that Marin County Bike Coalition (MCBC) have remained neutral. In response to Member Vince O’Brien, ED Steinhauser provided background information on the upper deck bike lane. She stated that vehicle traffic has increased since 2012-13 with more workers using the bridge and that the business community is concerned with a dedicated bike lane that cannot provide any relief to the commutes.

In response to Vice-Chairperson Burton, Mr. Cherrier stated that the traffic backup usually dissipates by approximately 9:30 a.m., although it is currently lasting until after 10 a.m. while the plate-fixing work continues. He noted that the backup can start as early as 5 a.m. Vice-Chairperson Burton discussed the barrier and he stated that the lane should be shared if the bridge could bear the weight.

ED Steinhauser shared TAM's belief that sharing the lane would be the best option and she noted that the bike lane will be monitored. She stated that work to strengthen the bridge is scheduled to begin in March or April 2020.

Alternate Nancy Okada described drivers using the third lane on the top deck illegally and she expressed concern that drivers might enter the dedicated bike lane. Furthermore, she asked why there is a need for a moveable barrier for a dedicated bike lane. In response, Mr. Cherrier stated that cars would not be able to enter the dedicated bike lane. ED Steinhauser explained that the moveable barrier was conceived in 2014 when consideration had been given to a shared lane between bikes and vehicles at designated times of the day. She stated that TAM is concerned about the morning commute importing workers into Marin.

Vice-Chairperson Burton asked if the machines are capable of moving the barriers all the way to the edge of the bridge and Mr. Cherrier confirmed that the barrier would track over to the edge.

In response to Chairperson Pelham, ED Steinhauser stated that the Bike East Bay and the San Francisco Bay Trail support the bike lane.

ED Steinhauser provided an update on State Route 37. She explained that, following intervention by Senator Mike McGuire, Caltrans developed a Project Initiation Document to fix the flooding problems on State Route 37 from Hwy 101 to Atherton Avenue. She stated that Caltrans has an initial investment of approximately \$10 million for environmental work to permanently raise the road. TAM has estimated the cost of the project to be approximately \$400 million. ED Steinhauser reported that Caltrans' 2018 State Highway Operations and Protection Program (SHOPP) will be amended to incorporate the \$10 million environmental work, noting that the plans will take into consideration maximum sea level rise in 2100.

ED Steinhauser discussed an update of the Marin Sonoma Narrows (MSN) Project. She stated that bids are open this week for the Sonoma portion, which will finish widening the highway from the County line to Petaluma including carpool lane and bike/pedestrian improvements. ED Steinhauser explained that an additional \$30 million in funding is needed in order to complete the last section in Marin. Funds provided by the Measure AA Sales Tax is enabling TAM to finish the design, purchase right-of-way and obtain permits so that the project should be shovel-ready by February or March 2020. ED Steinhauser explained that Congressman Jared Huffman is aware of the funding gap and that she is hoping a funding plan with State, Federal and/or SB1 funds could be in place by the summer of 2020.

ED Steinhauser discussed 4 electric bike proposals received for the Bike Share Program in Marin and Sonoma, along the SMART corridor, from SMART stations to business and school destinations, which was funded by an MTC grant. ED Steinhauser explained that the program will serve 6 SMART stations and is expected to be in place by the Spring of 2020.

ED Steinhauser discussed an \$8 million federal grant that was awarded to CCTA for a Mobility-On-Demand Program, which San Francisco Transportation Authority (SFTA) and TAM will participate as a multi-county effort. She explained that a single database application will be developed to enable users to plan their journey in the most effective way using public transit, bikes, and transportation network companies and will provide traffic conditions as well as allow users to purchase tickets. The program will begin along Hwy 680 corridor in Contra Costa before it is extended to Marin.

ED Steinhauser discussed a planning grant from Caltrans for \$350,000 for the Bus on Shoulder Program, which she stated should give buses travel time advantage and incentivize people to use transit. TAM will coordinate the

program with Golden Gate Transit and Marin Transit. ED Steinhauser stated that she would recommend the formation of technical and leadership teams from the transit agencies.

