

TRANSPORTATION AUTHORITY OF MARIN
BOARD OF COMMISSIONERS MEETING

DECEMBER 11, 2017

4:00 P.M.

TAM ROOM

900 FIFTH AVENUE, SAN RAFAEL, CALIFORNIA

NOTE CHANGE IN LOCATION AND MEETING START TIME

Agenda item no. 8 will be heard at the time specified or later, depending on the progress of the meeting

AGENDA

1. Chair's Report (Discussion)
2. Commissioner Matters Not on the Agenda (Discussion)
3. Executive Director's Report (Discussion)
 - a. Richmond-San Rafael Bridge Third Lane and Multi-Use Path Report
4. Commissioner Reports (Discussion)
 - a. MTC Report - Commissioner Connolly
 - b. Marin Transit Report – Commissioner Rice
 - c. SMART – Commissioner Sears
5. Open time for public expression, up to three minutes per speaker, on items not on the Board of Commissioners' Agenda. (While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.)

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Corte Madera
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John Reed

Larkspur
Dan Hillmer

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Eric Lucan

Ross
P. Beach Kuhl

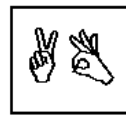
San Anselmo
Tom McInerney

San Rafael
Gary Phillips

Sausalito
Ray Withy

Tiburon
Alice Fredericks

County of Marin
Damon Connolly
Katie Rice
Kathrin Sears
Dennis Rodoni
Judy Arnold



Late agenda material can be inspected in TAM's office between the hours of 8:00 a.m. and 5:00 p.m.
The TAM Office is located at 900 Fifth Avenue, Suite, 100, San Rafael.

The meeting facilities are accessible to persons with disabilities. Requests for special accommodations (assisted listening device, sign language interpreters, etc.) should be directed to Denise Merleno, 415-226-0820 or email: dmerleno@tam.ca.gov **no later than 5 days** before the meeting date.

The Marin County Civic Center is served by several bus lines including Marin Transit Routes 45, 45K, 49, 233, and 259. Route 45 provides service to the Civic Center Hall of Justice Arch until 8:43 PM. In the evening, Golden Gate Transit provides service until 11:24 PM with routes 70 and 80 along Highway 101 from the San Pedro Road bus pads, which are about a half mile away. To access the San Pedro bus pad NB, walk south down San Pedro Rd and take the footpath to the NB 101 onramp where the bus stop is located. To access the SB pad, walk down San Pedro Rd and under the freeway, turn right on Merrydale and then take the footpath near the SB onramp to the bus pad. For arrival and departure times, call 511 or visit www.marintransit.org, or www.goldengate.com

6. CONSENT CALENDAR (Action) – **Attachment**
 - a. Caltrans Cooperative Agreement for the Design of the Highway 101 Marin-Sonoma Narrows (MSN) B1-Phase 2 and A4 Contracts
 - b. Acceptance of Revisions to the TAM Financial Management and Accounting Procedures
7. Acceptance of the Recommended Medical Benefit Option Selection (Action) – **Attachment**
8. EPAC Presentation and Authorization for Next Steps (Action) – **Attachment**

4:45 p.m.



DATE: December 11, 2017

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
Nick Nguyen, Principal Project Delivery Manager

SUBJECT: Caltrans Cooperative Agreement for the Design of the Highway 101 Marin-Sonoma Narrows (MSN) B1-Phase 2 and A4 Contracts, Agenda Item No. 6a

RECOMMENDATION

Move to adopt a resolution authorizing the Executive Director to negotiate and enter into a Cooperative Agreement associated with the design of the Highway 101 MSN B1 Phase 2 and A4 contracts with Caltrans.

BACKGROUND

The Marin-Sonoma Narrows Project is widening approximately 17 miles of US 101 from four to six lanes by adding carpool lanes in each direction, creating a controlled access freeway and upgrading the highway to current freeway standards from Route 37 in Novato (Marin County) to Old Redwood Highway in Petaluma (Sonoma County). It is part of the overall regional plan to provide continuous carpool lanes through Marin and Sonoma Counties.

In addition to the carpool lanes, new interchanges and frontage roads are being built to remove unsafe access from private properties and local roads. The project also includes continuous Class I and Class II bikeways between Novato and Petaluma.

With Sonoma County Transportation Authority's (SCTA) two remaining MSN projects ready for construction and the State's Senate Bill (SB) 1 providing upcoming transportation funding for projects like the Narrows, it is imperative that TAM begins design of the last two major segments (B1 Phase 2 and A4) in Marin to position itself for additional advance design funding, as well as key construction funding, to complete the entire corridor. The design work is for the final completion of both the northbound and southbound HOV Lane through Marin County. For this reason, the Board authorized initial design work and awarded a contract to BKF Engineers in August 2017.

DISCUSSION/ANALYSIS

In order to collaborate and obtain Caltrans' oversight on the initial design and environmental revalidation effort for the B1 Phase 2 and A4 contracts, TAM must enter into a cooperative agreement with Caltrans. This is a conventional and typical agreement with Caltrans which outlines roles and liabilities of each party as the design work progresses.

TAM enters into a cooperative agreement with Caltrans each time there is a formal relationship to carry out a project. In this case, there is no cost by Caltrans to oversee the design effort.

FISCAL CONSIDERATION

There is no cost to the recommended action, with no funds TAM has authorized being extended to Caltrans, other than the financial commitment of \$700,000 to BKF Engineers that was engaged to begin the design effort.

NEXT STEPS

Staff will negotiate and execute a cooperative agreement with Caltrans for the MSN B1 Phase 2 and A4 contracts.

ATTACHMENTS

Resolution authorizing TAM to enter into a Cooperative Agreement

TAM RESOLUTION NO. 2017-___

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TRANSPORTATION
AUTHORITY OF MARIN AUTHORIZING THE TRANSPORTATION AUTHORITY OF
MARIN TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE CALIFORNIA
DEPARTMENT OF TRANSPORTATION ASSOCIATED WITH THE DESIGN OF THE
MSN B1-PHASE 2 AND A4 PROJECTS**

WHEREAS, The Transportation Authority of Marin (TAM) has been a partner with the California Department of Transportation (Caltrans) during the implementation of the Phase 1 and 2 of Marin-Sonoma Narrows (MSN) High Occupancy Vehicle (HOV) Widening Project in Marin County; and,

WHEREAS, Partners are authorized to enter into a cooperative agreement for improvements to the state highway system (SHS) per the California Streets and Highways Code sections 114 and 130; and,

WHEREAS, the MSN B1-Phase 2 and A4 projects (PROJECT) will complete the construction of High Occupancy Vehicle (HOV) lanes on U.S. 101 through Marin County; and,

WHEREAS, In order for an agency other than Caltrans to perform work on or for a state highway system, the State requires that the agency enter into a cooperative agreement which defines the work, establishes the responsibilities and financial commitments of each partner; and,

WHEREAS, TAM is a funding partner contributing an initial fixed amount (\$700,000) toward the PROJECT; and,

WHEREAS, Caltrans is responsible for overseeing all work for the PROJECT; and,

WHEREAS, TAM staff will negotiate a Cooperative Agreement with fair terms to both parties that protects the interests of TAM, recognizing oversight will be no cost to TAM and,

WHEREAS, County Counsel will review the agreement to verify that there is nothing of significant concern; now, therefore, be it

RESOLVED, That the Executive Director is hereby authorized to negotiate and enter into a Cooperative Agreement and necessary amendments with the California Department of

Transportation to provide initial design support and environmental revalidation of the MSN B1-Phase 2 and A4 Projects.

PASSED AND ADOPTED at a regular meeting of the Transportation Authority of Marin held on the 11th day of December 2017, by the following vote:

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

Stephanie Moulton-Peters, Chair
Transportation Authority of Marin

ATTEST:

Dianne Steinhauser
Executive Director



DATE: December 11, 2017

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
Li Zhang, Chief Financial Officer

SUBJECT: Acceptance of Revisions to the TAM Financial Management and Accounting Procedures (Action) - Agenda Item No. 6b

RECOMMENDATION:

The TAM Board reviews and accepts the following recommended revisions to the TAM Financial Management and Accounting Procedures:

- Deletion of the Corte Madera Creek Bridge Fund on Page 2
- Increase of the meal reimbursement allowance on Page 6

BACKGROUND:

The TAM Financial Management and Accounting Procedures was originally developed and approved by the Board in June 2008. The policy has served TAM well and provided clear guidelines for all TAM financial activities. Periodic review of the policy has been conducted to ensure all components meet the requirement of current regulations/laws and to keep policies with current standards.

DISCUSSION/ANALYSIS:

Staff conducted a full review of the policy in November 2017 and would like to recommend the following two revisions to the current policy:

Deletion of the Corte Madera Creek Bridge Fund on Page 2

This fund accounts for a portion of the revenues and expenditures for the Central Marin Ferry Connection Project. As part of the Highway 101 Gap Closure Project implementation, the project sponsor, the Department of Transportation (Caltrans), needed to obtain a permit from the Bay Conservation and Development Commission (BCDC) to conduct some work within BCDC's jurisdiction. BCDC determined that the project had unavoidable impacts to resources under its purview and required certain mitigations as a condition to the issuance of a permit. A contribution in the amount of \$400,000 was made by Caltrans and deposited in this special fund as required by BCDC. The project was completed in May 2016 and all funds were fully spent by June 30, 2016. Therefore, staff is recommending the deletion of this special fund from the Financial Management and Accounting Procedures.

Increase of the meal reimbursement allowance on Page 6

The meal reimbursement allowance in the Financial Management and Accounting Procedures is \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner. The allowance hasn't reviewed and increased since the initial adoption of the policy in June 2008. Due to cost increase over the years and the high-cost of many of the business travel destinations, staff recommends that the TAM Board approves the increase of the meal reimbursement allowance to \$15 for breakfast, \$20 for lunch, and \$35 for dinner. Receipts are required for all meal reimbursements and alcohol consumptions are not allowed.

FISCAL CONSIDERATION:

The increase of the meal reimbursement allowance has very minimal impact on the agency's financial picture.

NEXT STEPS:

New Revisions will be effective once approved by the TAM Board.

