



MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
TAM

JUNE 25, 2020  
6:00 PM

**Virtual Meeting**

**Zoom Link:**

<https://us02web.zoom.us/j/88979604352?pwd=WEION0FMN2JDUVNXM013Y0g1RGdWdz09>

**Webinar ID: 889 7960 4352**

**Password: 516281**

**MEETING MINUTES**

Members Present:

Alice Fredericks, Tiburon Town Council, TAM Vice-Chair  
Brian Colbert, San Anselmo Town Council  
Charles Lee, Corte Madera Town Council  
Damon Connolly, Marin County Board of Supervisors  
Dennis Rodoni, Marin County Board of Supervisors  
James Campbell, Belvedere City Council  
John Reed, Fairfax Town Council  
Judy Arnold, Marin County Board of Supervisors, TAM Chair  
Kathrin Sears, Marin County Board of Supervisors  
Katie Rice, Marin County Board of Supervisors  
Kevin Haroff, Larkspur City Council (Alternate)  
Pat Eklund, Novato City Council (Alternate)  
Susan Cleveland-Knowles, Sausalito City Council  
Urban Carmel, Mill Valley City Council

Members Absent:

Beach Kuhl, Ross Town Council  
Dan Hillmer, Larkspur City Council  
Eric Lucan, Novato City Council  
Gary Phillips, San Rafael City Council

Staff Members Present

Anne Richman, Executive Director  
Bill Whitney, Principal Project Delivery Manager  
Dan Cherrier, Principal Project Delivery Manager  
David Chan, Manager of Programming and Legislation  
Denise Merleno, Executive Assistant  
Derek McGill, Planning Manager  
Helga Cotter, Senior Accountant  
Li Zhang, Deputy Executive Director/Chief Financial Officer  
Molly Graham, Public Outreach Coordinator  
Nick Nguyen, Principal Project Delivery Manager  
Scott McDonald, Senior Transportation Planner

*Chair Arnold called the meeting to order at 6:05 p.m.*

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

Chair Arnold welcomed everyone to the meeting and asked the Ms. Denise Merleno to conduct a roll call to ensure a quorum. Chair Arnold confirmed the quorum and went on to describe the ways in which the public could offer their comments throughout the meeting.

**2. Commissioner Matters Not on the Agenda (Discussion)**

Commissioner Colbert shared a presentation he composed about Creekside Commons, a new park area in downtown San Anselmo.

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

Executive Director (ED) Anne Richman reported that TAM staff continue to work remotely and that she continues to participate in the Marin Recovers Industry Advisors Task Force. She addressed equity issues relative to TAM activities, the Quick-Build Projects program and the July 2 deadline to submit applications for funding, Connect2Transit, the partnership between Marin Transit, TAM and Uber scheduled to launch on July 1, the TAM Northbound US 101 to Eastbound I-580 Direct Connector Project Stakeholder Working Group meeting dates, data collection for the study of 11 US-101 interchanges in the county, maintenance work on State Route (SR) 37 being conducted by Caltrans to update traffic monitoring and analysis systems, two new Priority Development Areas (PDAs) approved by the City of San Rafael, Marin Clean Energy's unsuccessful application for funding from the California Electric Vehicle Infrastructure Program (CalEVIP), Caltrans Sustainable Transportation Planning Grant award announcements of which Marin's lone application by the Marin County Office of Emergency Services was not selected, a summary of the findings of Caltrans' Report on Telework and Transportation, and the appointments of Rocco Davis and Lee Ann Eager as new commissioners to the California Transportation Commission (CTC). She finalized her report by announcing that a Safe Pathways Project installation of flashing beacons at three locations throughout the County was recently completed.

Commissioner Haroff asked if the ED had additional information regarding CalEVIP's funding denial. ED Richman stated that she would seek out more information from staff at the California Energy Commission (CEC) but thought that the amount of funding made available had been reduced from its original amount.

Regarding the Caltrans Sustainable Transportation Planning Grant award, Commissioner Lee asked staff if a list of prioritized applications was available so he could obtain a better understanding as to the types of projects that Caltrans would consider more favorably. ED Richman confirmed that the list of all projects and their status was available on the Caltrans website and that staff would forward a link to the Commission members.

Chair Arnold asked if any members of the public wished to speak or had sent in an e-comment, and hearing that none had been received, she closed this item to public comment.