ED Steinhauser discussed two Grand Jury reports, one of which related to emergency response. ED Steinhauser stated that TAM does not have a role, nor the resources needed, in establishing evacuation routes.

In response to Member Tye, ED Steinhauser confirmed she was interviewed by the Grand Jury twice. She stated that the other report concerned first and last mile in relation to SMART does relate to this agency, and that the Board will develop responses to both reports.

ED Steinhauser discussed housing legislation, which might include a proposed formation of a regional housing entity and the shelving of SB50. She stated that TAM is not taking a position on housing legislation, but it may affect TAM's funding from other agencies.

ED Steinhauser discussed the "Mega-Measure", a region wide tax or fee for transportation investment, such as a rail connection across the Dumbarton Bridge, which she said is being developed by the Bay Area Council and appears to favor the South Bay. ED Steinhauser explained that a 1% sales tax might be proposed on the ballot in November 2020 and that more information should be forthcoming.

ED Steinhauser stated that there are discussions on replacing the Richmond-San Rafael Bridge, which will be part of the MTC evaluation of all bay area bridges. She also discussed projects that are expecting to receive RM3 funds, including the San Rafael Transit Center, which will receive \$30 million, but the current estimate is \$45 million and is not even through the environmental phase.

ED Steinhauser provided an update on an RM3 lawsuit in response to Member Allan Bortel. She stated that the Jarvis lawsuit was dismissed on grounds that MTC/BATA has authority to levy a fee for using the facilities.

In response to Vice-Chairperson Burton, ED Steinhauser stated that the Bus on Shoulder Project would be the section on Hwy 101 from approximately Atherton Avenue to North San Pedro Road. She discussed the reasons the shoulder along the Marin Sonoma Narrows could not be used, noting that there is probably insufficient room with the diminished shoulder in certain locations.

ED Steinhauser provided an update on the northbound of the Ramp Metering Project from Spencer Avenue to Sir Francis Drake Boulevard and she discussed a separate barrier project replacing the fence from Seminary Drive to Tiburon Boulevard. The projects are scheduled to be completed by the Spring of 2020.

Alternate Okada and ED Steinhauser discussed the interchange at Sears Point, and ED Steinhauser confirmed that a roundabout project is just one of the options that could be considered.

ED Steinhauser reported that SMART is considering a renewal of its sales tax measure in the 2020 elections, and she discussed SMART's consideration of a rail service between Novato to American Canyon. ED Steinhauser explained that SMART has funds under RM3 to build a connection to Windsor but not to Healdsburg or Cloverdale, which it hopes to fund with a successful renewal.

ED Steinhauser announced that approximately 30 applications were received for the position of Executive Director to date, The County is managing the process along with the CPS HR Consulting firm.

5. Review and Provide Input on the Draft Measure AA Strategic Plan (Discussion)

Manager of Programing and Legislation David Chan presented the staff report. He explained that the Draft Strategic Plan has been developed for the distribution of funds to the eligible recipients of Measure AA. Mr. Chan stated that the plan has been presented to the Executive Committee, who made a recommendation to the TAM Board to open a 30-day public comment period.

Mr. Chan provided background information on Measure AA, which began accumulating funds under the new plan on April 1, 2019. He explained that the Expenditure Plan stipulates the percentage of funding share each category receives and when the funds are allocated.

In response to Member Bortel, Mr. Chan confirmed that the Strategic Plan for Measure A fulfilled the same function.

Mr. Chan provided an overview of the Strategic Plan, which includes four categories and continued commitments for the Major Roads Projects which was funded under Measure A. He explained that there is a \$42 million commitment to complete five projects and the Richmond-San Rafael Bridge Approach Project. Mr. Chan stated that \$2.35 million will be taken off the top annually for 14 years to complete the commitments made to the Major Roads Projects and fund the Richmond-San Rafael Bridge Approach Project.