ATTACHMENTS:

TAM Financial Management and Accounting Procedures with Revisions Highlighted

TRANSPORTATION AUTHORITY OF MARIN

Financial Management and Accounting Procedures

Originally Adopted June 2008

1st Revision December 2010

2nd Revision June 2011

3rd Revision January 2012

4th Revision April 2016

5th Revision December 2017

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SECTION 1. GENERAL INFORMATION

A. Organization Background

On March 2, 2004, the Marin County Board of Supervisors created the Transportation Authority of Marin (TAM) by Resolution No. 2004-21, pursuant to Section 180050 of the California Public Utilities Code ("PUC"). As required by California PUC Section 180051(a) and California Government Code Section 65089(a), a majority of City and Town Councils of Marin County, representing a majority of the incorporated population of Marin, have also concurred on the membership of TAM and designated TAM as the Congestion Management Agency (CMA) for Marin County.

TAM's responsibilities include the development and administration of the Transportation Sales Tax Expenditure Plan, approved by Marin voters in November 2004. With the passage of Measure A, TAM now manages the implementation of the transportation projects and programs financed by the ½-cent, 20-year sales tax. TAM also administers the expenditure plan for Measure B, the \$10 Vehicle Registration Fee, approved by Marin voters in 2010. As the designated CMA for Marin County, TAM also provides countywide planning and programming for transportation related needs. TAM plays a leading role in the planning, financing and implementation of transportation projects and programs in Marin County. The TAM sixteen member governing board is comprised of representatives from each of the cities and towns in Marin County, and all five members of the County Board of Supervisors. A Technical Advisory Committee (TAC), made up of Public Works staff, other local government staff and representatives of diverse public and multi-modal interests prioritize infrastructure improvements under the Major Roads element of the local transportation sales tax Measure A, as well as recommends the appropriate deployment of crossing guards under the Measure A Safe Access to Schools element. A twelve member Citizens' Oversight Committee, made up of five representatives from the five planning areas and seven representatives from diverse interest groups in Marin County, report directly to the public on all issues related to the Expenditure Plan and sales tax use. A Bicycle-Pedestrian Advisory Committee advises on the prioritization of Transportation Development Act Article 3 funds programmed to projects, as well as regional bicycle pedestrian program funds.

B. Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when "measurable and available." TAM considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end.

Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as

I

other financing sources.

Those revenues susceptible to accrual are sales taxes, grants and interest revenues. Charges for services are not susceptible to accrual because they are not measurable until received in cash. Non-exchange transactions, in which TAM gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

TAM may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net assets may be available to finance program expenditures. TAM's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

C. Governmental Funds

TAM currently has five governmental funds, as listed below:

Operating Fund

This fund accounts for revenues and expenditures for TAM's congestion management activities, primarily the local planning and programming work elements. Major revenue sources for this fund are various regional and state programmed revenues with the exception of Transportation Funds for Clean Air (TFCA).

BAAQMD/TFCA Fund

This fund accounts for revenues and expenditures for the TFCA capital grant TAM receives from the Bay Area Air Quality Management District (BAAQMD). The purpose of the TFCA grant is to fund capital improvements that can contribute to the improvement of air quality, and studies related to the monitoring of air quality control. A discrete amount of TFCA is available for management of the local program.

Measure A Half-cent Transportation Sales Tax Fund

This fund accounts for revenues and expenditures for the projects and programs set forth by the voters in TAM's Transportation Sales Tax Expenditure Plan, approved by Marin voters in November 2004, and further described in the TAM Measure A Strategic Plan, initially adopted in June 2006.

Corte Madera Creek Bridge Fund

~~This fund accounts for a portion of the revenues and expenditures for the Central Marin Ferry Connection Project. As part of the Highway 101 Gap Closure Project implementation, the project sponsor, the Department of Transportation (Caltrans), needed to obtain a permit from the Bay Conservation and Development Commission (BCDC) to conduct some work within BCDC's jurisdiction. BCDC determined that the project had unavoidable impacts to resources under its purview and required certain mitigations as a condition to the issuance of a permit. A contribution in the amount of \$400,000 was made by Caltrans and deposited in this special fund as required by BCDC. This funding is reserved for the Central Marin Ferry Connection Project, which is expected to enhance public access to the San Francisco shoreline. This fund was transferred from the Marin~~

~~Department of Public Works to TAM in FY 2006-2007 and will be fully spent and closed by June 30, 2016.~~

Measure B \$10 Vehicle Registration Fee Fund

This fund accounts for revenues and expenditures for the projects and programs set forth by the voters in the Measure B Vehicle Registration Fee Expenditure Plan, approved by Marin voters in November 2010, and further described in the TAM Measure B Strategic Plan, initially adopted in July 2011.

D. Fund Balance

Fund balance is essentially the difference between the assets and liabilities reported in all TAM's funds. There are five separate components of fund balance, each of which identifies that extent to which TAM is bound to honor constraints on the specific purposes for which TAM's funds can be spent. Each of TAM's funds identified in Section C. Government funds may have all or only some of the five components of the fund balance. The five components that are defined by GSAB Statement No. 54 are:

Non-spendable Fund Balance

This is the portion of a fund balance that includes amounts that cannot be spent because they are either (a) not in a spendable form, such as prepaid items, inventories of supplies, or loans receivable; or (b) legally or contractually required to be maintained intact, such as the principal portion of an endowment. This category was traditionally reported as a "reserved" fund balance under the old standard.

Restricted Fund Balance

This is the portion of a fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. This category was traditionally reported as a "reserved" fund balance under the old standard.

Committed Fund Balance

This is the portion of a fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision making authority, and remains binding unless removed in the same manner. This category was traditionally reported as a "designated" fund balance under the old standard.

Assigned Fund Balance

This is the portion of a fund balance that includes amounts that are constrained by the government's intent to be used for specific purposes, but that are neither restricted nor committed. Such intent needs to be established at either the highest level of decision making, or by an official designated for that purpose. This category was traditionally reported as an "undesignated" fund balance under the old standard.

Un-assigned Fund Balance

This is the portion of a fund balance that includes amounts that do not fall into one of the above four categories. The General Fund is the only fund that should report this category of fund balance. This category was traditionally reported as an "undesignated" fund

balance under the old standard.

E. Internal Control

TAM shall organize and assign work duties and responsibilities so that no single employee performs a complete accounting cycle. In addition, established procedures shall require proper authorizations by designated officials for all actions taken.

F. Records and Reports

TAM shall keep and maintain complete and accurate financial records and prepare required reports in accordance with the uniform system of accounts and records, adopted by the Controller of the State of California.

SECTION 2. REVENUES

A. Grants

It shall be the responsibility of each grant manager to prepare applications for applicable federal, state and regional funding grants and to make new and additional applications from time to time, as appropriate.

B. Fees and Charges

Moderate fees are assessed to Cities/Towns and the County of Marin based on population and lane mileage maintained in each jurisdiction. The purpose of the fee is to cover some of the transportation planning, programming and funding assistance TAM provides to the local jurisdictions. TAM reserves the right to assess the fee charged and adjust the fee according to service level and inflation factors. The Board shall retain approval authority with respect to the establishment and amount of fee.

C. Loans

TAM may acquire the funds necessary to meet cash flow needs of various projects/programs by means of loans from either public or private entities. All loans shall be approved by the TAM Board.

D. Invoicing and Accounts Receivable

Unless otherwise stipulated by contract or necessity, TAM shall maintain its accounts receivable and invoice the accounts on a monthly or quarterly basis. The TAM Board shall approve all amounts determined to be uncollectible and written off.

E. Receipts

The Accounting and Administrative Specialist is responsible for keeping tracking of all account receivables and run monthly report from the MIP system. All cash receipts shall be processed in accordance with the following procedures:

E1. *Mail Receipts*

1. Checks received by mail shall be recorded into the check log sheet by the Administrative Assistant and immediately channeled to the Accounting and Administrative Specialist after that. Supporting documentation accompanying a check or warrant shall be stamped with the date of receipt.

2. The check shall be logged into the MIP financial system with the segment codes. Supporting documentation accompanying a check or warrant shall be scanned and attached to the account receivable transaction.
3. Printout of the MIP cash transaction as well as photocopy of the check will be channeled to the Chief Financial Officer for review.
4. If the check cannot be scanned or taken to the Bank of Marin for deposit the same day it is received, it will be locked in a safe box either in the office of the Chief Financial Officer or in a safe box in the Accounting and Administrative Specialist's work space. At no time shall cash or checks be left unattended in an unsecured location.

E2. EFT (Electronic Funds Transfer) payments

1. EFT payments received should be immediately recorded into MIP by the Accounting and Administrative Specialist once the email notification or bank transaction report is received. Correct segment codes should be assigned. Supporting documentation accompanying the EFT should be scanned and attached to the MIP transaction.
2. Printout of the MIP EFT transaction as well as photocopy of the check will be channeled to the Chief Financial Officer for review.

SECTION 3. EXPENDITURES

A. Staff Reimbursement

A1. Definitions

Eligible claimants for reimbursement of authorized expenses include TAM Board Members and contract employees. Authorized expenses means those expenses as described in this procedure incurred by eligible claimants directly connected with authorized TAM business, travel, meetings, conferences, and training eligible for reimbursement. Authorized TAM business, travel, conferences, meetings, and training means any activities which have received specific authorization as described in this policy.

A2. Authorized expenses

The following expenses shall be eligible for reimbursement in connection with authorized TAM business, travel, conferences, meetings and training.

1. Mileage – Mileage is defined as the use of a private automobile for TAM business, travel, offsite meetings, conferences and training. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employee's normal commute from home to his/her regular work location. Along with the mileage reimbursement, the employee must provide a map log showing the total mileage for the trip, less the normal commute distance to and/or from work if applicable. If the travel time falls on a weekend and/or holiday, the mileage may be measured between employee's

home location and the site of business travel. The rate of reimbursement shall be the rate in effect at the time as established by the Internal Revenue Service. TAM contract employees or officials who receive an automobile allowance are not eligible for mileage reimbursement.

All contract employees or officials using a private automobile for authorized TAM business are required to have automobile insurance in compliance with State law. Employee's or official's own insurance company shall be responsible for responding to any claim made against the employee or official in connection with the driving of a private automobile on TAM business.

2. Air travel – Air travel is defined as air transportation in connection with authorized TAM business, travel, meetings, conferences and training. Governmental or group rates offered by the meeting or conference organizers shall be used when possible. In all other cases, economy or coach fares will be the rate eligible for reimbursement.

