



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
EXECUTIVE COMMITTEE
Funding, Programs & Legislation
June 8, 2020
2:00 p.m.

Virtual Meeting

Zoom Link:

<https://us02web.zoom.us/j/81026328197?pwd=ZGQyZ204LzhSQ2dJWVVFYQW5JRXMvZz09>

Webinar ID: 810 2632 8197
Password: 844301

MEETING MINUTES

Members Present: Judy Arnold, County of Marin Board of Supervisors, Committee Chair
P. Beach Kuhl, Ross Town Council
Katie Rice, County of Marin Board of Supervisors
Eric Lucan, Novato City Council
Susan Cleveland-Knowles, Sausalito 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 & 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 2:00 p.m.

1. Chair's Report (Discussion)

Chair Arnold welcomed everyone to the virtual meeting as allowed by the Governor Newsom's Executive Order N-29-20, asked Denise Merleno, the Clerk of the Board, to conduct a roll call. Ms. Merleno did so and reported that there was a quorum of the Committee.

2. Commissioner Comments (Discussion)

None.

3. Executive Director's Report (Discussion)

Executive Director (ED) Anne Richman reported that staff continue to work remotely but are planning for their return to the office when allowed by County Health Officer and after the required Site-Specific Protection Plan (SPP) is in place. She discussed two Stakeholder Working Group meetings planned for June 29 and July 21 for the Marin 101-580 Direct Connector Project, and that the task of collecting existing data on 11 selected interchanges has begun for the US 101 Interchange Study. Additionally, she noted that staff provided an update on TAM activities at a recent event sponsored by the San Rafael Chamber of Commerce – East San Rafael Working Group, and that Caltrans will be working to update the traffic monitoring and analysis systems on State Route 37 (SR) this month and continuing through October. She finalized her comments by stating that the Golden Gate Bridge Highway and Transportation District (GGBHTD) is seeking input from bus and ferry riders, through surveys, to help better understand and meet the needs of passengers as the agency works to recover from the COVID-19 pandemic.

4. Open Time for Public Expression

Chair Arnold asked if staff had received any public comment by e-mail and hearing that none had been received, she closed the item.

5. Approval of Meeting Minutes from May 11, 2020 (Action)

Commissioner Rice moved to approve the Minutes from the May 11, 2020 meeting which was seconded by Commissioner Kuhl. A roll call vote was conducted and the motion was unanimously approved.

6. Marin Commutes Program Year One Activity Report (Action)

Scott McDonald, TAM Senior Transportation Planner, presented the item which asked the Committee to review the Marin Commutes Program Year One Activity Report and refer it for the TAM Board for acceptance.

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; 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; and accomplishments of the program in its first year of operation. He finalized his report by discussing program adjustments being considered based on the COVID-19 health crisis.

Commissioner Cleveland-Knowles asked if consideration had been given to incorporating some of the program's ideas into the education sector and noted that gamification incentives have been used at the school where her child attends that encourages them to walk or bike to school.

Mr. McDonald said that staff has worked with the Marin County Office of Education in the past and would continue to do so in the future.

Commissioner Cleveland-Knowles asked ED Richman what type of health measures the County Health Officer is considering regarding the operation of vanpools and busses.

ED Richman replied that the Health Officer has not published this information yet, but that she participated in the Transportation Task Force for Marin Recovers which provided guidance to the County on transit, vanpools and crossing guards who work closely with groups of school children on a daily basis. She added that the CDC has issued guidance for transit operators.

Regarding Commissioner Cleveland-Knowles' question about schools and gamification, Mr. Dan Cherrier, TAM Project Delivery Manager, commented that the Safe Routes to Schools program has an educational element which sponsors contests, frequently, to encourage students to walk and bike to school.

Commissioner Rice asked if the contract scope allows wider latitude for defining what a "commute" is because more people will be telecommuting than in the past but that more trips, i.e. errands, may occur during the day since those workers are at home instead of the office. In that light, she said that she believes that encouraging residents to walk and bike, instead of using their cars, to run errands is critical and she hoped that this program was flexible enough to support those trips as "commutes."

Mr. McDonald agreed and stated that he believed the program may be able to allow for those trips.

Commissioner Rice asked if it would be possible to use a consultant team who was more local, for the walk/bike element of the program, since they might be more knowledgeable about the area. She suggested seeking out assistance from the Marin County Bicycle Coalition.