Mr. Chan discussed the Strategic Plan's revenue projections over a 30-year period of \$1.2 billion and noted that the TAM Board has already adopted a \$27.5 million budget for FY2019-20. He discussed the funds that will be taken from the top that include 5% for administration and program management, and a recommended reserve fund that, under Measure A, allowed the agency to collect up to 10%. After the set aside amounts, the net amount to the four categories will be \$1.1 billion.

Mr. Chan discussed projects that need funds immediately after the Strategic Plan is adopted, including the MSN and the 580/101 Direct Connector Projects under Category 1. Allocation to Local Streets and Roads Category will be recommended for approval at the June TAM Board meeting. He noted that three-quarters of the funds available for Local Streets and Roads will come from Measure A and one-quarter from Measure AA, in addition to Measure B. Mr. Chan clarified the Measure A and AA fund allocations in response to Member Premo and explained that the funds are allocated to the Local Streets and Roads recipients in advance.

Mr. Chan stated that the TAM will be issuing a \$4 million Safe Pathway Call for Projects in June with funds dedicated to the program from Category 2 and Category 3, with the anticipation of taking the recommended projects to the TAM Board for approval in October or November. He explained that \$700,000 will be made available annually for large projects and \$210,000 for small projects.

Mr. Chan moved on to discuss Category 4 - Transit, noting that there are changes to the distribution of funds under Measure AA, including new sub-categories for School Bus Service and Access to Ferries and Regional Transit. Half-percent of the revenue, approximately \$110,000, will be allocated annually to Golden Gate Transit for access to ferries and regional transit while Marin Transit is the recipient for all other transit funds.

Mr. Chan explained the revenue for Transit under Measure AA, noting that Transit was receiving 59.5% under Measure A due to the redistribution of funds to three strategies following completion of the funding commitment to the Highway 101 Gap Closure Project. He explained that the Category 4 - Transit allocation reverts to 55% under Measure AA, which was the original intended funding share specified under Measure A.

In response to Member Premo, ED Steinhauser explained that \$13.7 new million was made available to Marin Transit in FY2018-19. For FY2019-20, \$12.3 new million will be made available, assuming a 5% reserve or \$12.7 million if the 5% reserve off the top is not approved by the Board. The \$12.3 million is in addition to the carryover fund Marin Transit has. ED Steinhauser stated that the funding change under Measure AA is of concern to Marin Transit, but TAM staff proposed options to reduce the potential impact and Marin Transit also has a \$9 million carry-over in funds to roll over to the next fiscal year.

Member Tye commented on the number of capital project and program expansions by Marin Transit over the past 7 years.

Mr. Chan discussed the new policy elements under Measure AA that allows the Board to make substantial changes to the Expenditure Plan every six years. ED Steinhauser reminded the Committee that the Board will need to

review the Measure B Expenditure Plan next year since it needs to be reviewed every ten years after inception, where adjustments can be made if the Board desires. She stated that the COC's help will be needed in reviewing how the funds have been spent and where adjustments should be made.

Mr. Chan stated that the Strategic Plan is reviewed on an annual basis, and he moved on to a discussion of the Reserve Fund policy. Mr. Chan confirmed the Strategic Plan allows the agency to set aside up to 10% of funds to ensure there are funds during a downturn in the economy.

Mr. Chan explained that reserve funds of \$5.38 million exist under Measure A, which staff proposes to release before beginning collections under Measure AA because the funds from each measure are distributed in different proportions. He noted that Marin Transit will receive additional funds. Mr. Chan stated that the proposal is to collect 5% for the first five years under Measure AA, which should yield a reserve of \$7.3 million.

In response to Chairperson Pelham, Mr. Chan explained that the purpose of the reserve is to provide funding during economic downturns and for projects with urgent funding needs. He explained that TAM provided \$1.2 million in funds to Marin Transit to enable the agency to complete the Novato Transit Center when no other funds were available. In response to Member Kevin Hagerty, Chief Financial Officer, Li Zhang stated that by the end of the current fiscal year, the reserve will be fully restored to the \$5.38 million level under Measure A. Mr. Chan confirmed staff is recommending that the Board release the Measure A reserve funds.