**4. Commissioner Reports (Discussion)**

a. MTC Report – Commissioner Connolly

Commissioner Connolly reported that the Blue-Ribbon Task Force will focus on equity and how best to help the underserved communities when they allocate the second tranche of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding. He announced the Metropolitan Transportation Commission (MTC) approved \$1.7 million in State Transit Assistance funds to assist with SMART's operations. He finalized his comments by reporting that MTC adopted a Vision Zero Policy which has a goal to eliminate traffic fatalities by 2030.

b. Marin Transit Report – Commissioner Rodoni

Commissioner Rodoni reported that Marin Transit is participating on the Blue Ribbon Task Force as mentioned in the previous report. He noted that the agency added busses on some routes as a result of riders being passed by if their bus had reached the drastically lowered maximum number of passengers allowed due to the COVID-19 distancing mandate. He responded to questions from commissioners regarding providing masks for riders, whether capacity was based on the configuration of the size of the bus being used; and messaging that the agency was using to communicate to the riders when a bus is not stopping to pick up a passenger once it has reached its capacity.

c. SMART Report – Commissioner Lucan

In Commissioner Lucan's absence, there was no report given.

Seeing that Pat Eklund, the TAM Alternate Commissioner representing the City of Novato, had joined the meeting, ED Richman issued an oath of office to her.

**5. Open Time for Public Expression**

Chair Arnold asked if any members of the public wished to speak or had sent in an e-comment, and hearing that none had, she moved on to the next item.

**6. CONSENT CALENDAR (Action)**

- a. Approve TAM Board Meeting Minutes of May 28, 2020
- b. Authorize the Executive Director to Enter into a Lease Agreement for Office Space
- c. Review and Approval of 2020 Measure A/AA 1/2-Cent Transportation Sales Tax Compliance Auditee Selection List
- d. Annual Review of TAM's Investment Policy and Debt Policy
- e. Allocate Transportation Sales Tax Funds from Measure AA Category 2.1 and Measure A Reserve Funds for Local Infrastructure Projects
- f. Approval of Extension of Interagency Agreement with Larkspur Corte Madera School District for Crossing Guard Services
- g. Extend Contract for Photographic Services
- h. TAM Response to 2019-2020 Marin County Civil Grand Jury Follow-Up Report on Web Transparency of Agency Compensation Practices

Chair Arnold asked if any member of the public wished to speak or if staff had received any public comment by e-mail and hearing that none had, she closed this item to public comment.

Commissioner Fredericks moved to approve the Consent Calendar and was seconded by Commissioner Cleveland-Knowles. A roll call vote was conducted, and the motion was passed unanimously.

**7. Marin Commutes Program Year One Activity Report (Action)**

ED Richman introduced Scott McDonald, TAM Senior Transportation Planner, who presented this item which recommended that the TAM Board accept the Marin Commutes Program Year One Activity Report.

Mr. McDonald explained the program's elements, including information and education, encouragement and support, and commute options and incentives. He provided information available on the program's website, [marincommutes.org](http://marincommutes.org); the program's seasonal campaigns; the Ride Amigos platform, the multimodal trip planner for

commuters; tools and methods used to plan and evaluate the program; accomplishments of the program in its first year of operation; and lessons learned as well as opportunities for enhancements. He finalized his report by discussing program adjustments being considered based on the COVID-19 health crisis.

Commissioner Carmel asked if it was possible to build a carbon footprint element into the program whereby users could see how to reduce their baseline footprint by participating in the various activities in this program.

Mr. McDonald agreed that this was a good suggestion and noted that establishing a participation baseline was the main metric goal for the first year of this program and that additional tools could be considered as the program progresses.

Commissioner Reed commented that while many people are changing their modes of travel to help the climate and because it's healthier to do so, it is difficult to engage participation in a data-gathering program.

Commissioner Campbell agreed with Commissioner Urban's suggestion of allowing people to see how their choices can reduce their carbon footprint.

Commissioner Lee, speaking about the issue of engaging people to use the program, suggested developing a user-friendly app that includes a leaderboard, a virtual reality software program geared towards the youth population and a targeted Facebook campaign.

Commissioner Colbert was appreciative of the previous comments and, in particular, the concept of a child-friendly app.

Chair Arnold asked if there was any public comment and seeing none had been received, she closed this item to public comment.

Commissioner Fredericks moved to accept the Marin Commutes Program Year One Activity Report and was seconded by Commissioner Reed. A roll call vote was conducted, and the motion was passed unanimously.