Commissioner Lucan asked staff if a Bay Area wide effort has been considered to create a campaign for businesses to continue allowing employees to work from home on an ongoing basis and if this program had sufficient resources to address this issue.

ED Richman said she was not aware of any regional agency looking at the concept but that other congestion management agencies are assessing their programs as to how to respond to the current environment. She stated that she would follow up to see if such a regional effort is underway.

Commissioner Rice stated that Santa Clara County is considering the adoption of a telework program/incentive that extends beyond county employees.

Commissioner Cleveland-Knowles suggested that, in order to widen peak travel times on the roadways, additional innovative transportation demand management strategies should be made available to employers whose employees are not able to telecommute.

Chair Arnold asked if staff had received any public comment and hearing that none had been received, she closed the item to public comment.

Commissioner Cleveland-Knowles made a motion to accept the Marin Commutes Program Year One Activity Report and refer it to the TAM Board for acceptance which was seconded by Commissioner Rice. A roll call vote was conducted and the motion was unanimously approved.

7. Update Revenue and Expenditure Component for the Measure AA Strategic Plan (Action)

David Chan, TAM Manager of Programming and Legislation, presented this item which asked the Committee to review the proposed revenue scenarios for the Transportation Sales Tax (Measure AA), the project/program financial impacts under each scenario, provide input, and make a recommendation to the TAM Board for review and final decision.

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.

In response to a question from Chair Arnold about what is being asked of the Committee, Mr. Chan replied that staff is seeking a recommendation as to the Committee's preferred scenario and option for use of the reserve fund.

Commissioner Cleveland-Knowles asked staff to provide more detail about the two reserve fund options and which programs would benefit from each of them.

ED Richman stated that Option 1 would provide money to all strategies on a proportional basis and may not be the better choice if a project/program had sufficient money to weather the difficult time and was not experiencing an immediate need. Under Option 2, funds would be distributed based on need given that, the full amount of reserve funds identified for this use may not be completely expended.

In response to a question from Commissioner Rice who asked for hypothetical examples for each of the options, ED Richman stated that under Option 1, the Safe Routes to Schools program would receive its proportional share of the reserve funding even though they don't need it with the funding carryover for the upcoming year. Regarding Option 2, ED Richman stated that the Safe Routes program would not receive any money since it has sufficient carryover to make the program whole in the upcoming year. That money would remain in the Reserve fund.

Commissioner Rice asked if staff had prepared a scenario where TAM limits the amount of the reserve funding that is released so that it can be preserved and allocated in future years if needed, to which ED Richman replied that staff had not created such an example but could if the Board thought it would be helpful.

Commissioner Rice stated that it is her desire to see if TAM could "ease the pain" of a revenue decline for the longest period of time possible.

Commissioner Lucan asked how the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act funding that some agencies have received and may receive in the future factors into this discussion.

ED Richman replied that this is an example of when TAM would need to discuss with such an agency to determine if it would need to take advantage of an allocation from the Reserve Fund.

Chair Arnold asked if staff had received any public comment and hearing that none had been received, she closed the item to public comment.

Commissioner Cleveland-Knowles commented that the Reserve funding would drop from \$5.4 million to a lower amount in Option 2 and may satisfy the glide path that Commissioner Rice was seeking but asked staff to confirm.

Mr. Chan replied that the amount of reserve funding that would be allotted would depend on the baseline revenue estimate used.

ED Richman stated that there are two decisions that need to be made regarding the reserve funding: 1) the amount of reserve funding to be used which will be determined by the scenario that is selected by the Board; and 2) how to distribute those funds in accordance with the selected scenario.

Ms. Zhang added that the \$27.5 million revenue estimate has been committed to and funding allocation amounts have been sent out to TAM's recipients who have planned their budgets using those numbers. She commented that the moderate case scenario would be the most balanced and that of the two options to release reserve funds, Option 2 gives TAM the ability to help the more needy projects/programs.

Commissioner Rice asked and Ms. Zhang confirmed that the funding recipients, when adopting their budgets, may have their own reserve funds for use as needed.

Commissioner Cleveland-Knowles made a motion to approve staff's recommendation and recommend to the full TAM Board to adopt the Moderate-Case Revenue Scenario for the Transportation Sales Tax (Measure AA) and Option 2 for use of the Reserve Funds which was seconded by Commissioner Rice. A roll call vote was conducted and the motion was unanimously approved.

The meeting was adjourned at 3:15 p.m.

Approved July 13, 2020