Mr. Chan discussed the Advancement of Fund Policy under Measure A which enables the agency to provide up to 3 years of advanced funding to a sponsor. He stated that staff would like to continue the policy under Measure AA for funding flexibility. Mr. Chan stated that TAM charges a modest interest amount only when an agency asks for the reimbursement prior to the agency's share of cash is available. Chairperson Pelham and Ms. Zhang discussed the interest charged. Ms. Zhang stated that interest usually is tied to the investment return TAM expects and that a small extra amount might be charged if extensive staff time is involved.

Mr. Chan explained that funding advancements will likely be requested for MSN, the 580/101 Direct Connector Projects and certain Major Roads projects. He stated that Marin County will request \$12 million under Measure AA in July for a project on Sir Francis Drake Boulevard, noting that a cashflow plan will be necessary because insufficient cash accumulated under Measure AA.

ED Steinhauser referred to the Strategic Plan, page 77 of the packet, and noted that these projects will need funding in the next 3 years, while funding from Measure AA will occur over a 30-year period. She noted that debt costs would need to come from the category and hopeful favorable loan terms could be negotiated. ED Steinhauser explained that staff will review various cash flow options. She noted that TAM borrowed funds from MTC on favorable terms in the past and that option will be considered again.

Mr. Chan concluded his presentation with a brief explanation of the remaining sections of the Strategic Plan, including the COC and its role under Measure AA. He explained that the draft Strategic Plan will be presented to the TAM Board on Thursday, May 30, and be released for the 30-day public comment period. The TAM Board will conduct the public hearing and approve the plan at its June 27, 2019 Board Meeting, pending any comments received prior to June 29.

Member Tye commented on the need to use the past tense consistently in the conclusion section of the report. Vice-Chairperson Burton drew attention to minor grammatically corrections that are needed.

The Committee recessed for ten minutes for a dinner break and reconvened with all members present as indicated.

6. Review and Provide Input on the Proposed FY2019-20 TAM Annual Budget (Discussion)

Ms. Zhang presented the TAM FY2019-20 Annual Budget Report. Ms. Zhang explained that the new layout of the budget report is easier to comprehend and increases transparency. She asked the members to let staff know if

they have suggestions for improvements of the new report. Ms. Zhang discussed the components of the report, including a message from the Executive Director, budget overview, and work plans.

Ms. Zhang provided an overview of ED's message, including the passing of Measure AA and the defeat of the SB1 repeal effort, which preserved funding for transportation projects and programs, and she stated that lawsuits against RM3 is expected to clear by the end of the year. Ms. Zhang noted that the ED's message also includes the implementation of projects and programs, and new work for interchange studies, sea level rise, and innovated technology, which are all new categories to be implemented under Measure AA. She confirmed that investments for Local Streets and Roads will continue, with funding from both Measure A/AA and Measure B, and that funding for Transit, Safe Routes to School and Crossing Guards will continue as well under Measure AA. Ms. Zhang also discussed funding for an outreach effort for Marin Commutes and noted that COC members should be receiving promotional emails if they have signed up at the Marin Commutes website.

ED Steinhauser stated that \$25.3 million has been provided under the Measure AA Expenditure Plan for improving 11 interchanges on Hwy 101 over the 30-year period. She explained that TAM's Principal Project Manager Bill Whitney will manage the project, which is expected to begin in the next 6 months to prioritize work that is needed on the interchanges, and that the sales tax funds will be used for planning and matching fund purposes. ED Steinhauser explained that staff will be concentrating on impending projects/programs for other categories while work on the new categories of Sea Level Rise and Innovative Technology will be put on hold for 6 months. She stated that the amount of funding for these two categories is small and that the purpose of the funds is to attract other grants.

Ms. Zhang provided an overview of expenditures and revenues, and she noted that expenditures have risen in the last 5 years, which is mainly due to the delivery of projects/programs under Measure A. She confirmed the budget must be adopted by the TAM Board at the June meeting.