3. Lodging – Lodging is defined as overnight lodging in connection with authorized TAM business, travel, out-of-region meetings, conferences and training. Where the conference, training, or out-of-region business meeting is held in a hotel, the group rate at the establishment, when available, shall be eligible for reimbursement. In other instances, claimants shall seek reasonable, economical, comfortable, safe and secure lodging, which shall be eligible for reimbursement. Government rates shall be utilized when available. The Executive Director or his/her designee reserves the right to determine which lodging is reasonable, economical, comfortable, safe and secure, following guidelines of the U.S. General Services Administration (GSA).

4. Meals – Meals are defined as those meals in connection with authorized TAM business, meetings, conferences and training. Reimbursement rates shall be for actual expenditures ~~(receipts required)~~ in an amount not to exceed \$70 for three meals in a day, with \$150.00 for breakfast, \$205.00 for lunch and \$325.00 for dinner. In the case that employee is eligible for reimbursement for all three meals during the day, the reimbursement is only subject to the daily limit. Receipts are required for all meal reimbursement requests. -as amended from time to time by the TAM Board. Staff can also claim up to \$5 without receipt for all services fees/tips, including but not limited to baggage carriers, bellhops, skycaps, hotel maids, waiters/waitresses, taxi and limousine drivers. Reimbursement for expenses higher than the established rates for banquet meals at authorized conferences, professional meetings or training, or special events or functions may be eligible for reimbursement, to be determined on a case-by-case basis. Expenses associated with the consumption of alcohol are not eligible for reimbursement.

5. Conference and Training Fees – Defined as fees required for registration and related costs for authorized TAM conferences and training.

6. Miscellaneous – The following miscellaneous expenses are also eligible for reimbursement:

- Transit fares, bridge tolls (in excess of daily commute rate when applicable), travel to and from the airports or conference/meetings and parking for authorized TAM business, travel, meetings, conferences and training.

- Food, beverages (non-alcoholic) and kitchen supplies in support of authorized TAM business or meetings;
- TAM business related Internet access charges and printing and copying charges incurred while at an authorized TAM meeting (off-site), conference, training or special event or function;
- Memberships in relevant professional organizations as approved by the Executive Director or his/her designee;
- Any other authorized TAM business expenses less than \$50, as approved in advance by the Executive Director or his/her designee.

A3. *Expense Reimbursement Procedure*

1. Within Region Cost Reimbursement:

No advance approval is required for within regional reimbursement, provided that expenses are reasonable, TAM business related, and covered under A2. Authorized Expenses.

A Within Region Reimbursement Form along with original receipts is required for all claims. Some requests such as mileage and bridge toll paid with FasTrak do not require submittal of receipts. Some requests, such as reimbursement of expenses to provide food and beverages at TAM meetings are required to have approval in advance by the functional manager who directed that these be provided.

2. Out of Region Reimbursement:

All expenses described in this section must be included in TAM's Annual Budget. Attendance at out-of-region, TAM business related meetings, conferences and special events also must be specifically and separately approved in advance by the Executive Director or his/her designee.

An approved Out of Region Travel Authorization and Claim Form is required for all reimbursement claims. Each reimbursement request must be accompanied by the prior authorization and the original receipt(s) for the expenses being claimed. Failure to submit the necessary receipts may result in denial of the reimbursement claim.

3. Approval

All reimbursement requests submitted by TAM contract employees shall be reviewed for approval by the Executive Director or his/her designee. The Executive Director or his/her designee reserve the right to question and deny expense items that cannot be proved to be business-related or the cost amount is not reasonable. Reimbursement requests by the Executive Director shall be reviewed for approval by the Chair of the TAM Board.

4. Process

Once the reimbursement request is approved, the Accounting and Administrative Specialist and the Chief Financial Officer will process the request and a check will be issued within 15 days.

B. Cell Phone Policy

All managerial positions at TAM, are eligible to utilize the agency cellular phone service.

TAM is under a governmental agency plan with Verizon Wireless and all TAM business lines are under the Verizon plan to minimize the usage cost. A SMART phone will be provided to eligible employees. Employees have the option to select a SMART phone that meet their daily work needs. Cost of the phone shall not exceed \$300, not including applicable tax and fees. When deemed necessary, with the approval of the Executive Director and/or the Chief Financial Officer, a SMART phone more than \$300 can be purchased. An upgrade of the SMART phone device can be requested every two years if such upgrade is deemed necessary for work efficiency.

With the exception of the Executive Director, who is on a flat rate unlimited minutes plan, all other eligible TAM employees are under the consumption plan. A 6 cent per minute charge will be applied to all calls places during the peak hour period, which is 6am to 9pm, Monday to Friday. TAM cell phones must be used primarily for business purpose and personal usage is restricted. If the employee uses the TAM cell phone for non urgent personal use during the peak time period, he/she is required to note those usages on the monthly bill and reduce the costs of the calls from his/her monthly expense reimbursement request. The same requirement will be applicable if the employee use the agency phone for personal text/picture/video messaging and incur extra costs to the agency.

If deemed necessary, with the approval of the Executive Director and/or the Chief Financial Officer, a non-managerial employee can be reimbursed for using his/her personal cell phone for TAM business. Based on the necessary data and voice usages required, the employee can be reimbursed up to \$40 monthly. TAM reserves the right to evaluate the business usage as a share of the employee's overall data and voice usage and adjust the amount allowed annually.

C. Invoices Process

While processing invoices, TAM staff shall act according to the guidelines below. Invoices should be processed and paid within thirty days upon receiving, or according to the specific terms in the contract with the vendor, whichever is shorter.

- C1. Upon receipt of the invoice, the Administrative Assistant or the Accounting and Administrative Specialist should stamp "date received" and distribute the invoice to the project/contract manager for review and approval.*
- C2. The project/contract manger shall review the invoice for accuracy and make sure the charges are consistent with contract scope and requirements, and ensure the amount is within budget. The project/contract manager should then assign the appropriate segment codes to the invoice and enter it in to the Microix Workflow system. The project/contract manager should review and process the invoice within 14 business days upon receipt.*
- C3. The Accounting and Administrative Specialist shall approve the invoice authorized by the Project/Contract Manager in Microix Workflow and release it for the review and approval of the Chief Financial Officer. The Accounting and Administrative Specialist should approve the invoice in Macroix Workflow within 5 business days.*

C4. *The Chief Financial Officer reviews the invoice for completeness, accuracy, and verifies the segment codes. She/he then approves the invoice in Microix Workflow and releases it for posting into MIP by the Accounting and Administrative Specialist. The Chief Financial Officer should process the invoice within 7 business days.*

C5. *The Chief Financial Officer is authorized to sign all checks equal or under \$100,000. If the amount is more than \$100,000, signatures of both the Chief Financial officer and the Executive Director are required.*

C6. *A check will be cut and sent to the vendor after the approval of the Chief Financial Officer. In the case that the vendor chooses to use EFT, the payment will be sent to his/her designated bank directly.*

C7. *The Accounting and Administrative Specialist and/or the Chief Financial Officer should run monthly reports to review and validate all transactions, conduct bank reconciliation, and make timely adjustments if necessary.*

SECTION 4. FIXED ASSETS

A. General

Fixed Assets shall be defined as those items of tangible property which are of significant value or which have a useful life of at least one fiscal year. The primary purpose of accounting for fixed assets shall be as follows:

- A1. *To safeguard and track investments;*
- A2. *To assign custodial responsibility;*
- A3. *To aid in scheduling future asset retirement and acquisition;*
- A4. *To supply financial reporting data;*
- A5. *To assure compliance with applicable local, state and federal requirements*

B. Capitalization

Individual inventory records shall be established and maintained in accordance with the following capitalization policy:

Items of equipment shall include tangible property that is movable or detachable without causing impairment to the units to which they are attached and have a unit value of \$5,000 or more, and a useful life of one year or more.

Unit value shall be set at an amount equal to the original cost of acquisition, plus any costs associated with bringing the asset to an operating or useful condition. Such costs include, but are not necessarily limited to, taxes, freight, installation, testing and related costs. In cases where an asset has been acquired by gift or other means by which costs are not readily available, cost shall be established using an estimate of fair market value at the time of donation.

C. Non Capitalized Items

For purposes of administrative control, items that meet neither the value nor useful life criteria set forth in the above "Capitalization" paragraph, but have a useful life of one year or more and a value of \$100 or greater, shall be maintained on an inventory list as non-capitalized memorandum entries.

D. Inventory Numbering

All TAM owned equipment shall be tagged or marked with an inventory serial number for proper identification and control. If it is deemed inappropriate or impractical to affix such a tag to an inventory item(s), stenciling "TAM" in a prominent location shall mark each such inventory item.

E. Annual Physical Inventory

The Chief Financial Officer shall be responsible for conducting an annual physical inventory of all items in the possession of TAM at the close of each fiscal year. Said inventory shall be conducted as follows:

Equipment List: A list of all equipment in the fixed asset account group shall be prepared. The list shall be used to verify the existence and location of each item contained therein.

Verification Witness: A second employee, the attester, shall be selected to accompany the Chief Financial Officer in locating and verifying the presence of each item on the inventory list.

Documentation: Both the Chief Financial Officer and attester shall approve the annual physical inventory by attaching their signatures to the inventory list.

F. Equipment Classification

Equipment shall be classified as follows:

Office Furnishings: Desks, chairs, filing cabinets, tables, partitions, lamps, bookcases, sofas and similar items.

Office Equipment: Personal computers, calculators, copiers, tape recorders, cameras, video machines, fax machines, cellular phones, typewriters, word processors, printers, lettering machines, televisions, and similar items, slide projector and screen, and similar items.

SECTION 5. INDIRECT COST ALLOCATION PROPOSAL

In order to provide for the reasonable and consistent allocation or distribution of costs to its myriad funding programs, TAM shall develop and maintain an Indirect Cost Allocation Proposal and send to the California Department of Transportation for approval annually. This plan shall be designed in accordance with OMB Circular A 87 and set forth in writing.

SECTION 6. REQUISITION, PURCHASING AND CONTRACTING

PROCEDURES

A. Responsibility and Control

A1. General Responsibility

Except as otherwise specified, the Executive Director or the Chief Financial Officer is authorized to approve all purchases and shall be responsible for all purchases of and contract execution for materials, supplies, furnishings, equipment and services required by TAM in the performance of daily operations and in support of special circumstances and events such as, but not limited to any special workshops or events. The Executive Director or the Chief Financial Officer reserves the right to assign the purchase of everyday office supplies to his/her designee, such as the following office assistants: the administrative Assistant, the Accounting and Administrative Specialist or the Executive Assistant.