#### **8. Update Revenue and Expenditure Component for the Measure AA Strategic Plan (Action)**

David Chan, Manager of Programming and Legislation presented this item which recommended that the TAM Board review the Revenue and Expenditure Component Update for the Measure AA Strategic Plan and adopt the Moderate Case Scenario and Option 2 for the Reserve Fund Policy, including policy not to collect Reserve Funds off the top in years forecast with negative or no growth in revenue, and resume collection in years with positive growth.

Mr. Chan explained that the Strategic Plan identifies the revenues, project priorities, and dates for project implementation based on project readiness and noted that the revenue and expenditure component of the plan is to be updated annually while the full plan is updated every other year. He stated that three revenue scenarios were developed this year due to the COVID-19 / Shelter-in-Place order and the unpredictability in the amount of sales tax revenue that will be collected: Best-Case, Moderate-Case, and Worst-Case scenarios and explained the assumptions for each. Mr. Chan reviewed measures that the Agency could take to address a revenue decline including the use of reserve fund and/or interest fund. Finally, he discussed the impacts to programs and projects under each of the scenarios.

Chair Arnold asked if the Marin Managers Association provided feedback on the update.

ED Richman replied that staff presented the information but did not request a recommendation, however, the group thought it was prudent to offer different scenarios for the board to consider.

Commissioner Sears asked staff to consider setting a floor level for the positive growth amount in Option 2 and Ms. Zhang said that this could be considered.

Commissioner Lee asked Mr. Chan why staff is not continuously in search of other fund sources for the capital improvement projects during this difficult time.

Mr. Chan indicated that staff is always in search of other pots of money that could help with these projects in order to preserve the sales tax funds.

Chair Arnold asked if there was any public comment and seeing none had been received, she closed this item to public comment.

Commissioner Colbert commented that the crossing guard program is the most visible of TAM's programs and encouraged staff to keep that in mind when considering the adoption of revenue scenarios and option for use of the reserve funds.

Commissioner Reed expressed a similar sentiment towards the Safe Routes to Schools program.

Commissioner Cleveland Knowles moved to adopt the Moderate Case Scenario for the Revenue and Expenditure Component Update for the Measure AA Strategic Plan and Option 2 of the Reserve Fund Policy, including policy not to collect Reserve Funds off the top in years forecast with negative or no growth in revenue, and resume collection in years with positive growth which was seconded by Commissioner Campbell. A roll call vote was conducted, and the motion was approved unanimously.

**9. Adoption of the Proposed TAM FY2020-21 Annual Budget**

**9a. Public Hearing on the Proposed TAM FY2020-21 Annual Budget**

Chair Arnold opened the Public Hearing on the Proposed TAM FY2020-21 Annual Budget.

Ms. Merleno confirmed that one public comment was received and read into the record. The comment submitted by David Moller, Larkspur, The Climate Reality Project Bay Area Chapter, Kiki Laporta, Fairfax, Sustainable Marin, and David Fox, San Anselmo, Sustainable San Anselmo expressed support for the allocation of \$345,000 for Element 3.3 Alternative Fuel Vehicle Program of the Measure B – Vehicle Registration Fee. They urged the Board to adopt specific metric goals for the program including increasing the number of public charging ports in Marin by a specified percent and increasing the electric vehicle (EV) fleet purchases by a specific amount.

**9b. Adoption of the Proposed TAM FY2020-21 Annual Budget (Action)**

ED Richman introduced Ms. Li Zhang, Deputy Executive Director/Chief Financial Officer, to present this item which recommended that the TAM Board review and adopt the Proposed TAM FY2020-21 Annual Budget, including the proposed work plan for FY2020-21 and the salary schedule effective as of July 1, 2020, pending the completion of the 30-day budget comment period.

Ms. Zhang reviewed the budget development timeline and process, an update on budget activities since the board reviewed this item in May, components of the annual budget, and the proposed revenues and expenditures. ED Richman presented an overview of the work plans for the Agency's functional areas and noted that the work plan identifies the Agency's major planned work for the coming year.

Commissioner Cleveland-Knowles suggested that the \$50,000 line item for sea-level rise seemed too small of an investment considering the challenges that Marin is facing and asked if that amount is constrained by the Measure AA Expenditure Plan.

Ms. Zhang reported that this represents 0.5 percent of the Measure AA annual revenue and that it is meant to be seed money which can attract other grant funding.

ED Richman acknowledged that the need to address sea-level rise in Marin is great and that this small amount of money is intended to assist with initial planning efforts. She added that staff is working with county staff through the BayWAVE program and that she hopes to leverage funding through that.