Ms. Zhang explained the agency's budget amendment policy, noting that Board approval is needed if the overall expenditure increases during the year. She stated that budget authorities moved among categories can be approved by the Executive Director if they are less than 5%, and that Board approval is needed if the amount is more. Ms. Zhang stated that staff usually takes budget amendments to the Board at part of the quarterly financial report.

Ms. Zhang discussed the budget process, noting that staff reviewed the report last Thursday at the Marin Managers Association Meeting. She confirmed that staff is requesting the COC's review and comments, before the TAM Board release the report for public comment at its May 30, 2019 meeting. Ms. Zhang confirmed a public hearing will be conducted at the June Board meeting when the budget will be adopted.

Ms. Zhang discussed the budget in relation to other agencies. She noted that the budgeted and actual expenditures are often different due to circumstances such as project delivery delays.

Ms. Zhang discussed the total expected revenue for FY2019-20 of almost \$45 million from Measure AA, TFCA (Transportation Fund for Clean Air), Measure B, and CMA funding. She highlighted the importance of local transportation revenues, which she noted accounts for more than 70% of the agency's funding. Ms. Zhang discussed the reasons that expenditure exceeds revenue and confirmed a fund balance of approximately \$19 million should remain by the end of FY2019-20 and overall fund balance at the end of the current year is \$26 million.

Ms. Zhang discussed expenditures relating to the different categories. She explained that the cost of Administration was higher than the previous year because the agency made about \$400,000 pension liability contribution due to TAM separating from Local Government Services, becoming the agency of record, and entering into a contract with CalPERS as of January 1, 2018. Ms. Zhang stated the Board also approved the setup of a Section 115 Trust Fund to address the agency's OPEB (Other Post-Employment Benefits) liability, which contributes towards retired employees' medical benefits. She noted that the agency provides the minimum medical benefits allowed by CalPERS retirement plans.

In response to Member Premo, ED Steinhauser explained that some of the candidates for the Executive Director's position are offered medical benefits by their current agency upon retirement, which the Board will need to address.

Ms. Zhang provided background information on the Cost of Living Adjustments (COLA), noting that if the Board approves the recommendation of 3%, this would be the third year a COLA has been offered to TAM employees. Ms. Zhang stated that the COLA has become part of the budget process that the Board reviews annually, and she confirmed that the salaries and benefits costs for FY2019-20 is budgeted to be 4.8% higher than current year due mainly to COLA and assumed merit-based increases.

Member Hagerty asked if projects are delayed due to inadequacy of staffing levels. In response, ED Steinhauser explained that the cause of project delays is mostly due to other factors, such as the permitting process and/or right-of way negotiations, etc. She noted that staff are working at maximum capacities with a manager on paternity leave and explained that consultants are hired for projects when assistance is needed, rather than hiring additional staff.

Vice-Chairperson Burton commented on salaries and benefits, noting that the cost exceeds 5% of the budget for reasons he explained. Ms. Zhang confirmed what Vice-Chairperson Burton reported and stated that other funding sources are available for staffing, such as MTC planning funds for TAM's role as a CMA.

Ms. Zhang discussed the classification study, which will be undertaken under the direction of the new Executive Director. She also discussed the Professional Service Category, which will be less than last year because MSN and the 580/101 Direct Connector Project will be funded under Measure AA. Ms. Zhang stated that funds from Measure A will be spent first if projects/programs are eligible for both Measure A and Measure AA. She reported that approximately \$30 million remaining in Measure A funds, of which \$5.38 million is the reserve fund.

Ms. Zhang discussed Measure AA and the new projects and programs. She noted that they will be discussed with the COC in more detail as they are developed throughout the year. Ms. Zhang discussed Measure B expenditure for local streets and roads, noting that funds are allocated and disbursed every 3 years. She stated that local jurisdictions can claim for those funds and accumulate them for larger projects.

Ms. Zhang discussed the Measure B Elements concerning Marin Transit, Safe Routes to School, and the Alternative Fuel Program. ED Steinhauser discussed the broader range of categories in the Alternative Fuel Program under Measure AA and encouraged the COC to monitor expenditures.