A2. Expenditure Control

Once the Board has adopted the Annual Budget, it shall be considered the controlling documentary plan of expenditures. As such, purchases and acquisitions shall be processed within the limitations established by the amount of budgeted resources allocated to each object classification by the Board.

B. Requisition, Purchasing and Contracting Procedures

B1. Purchase Orders and Requisition of Supplies

The following procedures will be used: First, check with the responsible office assistant to determine if the item needed is in stock. If the item is in stock, the responsible office assistant will obtain it and deliver it. If the item is not in stock, and is needed immediately, the responsible office assistant will order the necessary items in a manner and amount most cost-effective for the business conducted on the premises. The Chief Financial Officer will review the purchase of necessary general office supplies on a regular basis.

If the item can be purchased through an existing "open" account, the responsible office assistant will place the order. If the item(s) must be ordered from another vendor, the Accounting and Administrative Specialist will prepare a purchase order for the item. It will be the responsibility of the Accounting and Administrative Specialist to maintain the purchase order number log which will include the following information: purchase order number, staff person requesting the item, description of the item(s), vendor, date purchased and received and purchase price. The purchase order will then be sent to the Chief Financial Officer for approval.

After the purchase is made, receipts and packing slips will be returned to the responsible office assistant. The responsible office assistant will inspect all merchandise. If the order is incomplete or unacceptable the responsible office assistant will take steps to clear up any discrepancies. The receipt will then be channeled to the Accounting and Administrative Specialist.

With the prior approval of the Executive Director or the Chief Financial Officer an employee may purchase the item and be reimbursed for the cost by including the item on his/her expense sheet.

B2. Bidding Procedures

Pursuant to Section 180154 of the California Public Utilities Code, any purchase of

services, supplies, equipment and materials in excess of ten thousand dollars (\$10,000) shall be awarded to the lowest responsible bidder after competitive bidding, except in an emergency declared by TAM. If, after rejecting bids received, TAM determines and declares that, in its opinion, and it finds that the service, supplies, equipment or materials may be purchased at a lower price in the open market, TAM may proceed to purchase these services, supplies, equipment or materials in the open market without further observance of provisions regarding contracts, bids or advertisements consistent with the contract procedures adopted by TAM.

For competitive bids, a Notice Inviting Bids will be prepared. The Notice and the Instructions to Bidders will be sent to vendors who have expressed an interest in being considered for competitive bids.

For purchases that are estimated to be \$10,000 or less, the Executive Director will make the award determination based on a combination of the lowest price and the quality of the product.

For purchases that are estimated to be over \$10,000 TAM staff will review the proposals, rank all the bids based on the price and quality of the product and make a recommendation to the TAM Board. The Board will review the staff recommendations and make a determination to award the contract. The Board may authorize the Executive Director to execute contracts that fall within an approved maximum bid.

In those instances where only one bidder responds to an RFP, an award can be made to that bidder if it meets the requirements of the RFP, or the requested item(s) may be re-advertised.

In those instances where a bidder has a particular product currently used by TAM, or where it is important to maintain consistency or a particular level of service, an award of a contract can be made to a designated single bidder.

Any requests to award on the basis of sole source shall be documented as to the circumstances that support the award.

B3. Professional Consultant Selection Procedure

The purpose of this policy is to establish an open, fair and competitive process for selection of qualified professional consultants to perform work for TAM. In general, for any contract expected to exceed \$25,000 the TAM Board will award the contract to the successful bidder. For contract of \$25,000 or less, the TAM Board has given the Executive Director the authority to award the contract.

For all work estimated to be more than \$25,000, a formal Requests for Proposals (RFP) or Requests for Qualifications (RFQ) is required, with the exception of professional engineering services related to a major capital project. For any engineering services costing in aggregate no more than \$100,000 per contract, TAM has the option of using a relatively simple and informal method of procurement. All RFPs/RFQs shall be submitted to the Executive Director for review and approval prior to distribution outside of TAM.

The RFP/RFQ will be issued to all qualified consultants, in TAM's Consultant File. The

RFP/RFQ will also be placed on the TAM web site.

TAM will take all reasonable steps to assure that disadvantaged business enterprises (DBE's) will have maximum opportunity to compete for and perform contracts.

B4. Consultant Mailing List

TAM will establish and maintain an up to date file of consultants or consulting firms who express an interest in being considered for retention by TAM. This file will contain the following:

- Name of firm or individual
- Address
- Telephone number
- Areas of expertise
- Contact person

B5. Evaluation of Proposals

A panel of persons technically competent to evaluate consultant proposals will be formed by the Executive Director or his/her designee. Proposal evaluation criteria will be established prior to the review of proposals. Members of the panel will evaluate each proposal independently for its responsiveness to the RFP and the evaluation criteria established for consultant selection. After independent review, the panel will meet to form a recommendation of firms to be interviewed, or if the interview is deemed unnecessary, a recommendation for selection. The evaluation panel's analysis of proposals will be documented.

B6. Contract Negotiations

Based upon advice from the evaluation panel, the interview panel, and the reference checks, the Executive Director shall select one consultant for contract negotiations. If negotiations are successful, the Executive Director shall approve a specific contract if the cost of work is estimated at \$25,000 or less. If the cost of the work is more than \$25,000, the Executive Director will recommend a specific contract to the TAM Board for approval. If negotiations are unsuccessful, the consultant initially selected for contract negotiations shall be so advised and contract negotiations will begin with the next most qualified consultant. This process will continue until a contact has been successfully been agreed upon or the recruitment process may be terminated.

B7. Documentation and Files

Upon approval of a specific contract, files will be maintained to document the selection. Proposals will be kept on file as required by funding agencies or until the contract has been successfully completed, whichever is longer. When possible, electrical copies of the proposals should be requested and be filed on the agency's network.

B8. Sole Source Consultant Agreements

In those instances where only one consultant responds to an RFP an award can be made to that consultant if it meets the requirements of the RFP or the process may be re advertised.

In the instances where a particular consultant has a particular expertise, is performing related work for TAM, or has other advantages that would result in a more timely or cost

effective completion of the necessary work, an award of a contract can be made to that consultant. The reasons for such an award shall be documented. The TAM Board must approve any sole source contract award over \$25,000.

C. Contract Preparation and Administration

The purpose of this procedure is to establish an effective and efficient way to prepare and administer contracts and/or agreements between TAM and a third party.

It will be the responsibility of the Project Manager assigned to the project to prepare a draft contract using the standard TAM contract. The Executive Director shall review the draft contract/agreement.

It shall be the responsibility of the Project Manager to monitor the progress of the work as performed by the consultant. The Project Manager shall be responsible for reporting to the Executive Director any discrepancies that occur between the performance of the task and the requirements of the approved contract.

It shall be the responsibility of the Chief Financial Officer to monitor the fiscal arrangements of the contract. The Chief Financial Officer shall ensure that all appropriate fiscal reports are completed and maintained in accordance with the terms of the contract and acceptable accounting procedures. In addition, the Chief Financial Officer shall maintain the official signed contract and any support material. Such files shall be kept until the project has been audited.

SECTION 7. BUDGET ADMINISTRATION

A. Annual Budget, Notice, Hearing, and Adoption

Each year no later than the Authority's June meeting, the Board shall adopt by motion the Annual Budget(s) for the ensuing fiscal year. Approval of a majority of the Commissioners shall be required for adoption of the Annual Budget thereto. In accordance with the California Utilities Code Section 180108, notice of the time and place of a public hearing on the adoption of the Annual Budget shall be published pursuant to Section 6061 of the California Government Code not later than the 15th day prior to the date of the hearing. A preliminary proposed annual budget shall be available for public inspection at least 30 days prior to adoption.

B. Program/Project Budgets

In addition to the Annual Budget, the Board may, by motion, establish Program budgets at any time for the study, implementation, or construction of any program/project or any portion thereof authorized as a program/project pursuant to the Expenditure Plan and Ordinance. Each program/project budget shall include all program/project costs specifically defined, including but not limited to the following:

- B1. *Estimated administrative expenses (in excess of those budgeted in the Annual Budget) allocated to the Program during planning and construction;*
- B2. *Estimated costs of studies and planning for the project or program;*
- B3. *Estimated project cost, including the estimated costs of the engineering, right of*

way acquisition, utility relocation, and permits, and construction or implementation of the program/project

C. Budget Amendment

In the event that overall total expenditures for the annual budget have to increase due to special circumstances, prior approval from the Board is required. The Executive Director shall submit a detailed request and justification to the Board. The request shall include supporting documentation and recommendations regarding the means for financing.

In the event that total expenditures within one or more category(ies) (Administration, Professional Services, etc.) are projected to be greater than the budgetary authority, a transfer of budgeted funds may be processed as long as sufficient savings can be identified for transfers to the category(ies) in need. The Executive Director shall be authorized to approve budget transfers among categories if the dollar amount is equal or less than 5% of the total budget authority of the category from which funds will be reduced. Any transfer among categories that is greater than 5% of the total budget authority of the category from which funds will be reduced must receive prior approval from the Board. The Executive Director shall be authorized to approve all budget transfers among line items within the same category. Any transfer related to Measure A funding, which is generally treated as a loan between Strategies or Sub-Strategies shall be effectuated according to the Policy and Procedures specified in the Expenditure Plan and currently adopted Strategic Plan.

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DATE: December 11, 2017

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director
Li Zhang, Chief Financial Officer

SUBJECT: Acceptance of the Recommended Medical Benefit Option Selection (Action), Agenda Item No.7

RECOMMENDATION:

The TAM Board reviews and accepts the selection of the CalPERS Healthcare Program (PEMHCA) as the medical benefit program offered to all TAM employees, and authorizes staff to finalize the selection of all ancillary benefits under the guidance of the Ad Hoc Committee by the end of December 2017.

BACKGROUND:

With the anticipated separation from LGS, TAM has to design and set up its own benefit package, of which medical coverage is the most critical component. While comparing various benefit options for TAM under the guidance of the Human Resources (HR) Ad Hoc Committee, the principle that staff has been operating under is to ensure that the new benefit package offered maintains similar benefit levels to the employees and minimizes the financial impacts on the Agency.