Commissioner Rice stated that many of Marin's roadways that would be impacted by sea-level rise are multi-jurisdictional and would like a better understanding of how TAM plans to coordinate with the other jurisdictions. She added that she'd like to know which roadways will be impacted, when they will be impacted by sea rise, and what actions can be taken to mitigate that.

Commissioner Eklund commented on the \$17 million more in expenditures than what the Agency is expecting in revenue and asked if staff has plan to reduce expenditures if the economy does not improve.

ED Richman replied that she would welcome an opportunity to meet with Commissioner Eklund to review the budget in detail but in the meantime, she stated that staff has looked into reducing expenditures as Ms. Zhang mentioned along with the judicious use of TAM's reserve funds. She finalized her response by reiterating Ms. Zhang's comment that when talking about expenditures exceed revenues, it is related more to the timing of the expenditures rather than a structural deficit in the budget.

Commissioner Colbert stated that he would like to see some additional clarity on how the funds in some of the smaller programs within TAM's budget are used.

Commissioner Rice thanked staff for the work plan portion of the presentation and was happy to see that TAM is going to support local jurisdictions obtaining grant money and helping administer the funds.

Commissioner Lee commented on the EV charging infrastructure and asked if and how the electrification of trucks would impact TAM's EV program.

ED Richman stated that staff would be returning to the Board in the fall for a discussion on how to shape the EV program for the coming year but that she would be happy to have a one-on-one conversation with the Commissioner to provide a better understanding of the current program.

Chair Arnold asked if there was any public comment and seeing none had been received, she closed this item to public comment.

Commissioner Haroff moved to adopt the Proposed TAM FY2020-21 Annual Budget, including the proposed work plan for FY2020-21 and the salary schedule effective as of July 1, 2020, pending the completion of the 30-day budget comment period which was seconded by Commissioner Fredericks. A roll call vote was conducted, and the motion was approved unanimously.

## **10. Discussion on COVID-19 Effects on the Transportation System and Recovery Planning (Discussion)**

Derek McGill, TAM Planning Manager, presented this discussion item to develop a framework plan as to what TAM and other public agencies should be considering in terms of transportation planning efforts during the pandemic. He reviewed who has been most impacted, strengths that Marin has displayed throughout this period, constraints that the County is facing, what changes should be expected to arise regarding land use and employment, possible changes in mobility such as more telecommuting and a decrease in transit use and carpooling, and changes

already underway as well as those being considered. Mr. McGill closed out his comment with a request for feedback on the agency's focus and whether additional topics should be considered.

Commissioner Carmel commented that staff is asking the right questions which spotlight what can be done now. He suggested that connecting Mill Valley to Corte Madera has been an ongoing conundrum and that now is the time to focus the energy on determining the best solution to completing this route as part of the North-South Greenway.

Commissioner Cleveland-Knowles agreed with Commissioner Carmel's comments and suggested a quick implementation of pilot programs to demonstrate to the public how concepts like slow streets and more biking could be viable solutions on a permanent basis. She supported the expansion of High Occupancy Vehicle (HOV) lane hours as a way to allow busses to move freely thereby minimizing riders' exposure during COVID.

Chair Arnold suggested that companies have found that telecommuting is a viable way of conducting business and that it may become a norm in many businesses.

Commissioner Reed agreed with Commissioner Carmel that now is the time to push the completion of the North-South Greenway and the East-West Bikeway, and to continue to encourage the use of alternative modes of transportation.

Commissioner Colbert stated that the Quick-Build Program is an excellent opportunity to move some of these projects along to completion and he urged staff to be as imaginative as possible. He echoed support for the East-West Bikeway and a floating bicycle ring as well.

Commissioner Cleveland-Knowles suggested the COVID Recovery Plan have a strong equity and racial justice component and believes that staff is already applying that lens based on the number of equity strategies embedded within Mr. McGill's presentation.

Chair Arnold opened the item to public comment.

Ms. Tarrell Kullaway, Executive Director of the Marin County Bicycle Coalition, said that she was pleased to hear the commissioners' comments on this item. She commended the Board for its visionary leadership and agreed that now is the time to implement new and complete ongoing projects. She thanked ED Richman for her leadership.

Cindy Winter spoke about the need for e-bike insurance. She stated that homeowners' policies only cover traditional bicycles and that one must purchase a costly motorcycle policy to cover an e-bike.

Seeing no others wishing to speak, Chair Arnold closed this item to public comment.

#### **11. Caltrans Report (Discussion)**

There was no discussion of this item.

*The meeting was adjourned at 8:45 p.m.*