In response to Member Tye, Ms. Zhang explained that TAM provided \$24,000 towards the \$200,000 in matching funds for the Manzanita & Southern Marin flooding study managed by Marin County. ED Steinhauser stated that the study should be completed shortly.

Alternate Okada asked staff to clarify the funding provided to the San Anselmo Hub Reconfiguration Project. ED Steinhauser stated that reports are not available yet, but a roundabout is being considered as an option. Ms. Zhang explained that the project has been delayed due to staffing shortages, noting that such delays are common because many Marin jurisdictions' small staff team.

In response to Alternate Okada, ED Steinhauser confirmed that the Bellam Boulevard Project will begin in the Fall to widen the off ramp from one to two lanes and provide an extra lane through the intersection, which Mr. Cherrier confirmed should be completed by the end of 2020.

Ms. Zhang discussed interagency agreements in the upcoming year, whereby TAM partners with other agencies to complete projects. The projects include partnering with the County to construct the bridge over Corte Madera Creek as part of the North-South Greenway project, and the Bellam Boulevard Project; and TAM will also enter into an agreement with Caltrans for the right of way and construction work for the MSN Project.

Ms. Zhang also discussed the \$400,000 TFCA funds that are expected this year. She stated that a recent survey conducted during the budget process revealed that the projects in this category could not be delivered timely this year and will be moved into FY2019-2020.

ED Steinhauser stated that Supervisor Katie Rice secured \$283,000 for the North-South Greenway project from the Bay Area Air Quality Management District, as part of the TFCA regional program.

Ms. Zhang explained that the budget has been reviewed by the Executive Committee and referred to the TAM Board for review. She encouraged the COC to provide comments and staff will incorporate them in the agenda item to the Board. Ms. Zhang also noted that the budget is reviewed and updated quarterly during the year.

Vice-Chairperson Burton noted the absence of a glossary of terms, which staff confirmed will be added to the document.

In response to Member Bortel, Ms. Zhang stated that the chart showing the history of sales tax revenue collection has not been included in the budget report but is included in the Comprehensive Annual Financial Report. She noted that revenue has continued to climb for 10 years.

Vice-chairperson Burton commented that the it is easier to go through this year's annual budget with the new format.

7. Committee Member Hot Items Report (Information)

Member Tye reported that he was invited by County Supervisors and staff to attend Drawdown Marin meetings and stated he would be attending the upcoming Council Group meeting. He stated that he would be happy to monitor the meetings on behalf of the COC. ED Steinhauser stated that TAM participated in a sub-committee on transportation and will continue to monitor Drawdown Marin's activities. She explained that they have a focus on Climate Action Plans, which do not necessarily include transportation, and that TAM has an Expenditure Plan to which it has to adhere. ED Steinhauser discussed the importance of addressing sea level rise, which is part of the topics that were discussed regionally.

a. Community Outreach Discussion

Member Zach Macdonald asked if there was an appropriate mechanism to distribute information to the public and interested groups. ED Steinhauser stated that staff meets with public works directors and planning directors, the Marin Climate Energy Partnership, and the Marin Managers, each month where information is exchanged. Chairperson Pelham pointed out that each agency or community group such as the Rotary Club is more concerned on topics that concern them, and Alternate Kay Noguchi added that the COC is an oversight committee and not an outreach committee. The Committee and staff then discussed that information on the TAM website and COC Annual Report are also tools used for outreach. Public Outreach Coordinator Molly Graham explained that staff addresses interest groups, such as the Rotary Club and Senior Fair, and attend community events. Vice-chairperson Burton also suggested Mill Valley Outdoor Club be a way to reach out to the public.

8. Discussion of Next Meeting Date and Recommended Items for Agenda (Discussion)

The next meeting was tentatively set for September 16, 2019.

In response to Vice-Chairperson Burton, Ms. Zhang explained that COC reviews and provides comments on the budget or strategic plan but don't approve those reports. On the other hand, the COC does need to accept and recommend the financial and compliance audits to the TAM Board for approval. ED Steinhauser stated that staff values the COC's input on items like the budget and strategic plan.

The meeting was adjourned at 7:33 p.m.