In July 2017, staff reached out to Howell Southmayd, Vice President of Keenan Associates, who specializes in municipalities' service needs in northern California. Keenan Associates is a company that provides innovative insurance and financial solutions for schools, public agencies and health care organizations. Local Government Services (LGS) and Regional Government Services (RGS) have been utilizing Keenan's services to provide benefit packages to all employees hired for TAM over the past four years. Using Mr. Southmayd's expertise to explore various medical benefit options has proven to be most beneficial for TAM, since he is part of the team that has developed the current medical benefit program and has extensive knowledge about the needs of a public agency.

Over the past 5 months, with assistance from Mr. Southmayd and the broker service team he brought in from Warner Pacific Insurance Services, staff conducted extensive research on potential options. However, being a small agency with fewer than 20 employees, only two viable options are available by the end: the Age-Rated ACA (Affordable Care Act) Option and the Public Employees' Medical and Hospital Care Act (PEMHCA) Option, also known as CalPERS Health Plans

The HR Ad Hoc Committee, whose membership consists of Chairperson Stephanie Moulton-Peters, Commissioners Alice Fredericks, Beach Kuhl, Tom McInerney, and Dennis Rodoni, has been guiding staff in this research, review and selection process over the last six months. The HR Ad Hoc Committee started the initial review of the information collected on August 21, received updates on October 19,

reviewed the draft report along with supporting documents on November 7, and confirmed its recommendation to select the PEMHCA option on December 5, with further review of all information presented by staff.

DISCUSSION/ANALYSIS:

Detail Comparison of the Two Options

Staff has compared the two medical benefit options that are available to TAM at this time based on the following criteria: Premium Rates, Benefit Designs, Plan Availability, and Optional plans.

Premium Rates:

The ACA option offers a total of 4 plans, including two Kaiser and two PPO plans. When Keenan presented plan options, it became clear that the highest benefit level of plan available on the market still would not replicate the current benefit level offered to employees through LGS/RGS. Also, the total premium cost will be at least 30% higher than the current cost under the highest level plan.

The PEMHCA option offers a total of 11 plans, with 7 HMO and 4 PPO plans. With the exception of one plan, which is only available to certain policy and firefighter groups, employees have access to all other 10 plans. With the 1.4 million member PEMHCA has, it can offer all those plans with matching benefit levels of what currently are being offered to employees by LGS/RGS at more affordable rates in most cases. The premium rates for 3 of the 4 PPO plans are lower than the current plan offered because PEMHCA is able to self-fund those plans due to its significant buying power. Since half of the employees utilize PPO plans, the estimated total premium cost for the agency will be slightly lower than the current cost.

Benefit Design

No two medical plans are the same and the comparison can be very complicated. The comparisons are based on the following benefit design elements:

- Annual Deductible - individual and family
- Annual Out-of-Pocket Maximum - individual and family
- Physician Services – including office visits, preventive care, diagnostic lab/X-Ray, Imaging (CT/PET scans, MRIs)
- Prescription Drugs – including total deductible and deductible for various tier drugs
- Hospital Facility Services – including inpatient hospital services and outpatient surgery in a hospital
- Emergency Services – including emergency room, ambulance and urgent care

As stated under the Premium Rates comparison section, the benefit level under the ACA option is much reduced compared to current medical plan options and the PEMHCA option.

Health Plan Availability

One important difference between the ACA and PEMHCA options is the availability of health plan selection. Under the ACA option, brokers usually limit the plans that employers, especially small

employers, can offer to their employees. They can also sometimes provide rates based on the number of enrollments in a specific plan.

Under PEMHCA, employers cannot exclude any plan that is available in the employer's ZIP code or the employee's residential ZIP code. This is called the "Live/Work" rule. PEMHCA premium rates are also set based on regions, not number of enrollments.

Though the Agency can't exclude a plan, TAM has the option to put a "cap" on the amount of the employer share, as we are doing under the TAM/LGS arrangement.

Availability of Ancillary Benefits

Another difference between the ACA and PEMHCA option is that PEMHCA does not offer dental or vision plans to contracting agency employees while the broker has been helping staff find suitable ancillary benefits, including dental, vision, short-term and long-term disability, employee assistance program (EPA), etc.

The broker has already provided staff with a number of options for those ancillary plans. After the medical option has been selected, staff can then review the ancillary plans under the direction of the Ad Hoc Committee and finalize the selection by the end of December.

Major Factors to Consider:

Major Factors to Consider under ACA Option

1. Reduced benefit level for some of the benefit categories listed under Benefit Design. One example that employees are most concerned with is the increase of "Out-of-pocket" maximum.
2. Potential rate volatility: Rates are quoted based on the age and gender of each employee. The average age of the current employee group is 48.7 as shown in Attachment 1. Rates will increase more significantly as employees age, usually much more than the typical increase associated with a pooled plan like PEMHCA.

Major Factors to Consider under PEMHCA Option

Potential liability from Other Post-Employment Benefits (OPEB):

OPEB liability is a major factor that needs to be considered during the review of the PEMHCA option. Since all of the cities/towns in the County, with the exception of Mill Valley, are in PEMHCA, most of the Board members are aware of the minimum employer contribution (MEC) required for participation in PEMHCA, for both eligible employees and retirees. To make sure the Board has accurate and complete information for its decision making process, staff engaged Bickmore Risk Management Consulting in October and conducted a projection of potential OPEB liabilities for the agency.

The projection provided TAM with ten potential liability scenarios depending on the different retiree medical benefit levels offered, with the \$43,022 annual normal cost under the worst case scenario and \$9,743 under the best case scenario. If the Board decides to go with the PEMHCA option, staff will propose that the agency joins the program under the "unequal MEC", which is the least expensive option that phases in the PEMHCA MEC benefit over a 20 year period for retirees. The Board does have the option to increase contributions if so desired. Nevertheless, the requirement to participate in PEMHCA would necessitate that TAM:

1. Provides a minimum monthly lifetime payment for all employees who qualify for PERS retirement from TAM and elect to continue PERS medical coverage, and
2. Establishes a pre-tax flexible benefit (i.e., Section 125) plan to provide its current medical plan contributions for active employees in excess of the minimum employer contribution (MEC) required for participation in PEMHCA.

Benefit Concessions Employees Offered under the PEMHCA Option:

LGS/RGS was in PEMHCA prior to 2014, which meant retirees have access to CalPERS medical plans and are eligible to receive the MEC towards premium cost. When LGS/RGS left PEMHCA and joined the PACE (Public Agency Coalition Enterprise) medical benefit pool in 2014, LGS/RGS offered \$2,500 annual Health Reimbursement Account (HRA) benefit because PACE doesn't offer retirees access to the pool nor provides the minimum premium coverage required by PEMHCA.

Employees are willing to give up the \$2,500 annual HRA benefit in the future if the Board approves the PEMHCA option to share the cost of the potential OPEB liability.

Employees will also not request the annual TAM employer contribution increase or cost sharing arrangement in 2018 if the Board approves the PEMHCA option, since it offers a variety of quality benefit plans with the lower cost plans fully covered by the employer contribution.

Timing and Temporary Option

If the Board determines that PEMHCA is the better option for the Agency, TAM will need 3-6 months after the effective date of TAM's CalPERS Retirement Plan Contract to implement the plan. In this case, COBRA under the current LGS/RGS plan can be utilized as the temporary option until PEMHCA is in place. The COBRA option is available for up to 18 months. The premium will be the same but a 2% administration fee will be charged by LGS/RGS.

HR Ad Hoc Committee Discussion and Recommendation:

The HR Ad Hoc Committee reviewed the full package and staff's recommendation at its November 7 and December 5 meetings. The Committee fully understands that the potential cost increases, due to benefit reduction that each employee will experience, could vary dramatically under the ACA option, and the cost-sharing proposals the Agency would have to develop to mitigate those negative impacts. The Committee also discussed the concerns and potential OPEB liabilities that it would be exposed to with the PEMHCA option as well as ways to fund the liabilities. Staff also shared with the Ad Hoc Committee the two benefit concessions that employees are willing to make if the Board approves the PEMHCA option.

With all information provided, the HR Ad Hoc Committee agreed to recommend the PEMHCA option for the TAM Board's approval at its November 7 meeting, and confirm that recommendation again at its December 5 meeting.

FISCAL CONSIDERATION:

There may be some short-term, up-front costs associated with the funding of an OPEB trust, but based on the study results and benefit concessions employees agreed to, staff believes the PEMHCA option will

have positive long-term financial impacts and definitely help the Agency retain and attract a quality workforce.

NEXT STEPS:

With the approval of the Board, after the CalPERS Retirement Benefit Contract takes effect, staff will start the contract process with CalPERS Healthcare Program. The process is expected to take three to five months. Employees will receive medical benefits under COBRA during that gap period. Staff will also finalize the selection of all ancillary benefits under the direction of the Ad Hoc Committee by the end of December 2017.

Under the guidance of the HR Ad Hoc Committee, staff will also set up trust funds to address both the CalPERS retirement and OPEB liabilities. Various funding options will be presented to the Board for consideration in the near future.

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DATE: December 11, 2017

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director

SUBJECT: EPAC Presentation and Authorization for Next Steps (Action) - Agenda Item No. 8

RECOMMENDATION

The TAM Board will receive a report about the Transportation Sales Tax Expenditure Plan Advisory Committee (EPAC) process and the EPAC recommendation to pursue a renewal of the ½-cent transportation sales tax measure in November 2018. Staff recommends that the Board accept the report, and authorize the Next Steps in the process, for staff to reach out to stakeholder groups, and cities and towns, briefing councils on the plan and authorize conducting a public opinion poll on the expenditure plan, to be conducted in the first quarter of 2018, and not to exceed \$35,000.

BACKGROUND

In January 2017, the Transportation Authority of Marin began introducing the idea of renewing our transportation sales tax. Initial efforts to consider a sales tax cap increase were reset to provide briefings on what the sales tax for transportation currently funds. The TAM chair, Marin Transit staff and TAM staff conducted this series of briefings to our local city and town councils and the Marin County Board of Supervisors between February and May. In April 2017, a public opinion poll was conducted to gauge the public interest and to determine their priority transportation needs and willingness to consider a sales tax revenue measure, either an increase in sales tax or merely a renewal.

In June 2017, the TAM Board unanimously approved formation of an Expenditure Plan Advisory Committee to develop draft expenditure plans for both renewing the current ½-cent transportation sales tax and increasing it by ¼ cent. Although the current 20-year transportation sales tax, passed by voters in 2004, is not due to expire until 2024/25, there are advantages to renewing early:

- to reset what the ½-cent sales tax is being spent on, after 15 years of the current sales tax plan
- to continue a reliable stream of local revenue into the future
- to continue successful projects and programs, including the Safe Routes to Schools programs, local road maintenance and local transit
- to prevent cuts in the current Crossing Guard program
- to expand school-related transit and yellow bus programs
- to provide a local funding source to ensure the completion of key congestion relief projects including the Marin-Sonoma Narrows and the direct connection between northbound Highway 101 and eastbound I-580
- to leverage other regional, state and federal funding for needed transportation improvements.

DISCUSSION

The 2017 Expenditure Plan Advisory Committee consists of 24 residents, including Citizens’ Oversight Committee members, representing a diverse array of interests in Marin County. After TAM Board authorization June 1st, the committee met between June and December 2017 to receive education about the current ½-cent transportation sales tax, 2004’s Measure A, and to learn from a variety of agencies about current programs and unmet transportation needs. Educational presentations were provided from Marin Transit, Golden Gate Transit, Public Works Directors regarding local road and major roads, TAM staff regarding highway and interchange projects, Safe Routes to Schools program managers and County of Marin staff representing Bay Wave and C-Smart Vulnerability Assessments. The committee reviewed poll results, revenue projections and key principles including the three E’s, Economy, Environment and Equity. Note, TAM contracted with Rob Eyler and the Marin Economic Forum to provide revenue projections. The committee also received consistent updates on funding sources including new funding from Senate Bill 1, approved in April 2017, and potential funding from Regional Measure 3, likely to be on the ballot in June 2018. See attached for a Summary of Needs and Funding Sources, as presented to the committee. Note all meetings were open to the public and there was public comment throughout the process.

The committee worked closely together in both small groups and as a large group to develop and refine draft expenditure plans. The final meeting in November culminated with consensus on a Draft Expenditure Plan for renewing the ½-cent transportation sales tax and a separate plan to increase the sales tax by ¼-cent. The committee recommends pursuing renewal of the ½-cent transportation sales tax measure in November 2018.

The committee membership reflected a variety of community interests, noted below in the membership list. Although there were diverse interests, the committee reached consensus and demonstrated a strong commitment to building from the current successful measure and keeping the core structure. They recognized the changes in our transportation environment and the need to adjust how funds are being spent. They also acknowledged the rapidly changing landscape of transportation and mobility choices and so recommend having milestone review opportunities every 10 years to adjust plan elements to address future conditions.

<u>Expenditure Plan Advisory Committee Meeting Membership List</u>			
	Organization	Member	Alternate
1	COC-Northern Planning	V-Anne Chernock	
2	COC-Central Planning	Joy Dahlgren	Jeffrey Olson
3	COC-Ross Valley Planning	Paul Roye	
4	COC-Southern Planning	Robert Burton	Jayni Allsep
5	COC-West Marin Planning Area	Scott Tye	
6	COC-Major Marin Employers	Peter Pelham	
7	COC-Environmental Organizations - Marin Conservation League	Kate Powers	Nancy Okada
8	COC-Bicycle and Pedestrian Group	Vince O'Brien	
9	COC-Marin County Paratransit Coordinating Council	Allan Bortel	Rocky Birdsey
10	COC-League of Women Voters	Kevin Hagerty	Kay Noguchi
11	COC-Taxpayer Group	Paul Premo	
12	North Bay Leadership Council	Cynthia Murray	
13	Chamber of Commerce Novato	Coy Smith	

14	Chamber of Commerce San Rafael	Joanne Webster	John Eells
15	Marin County Office of Education	Ken Lippi	Mike Grant
16	Student- College of Marin	Jon Horinek	
17	Transit Rider	Lisel Blash	
18	Marin Mobility Consortium - Seniors	Lynn Von der Werth	
19	Senior Living Resident/Pedestrian	Sue Beittel	
20	Equity/Marin City	Monique Brown	
21	Equity/Canal Neighborhood	Roberto Hernandez	
22	Labor Union/Building Trade Council	Javier Flores	
23	Bay Wave/Sea Level Rise/Innovation/Resilience	Bill Carney	Jerry Belletto
24	Safe Routes to School Representative	Debbie Alley	

A chart detailing the committee recommendations for the ½-cent and ¼-cent plans is attached. Primary goals of the ½-cent plan are to keep the core structure of the existing expenditure plan and expand much needed congestion relief programs. The current expenditure plan is successful and supported by the community. There was consensus to build from that success, maintain the categories and the top-line funding percentages.

- 7.5% Highway and Interchanges Improvements
- 26.5 % to Local Streets and Roads
- 11% to Safe Routes to Schools, Education, Infrastructure and Crossing Guards
- 55% to Local, Rural, Student and Special Needs Transit

The EPAC Proposal recommends a 30-year extension of the ½-cent sales tax to be placed on the ballot in November of 2018. All categories of funding address congestion relief. An extension does not propose any new taxes and generates a future funding stream for major highway investments that are not currently funded, including complementary funds for the Marin-Sonoma Narrows and the NB US-101 to EB I-580 direct connector. Future local funds can be advanced immediately to attract regional, state and federal funding. The proposal increases funding for local road improvements, senior mobility, school-related transit and yellow bus programs. The extension proposal would also provide more funding for Safe Routes to Schools education, Safe Pathways programs and crossing guards, avoiding the need to cut 26 crossing guards in the Fall of 2018. The proposal is forward thinking and provides seed funding for projects related to sea-level rise, innovative technologies and to support future mobility concepts for first/last mile solutions and peak hour demand management. The committee recognized the need to continue local funding for programs and projects not eligible for funds under either SB1 or the pending toll increase consideration by voters, RM3.

In addition to recognizing the importance of continuing this local funding source, the committee also recognized the current tax-sensitive climate. To protect and maintain the existing sales tax and associated programs, the committee did not think it was prudent to try to increase the tax. The committee developed a plan for a potential ¼-cent increase and acknowledges the need for additional transportation resources but did not recommend pursuing a ¾-cent measure at this time.

NEXT STEPS

The expenditure plan is an important first step to provide education about the current measure and to receive community and stakeholder input about transportation needs and priorities. The EPAC developed a thoughtful draft expenditure plan that is a starting point to gather additional input from the TAM Board,

our Cities and Towns, the County, the public and interested stakeholders. TAM staff would plan to conduct educational briefings to local jurisdictions, stakeholder groups, the public, and receive their input. Additionally, a scientifically based public opinion poll would augment the baseline poll conducted in May 2017 and will help inform future decision making about placing an expenditure plan on the ballot, and what is included in that plan.

FISCAL IMPACTS

The public opinion poll is anticipated to cost \$35,000. Funds are available from city/county dues paid to TAM as the county Congestion Management Agency, or CMA.

RECOMMENDATION

Recommend that the TAM Board accept the report from the Transportation Sales Tax Expenditure Plan Advisory Committee (EPAC), approve moving forward with educational briefings to local jurisdictions and approve conducting a scientifically based public opinion poll.

ATTACHMENTS

Attachment A: DRAFT EPAC Transportation Expenditure Plan for 1/2-cent and 1/4-cent options

Attachment B: DRAFT EPAC Expenditure Plan Summary Sheets

Attachment C: DRAFT List of Transportation Needs and Funding Sources

Attachment D: Schedule of Likely Next Steps

Expenditure Plan Advisory Committee Proposed Plan

Goal: Reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County

	Current		Final Proposal (1/2 cent renewal)	Annual \$ based on \$27M	One time \$ based on \$827 M		Proposal ¼ cent Addition	Annual \$ based on \$13.5M	One-time \$ based on \$413.5 M
Strategy 1 – Reduce congestion on Highway 101 and adjacent roadways by leveraging non-local funds to accelerate completion of key multimodal projects.	7.50%		7.5%				15%		
1. Provide local matching funds to accelerate the completion of the Marin Sonoma Narrows, to reduce impacts and enhance the facility for all users.			1.5%		\$ 12,405,000				
2. Provide local matching funds to accelerate the completion of the 101-580 interchange direct connector, including the development of local enhancements to reduce impacts and enhance the facility for all users.			2%		\$ 16,540,000				
3. Enhance local interchanges and freeway access routes to reduce congestion, improve local traffic flow, improve access for all modes, and address flooding impacts throughout the County.			3%		\$ 24,810,000		15%		\$ 62,025,000
4. Implement demand management strategies to increase vehicle occupancy and reduce peak hour congestion throughout the County.			1%	\$ 270,000					
Strategy 2 - Maintain, improve and manage Marin County’s local transportation infrastructure, including roads, bikeways, sidewalks and pathways to create a well maintained and resilient transportation system.	26.50%		26.5%				40%		
1. Maintain and manage local roads to provide safe and well-maintained streets for all users. Projects may include paving and repairs, crosswalk and curb cut enhancements, bike lane and pathway construction including closing gaps in the network to enhance connectivity, bus bulbs, safe pathways to transit and major generators, intersection improvements, pavement and drainage improvements, sidewalk repair as well as system enhancements to accommodate new technologies including autonomous vehicles and other innovations such as signal coordination, real time information and other tools to maximize the efficiency, effectiveness and resiliency of our transportation system.	(13.25% to Local Roads by Formula, and 13.25% to Major Roads)		22%	\$ 5,940,000			23%	\$ 3,105,000	
2. Provide safe pathways for safe walking and biking access to schools			3%	\$ 810,000			5%	\$ 675,000	
3. Develop projects and programs to address sea level rise and resiliency			1%	\$ 270,000			8%	\$ 1,080,000	
4. Support capacity enhancements of local streets and roads through innovative technology			0.5%	\$ 135,000			4%	\$ 540,000	

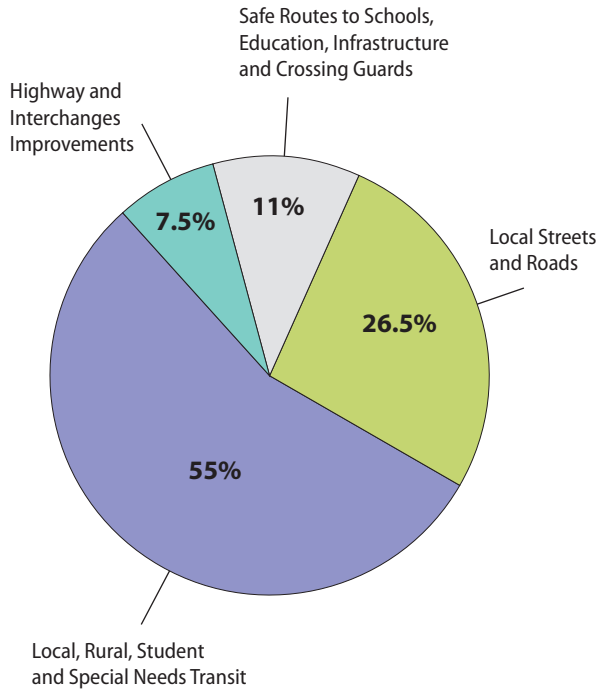
Expenditure Plan Advisory Committee Proposed Plan - Page 2

Goal: Reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County

	Current		Final Proposal (1/2 cent renewal)	Annual \$ based on \$27M	One time \$ based on \$827 M		Proposal ¼ cent Addition	Annual \$ based on \$13.5M	One-time \$ based on \$413.5 M
Strategy 3 – Reduce school related congestion and provide safer access to schools	11%		11%				9%		
1. Maintain and expand the Safe Routes to Schools Education and Encouragement program.	3.30%		3.5%	\$945,000			2%	\$ 270,000	
2. Expand the crossing guard program, providing funding for up to 90 crossing guards throughout Marin County	4.20%		6.5%	\$1,755,000			6%	\$ 810,000	
3. Capital funding for Safe Pathways projects	3.50%		0%	\$0				\$ -	
4. Capital funding for small safety related projects			1%	\$270,000			1%	\$ 135,000	
Strategy 4 - Maintain and expand efficient and effective local transit services in Marin County to reduce congestion and meet community needs. This initiative includes funding for a variety of local transit services for mobility and congestion relief, specialized services for seniors and persons with disabilities, school bus services to relieve local congestion, and connections to regional transit to reduce peak vehicle demand.	55%		55%				36%		
1. Maintain and improve existing levels of bus transit service in areas that can support productive fixed route service throughout Marin County i. Maintain a network of high productivity of bus service in high volume corridors ii. Expand first-and-last-mile transit services for residents and workers iii. Provide innovative services in communities that may not support traditional fixed route service iv. Enhance public safety through Marin Transit’s role in providing emergency mobility in the face of natural disaster.	37%		33%	\$8,910,000			9%	\$ 1,215,000	
2. Maintain and expand the rural and recreational bus services including the West Marin Stagecoach and Muir Woods shuttle system.	3%		3%	\$810,000			1%	\$ 135,000	
3. Maintain and expand transit services and programs for those with special needs – seniors, persons with disabilities and low-income residents.	9%		9.5%	\$2,565,000			7%	\$ 945,000	
4. Expand transit services to schools in Marin County to reduce local congestion. i. Expand yellow bus services in partnership with local schools and parent organizations. ii. Expand transit routes to schools where efficient and effective.	0%		5%	\$1,350,000			15%	\$ 2,025,000	
5. Invest in bus transit facilities for a clean and efficient transit system. i. Provide matching funds for the purchase of the green transit fleet. ii. Support the development of a renewed/relocated Bettini Bus Hub iii. Support the development of a local bus maintenance facility iv. Improve passenger amenities at bus stops, including real-time transit information.	6%		4%	\$1,080,000			2%	\$ 270,000	
6. Expand access to ferries and regional transit. i. Expand and maintain connecting ferry shuttle services to address first and last mile connections. ii. Expand and maintain remote parking locations and other strategies to expand regional transit access for Marin’s residents and commuters. iii. Expand first and last mile access to regional transit services for access to jobs in Marin County.	0%		0.5%	\$135,000			2%	\$ 270,000	
Totals	100.00%		100.00%	\$ 27,000,000	\$ 827,000,000		100%	\$ 13,500,000	\$ 413,500,000

DRAFT EPAC PROPOSAL

OVERVIEW SUMMARY



The Expenditure Plan Advisory Committee (EPAC) recommends a 30-year extension of the ½-cent sales tax to be placed on the ballot in November of 2018. The proposal builds on the success of the current transportation sales tax and maintains the core elements.

An extension does not propose any new taxes and generates a future funding stream for major highway investments that are not currently funded, including Marin-Sonoma Narrows and the NB US-101 to EB I-580 direct connection. Future local funds can be advanced immediately to attract regional, state and federal funding.

The proposal increases funding for local road improvements, senior mobility, school-related transit and yellow bus programs. The extension proposal would provide more funding for Safe Routes to Schools education, safe pathways programs and crossing guards, avoiding the need to cut 26 crossing guards in the fall of 2018.

The proposal is forward thinking and provides seed funding for projects related to sea-level rise, innovative technologies and supports future mobility concepts for first/last mile solutions and peak hour demand management.

Our goal is to reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County.



DRAFT EPAC PROPOSAL



1 STRATEGY ONE: HIGHWAY IMPROVEMENTS

Reduce congestion on Highway 101 and adjacent roadways by leveraging non-local funds to assure completion of key multimodal projects that provide congestion relief.

7.5% Current	7.5% Proposal ½ cent Renewal
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The current expenditure was dedicated to the Highway 101 Carpool Lane Gap Closure Project that was successfully completed in 2010.

The sales tax must be renewed to create a future funding stream for these new major projects. Funds can be advanced immediately.

Contribute matching funds to complete the Marin-Sonoma Narrows

1.5% Proposal ½ cent Renewal	\$12.4m One time amount based on \$827m
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Contribute matching funds to build a direct connector from NB101 to EB580

2.0% Proposal ½ cent Renewal	\$16.6m One time amount based on \$827m
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Improve Six Local Interchanges: Tiburon/East Blithedale to Lucas Valley

3.0% Proposal ½ cent Renewal	\$24.8m One time amount based on \$827m
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Reduce Peak Hour Congestion with Demand Management Programs

1.0% Proposal ½ cent Renewal	\$270,000 Annual amount based on \$27m
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Our goal is to reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County.

DRAFT EPAC PROPOSAL

2 STRATEGY TWO: LOCAL STREET & ROAD IMPROVEMENTS

Maintain, improve and manage Marin County's local transportation infrastructure, including roads, bikeways, sidewalks and pathways to create a well maintained and resilient transportation system.



26.5% Current	26.5% Final Proposal ½ cent Renewal
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All existing Major Roads Projects will receive their currently programmed level of funding.

Maintain and manage local roads to provide safe and well-maintained streets for all users

13.25% Local	Current	22% Local Proposal ½ cent Renewal	\$5.9m Annual amount based on \$27m
13.25% Major			

Provide safe pathways for safe walking and biking access to schools

3.0%	Proposal ½ cent Renewal	\$810,000	Annual amount based on \$27m
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Develop projects and programs to address sea level rise and resiliency

1.0%	Proposal ½ cent Renewal	\$270,000	Annual amount based on \$27m
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Support capacity enhancements of local streets and roads through innovative technology

0.5%	Proposal ½ cent Renewal	\$135,000	Annual amount based on \$27m
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Our goal is to reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County.

DRAFT EPAC PROPOSAL

3 STRATEGY THREE: SAFE ROUTES TO SCHOOL

Reduce school-related congestion and provide safer access to schools.

11% Current	11% Proposal ½ cent Renewal
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Safe Routes education, Safe Pathways projects and Crossing Guards will receive more funding. Specifically, TAM will be able to avoid cutting 26 crossing guards in the fall of 2018.



Maintain and expand the Safe Routes to Schools Education and Encouragement program

3.3% Current	3.5% Proposal ½ cent Renewal	\$945,000 Annual amount based on \$27m
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Expand the crossing guard program, provide funding for up to 90 crossing guards throughout Marin County

4.2% Current	6.5% Proposal ½ cent Renewal	\$1.75m Annual amount based on \$27m
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Provide capital funding for Safe Pathways projects

3.5% Current	0% Proposal Moved ½ cent Renewal	Moved to Strategy 2 Local Streets and Roads
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Capital funding for small safety-related projects near schools

1% Proposal ½ cent Renewal	\$270,000 Annual amount based on \$27m
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Our goal is to reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County.

DRAFT EPAC PROPOSAL

4 STRATEGY FOUR: LOCAL AND SPECIAL NEEDS TRANSIT

Maintain and expand efficient and effective local transit services in Marin County to reduce congestion and meet community needs. This initiative includes funding for a variety of local transit services for mobility and congestion relief, specialized services for seniors and persons with disabilities, school bus services to relieve local congestion, and connections to regional transit to reduce peak vehicle demand.

55% Current	55% Proposal ½ cent Renewal
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Transit will receive the same level of funds it receives now. Redirection within the 55% will allow fund to be dedicated to school bus service.



Maintain and improve existing levels of bus transit service in areas that can support productive fixed route service throughout Marin County

37% Current	33% Proposal ½ cent Renewal	\$8.9m Annual amount based on \$27m
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Maintain and expand the rural and recreational bus services including the West Marin Stagecoach and Muir Woods shuttle system

3% Current	3% Proposal ½ cent Renewal	\$810,000 Annual amount based on \$27m
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Maintain and expand transit services for those with special needs – seniors, persons with disabilities and low-income residents

9% Current	9.5% Proposal ½ cent Renewal	\$2.6m Annual amount based on \$27m
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Our goal is to reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County.

DRAFT EPAC PROPOSAL

4 STRATEGY FOUR: [CONT.] LOCAL AND SPECIAL NEEDS TRANSIT

Maintain and expand efficient and effective local transit services in Marin County to reduce congestion and meet community needs. This initiative includes funding for a variety of local transit services for mobility and congestion relief, specialized services for seniors and persons with disabilities, school bus services to relieve local congestion, and connections to regional transit to reduce peak vehicle demand.

55% Current	55% Proposal ½ cent Renewal
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Expand transit services to schools to reduce local congestion including yellow bus

0% Current	5% Proposal ½ cent Renewal	\$1.4m	Annual amount based on \$27m
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Invest in bus transit facilities, including greening the fleet, improving maintenance facilities and providing passenger amenities

6% Current	4% Proposal ½ cent Renewal	\$1.1m	Annual amount based on \$27m
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Expand access to ferries and regional transit

0% Current	0.5% Proposal ½ cent Renewal	\$135,000	Annual amount based on \$27m
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Our goal is to reduce congestion, maintain and improve local transportation infrastructure and provide high quality transportation options for people of all ages who live, work and travel in Marin County.

Summary of Needs- EPAC review of June through October 2017								
Local and Regional Transit	Reference to Present	Responsible Agency	Annual Revenue Requested (\$millions)	One Time Revenue (\$millions)	Able to Fund under SB1 programs?	Able to fund under RM3 ?	Notes to SB1/ RM3	Performance
School Transportation	Sept. 18	Marin Transit	\$8.00		No, unlikely	No	Both Marin Transit, and Golden Gate Transit receive additional State Transit Assistance , STA, funds., that could be applied to School transportation. TAM may also receive share for Lifeline- unknown details as of this date. MT=\$600,000 annually, Golden Gate = \$	Removes vehicle trips in school corridors & provides congestion relief
Ferry Service Expansion to/from Marin	Sept. 6	Golden Gate		\$15.00	YES- Partial - Additional STA	???	Under RM3 ,WETA , the Water Emergency Transportation Authority receives \$300 million capital and \$35 mil annually for service expansion. Unclear whether routes managed by WETA can serve Marin	Removes driving trips , addresses increasing ferry demand- more frequent ferry service can draw ridership
Operations and Maintenance Facility	Sept. 18	Marin Transit		\$10.00	No unlikely	???	Marin Transit could use the increase in STA for their maintenance facility needs / "North Bay transit" entry in RM3 could be tapped for this need	Reduces and helps stabilize operating costs allowing for more transit service and reduced traffic congestion
Growing Senior population	Sept. 18	Marin Transit	\$2.00		No unlikely	No	Marin Transit could use the increase in STA for Adtl Senior Transportation / RM3 has no funds available	Provides mobility to people who no longer drive and cannot use regular transit service
Shuttles and First/Last Mile	Sept. 18	Marin Transit	\$2.00		No unlikely	No	Marin Transit could use the increase in STA for their increased shuttle needs / RM3 has no funds available	Provides cost effective connections to regional and corridor service and for short trips; attracts new riders
Green Transit Fleet	Sept. 18	Marin Transit	\$2.00		No unlikely	???	Marin Transit could use the increase in STA for their green fleet needs / "North Bay transit" entry in RM3 could be tapped for this need	Reduces greenhouse gases with the purchase of low and no emission (e.g., battery electric) buses and shuttles; expands the fleet to attract new riders
Enhance Existing Transit Service (frequency)	Sept. 18	Marin Transit	\$1.00		No unlikely	No	Marin Transit could use the increase in STA for increased transit frequency needs / RM3 has no funds available	More frequent and reliable transit service attracts riders
Expand Rural and Recreational Service	Sept. 18	Marin Transit	\$0.50		No unlikely	No	Marin Transit could use the increase in STA for their maintenance facility needs / RM3 has no funds available	Removes auto trips during congested weekend periods
Highway Projects								
Marin-Sonoma Narrows	Aug. 23	TAM/ Caltrans		\$20.00	YES- partial.	YES- partial	While TAM can apply for SB1 funds, at 100%, very unlikely it will score well with no matching funds. RM3 not enough to all the work in both Marin and Sonoma.	The Local Funds will leverage SB1 grant funds from the California Transportation Commission SB1 programs, or accelerate funds that could be available over 30 yrs. from MTC's pending RM3 program
NB 101 – EB 580 Connector	Aug. 23	TAM/Caltrans		\$20.00	No- unlikely	YES- most	While RM3 funds a majority of the Connector cost, Marin can secure early funds and start work sooner with funds of our own as match.	The Local Funds will allow TAM and its local partners to start the project up to 2 years earlier or accelerate funds that could be available over 30 years from MTC's pending RM3 program
Interchange Improvements	Sept. 18	TAM/Local Jurisd.		\$30.00	No-unlikely	No	No funds identified in either Sb1 or RM3 for Interchange improvements. Future STIP may be available to marin (7 years out)	The Local funds will enable these projects to do necessary environmental and design work making them shovel ready for outside funds, and/or fully fund projects sequentially
Local Roads/Major Roads								
Continue Existing PCI of 66	Sept. 18	Local jurisdictions	\$12.20		Yes- partial	No	DPW's gain substantial addl funds under SB1, but that level is not enough to maintain all features and a PCI of 66. growth in other funds may help offset this need.	Roads serve all users- goods movement, workers, residents, transit, bike/ped . Ext investment with SB1 is \$35.3 mil. A total of \$47 mil needed annually to maintain roads at PCI of 66
Raising PCI to 71	Sept. 18	Local jurisdictions	\$19.80		No	No	No funds identified for increase in PCI	\$55 mil needed annually to improve roads by 5 points, to PCI of 71. PCI 70 is long- range regional goal in MTC's Plan Bay Area
Complete Unfinished Major Road Projects	Sept. 18	Local jurisdictions	Note		No	No	No funds identified for increase in PCI	Maintain existing commitments to Major Roads over the next 30 years to complete projects under the original expenditure plan
Future Technology Advancements		Local jurisdictions	\$0.300		No	No	No funds identified for innovative solutions to congestion or other roadway needs.	Funds to leverage private investment is key to attracting new technology to Marin
Safe Routes to School								
Prevent cuts in Crossing Guards	Aug. 23	TAM	\$0.375		No	No	No other funds identified- as costs are primarily operating, federal and state funds typically not eligible	Crossing Guards key element in parents supporting their kids walking/biking to school . In FY 18/19, annual guard cost =\$17,500, 22 guards restored = \$385,000
Add additional locations for Crossing Guards	Aug. 23	TAM	\$0.350		No	No	No other funds identified- as costs are primarily operating, federal and state funds typically not eligible	Annual guard cost = \$17,500 , 20 guards new = \$350,000
Expand School Education/ Encouragement	Aug. 23	TAM	\$0.150		No	No	No other funds identified- as costs are primarily operating, federal and state funds typically not eligible	To sustain & expand walking/ biking to school , Education/ Encouragement could be expanded into more schools, include. bi-lingual, high school level outreach including distracted driving,
Safe Pathways	Aug. 23	TAM/Local jurisdictions	NOTE		Yes- partial	No	Sb1 funds for Local Streets and Roads can be used to construct Safe Pathways to Aschools AND to transit	Investment in Safe Pathways shown to encourage walking/biking to school. Funds sustained at current level are adequate.
Other								
Marin County Resiliency Programs- Bay Wave and C-Smart	Sept. 6		\$0.300		No	No	No funds identified	Funds to leverage outside grants are critical to Sea-Level-Rise management w/r/t transportation
Expanded Employer/Employee Support Programs/TDM	TBD	TAM	\$0.100		No	No	No funds identified	Maintain and expand unique programs to support alternatives to driving for commuters

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SCHEDULE OF LIKELY STEPS- December 2017

Topic	Target Dates	Complete
	<u>2017</u>	
1. Introduction and Initial Feedback from Local Jurisdictions	Feb - Apr	✓
2. Baseline Polling - TAM Board approval of polling effort	Feb	✓
3. TAM Ad Hoc Committee guides poll - poll conducted	Mar - Apr	✓
4. TAM Board considers initial input from Local Jurisdictions and Polling and determines whether to proceed to next step of forming an Expenditure Plan Advisory Committee (Go/No Go)	Apr - May	✓
5. TAM Board establishes membership of Advisory Committee	Apr - May	✓
6. Kickoff of Expenditure Plan Advisory Committee Process	June	✓
7. Expenditure Plan Advisory Committee meets to develop options for renewing transportation sales tax, for increasing transportation sales tax, or both	June - Dec	✓
8. Expenditure Plan Advisory Committee engages in public outreach	June - Dec	✓
9. TAM Board reviews activity of Expenditure Plan Advisory Committee and determines whether to proceed to next step of briefing stakeholders and local councils on status and conducting a public opinion poll of draft Expenditure Plan Elements (Go/ No Go)	Dec 11	
	<u>2018</u>	
10. TAM briefs stakeholders and local jurisdiction councils on status of Expenditure Plan development – seeks and receives input	Jan - Mar	
11. TAM Ad Hoc Committee guides poll and the poll is conducted	Feb - Mar	
12. TAM Board considers input from stakeholders, local jurisdictions and polling results, and votes on Final Draft Sales Tax Expenditure Plan (Go/No Go)	April	
13. TAM Board directs staff to seek approval from all 12 local jurisdictions on Final Draft Sales Tax Expenditure Plan	May - July	
14. Final approval by TAM to request the Board of Supervisors to put the transportation sales tax renewal on the November 2018 ballot. Board of Supervisors approves.	July	
15. Expenditure plan and ballot argument (75 words) deadline for submission to registrar for November 2018 ballot.	August 10	

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David Finanne
Bayside Martin Luther King, Jr. Academy
200 Phillips Drive
Marin City, CA, 94965

December 11, 2017

TAM Board of Commissioners
900 Fifth Avenue, Suite 100
San Rafael, CA 94901

Dear TAM Board of Commissioners:

I am writing to express my support for the transit revenue recommendations set forth by the Expenditure Plan Advisory Committee. Continuing to allocate 55 percent of Measure A revenue to Marin Transit is critical to maintaining the transit services Marin County residents, businesses, workers, and students depend on.

As a former principal of White Hill Middle School in Fairfax and a parent of four children, I understand the importance of Marin Transit for the families in our community. Marin Transit works with local partners to provide school transportation for the county's 40,000 students and supports Yellow School Bus service for nine of the county's schools, including White Hill Middle School.

Before switching to Yellow School Bus service, many White Hill Middle School students relied on regular transit routes. The switch to Yellow School Bus service made a tremendous difference in the student experience.

Yellow School Bus drivers are student-focused. They learn students' names and develop close ties with their riders. The bus becomes like a little family. I saw this most clearly on the first day of school the second year of Yellow Bus service. Students were jumping up and down with excitement to reconnect with their favorite bus drivers after a long summer.

Yellow Bus Service helps parents manage busy school and work schedules. The positive rider experience gives parents the confidence that their children are in good hands when they travel to and from school and limiting school drop-offs and pick-ups helps reduce commute traffic – in fact one Yellow School Bus can remove 36 cars from busy roads.

I thank the EPAC for recognizing the contribution of Marin Transit in their recommendations.

Sincerely,



David Finanne
Principal, Bayside Martin Luther King Jr. Academy
Former Principal, White Hill Middle School