

MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
TAM

November 14, 2018  
4:00 PM

TAM CONFERENCE ROOM  
900 FIFTH AVENUE  
SAN RAFAEL, CALIFORNIA

**MEETING MINUTES**

Members Present: Stephanie Moulton-Peters, Mill Valley City Council, TAM Chair  
Judy Arnold, Marin County Board of Supervisors, TAM Vice Chair  
Katie Rice, Marin County Board of Supervisors  
Damon Connolly, Marin County Board of Supervisors  
Dennis Rodoni, Marin County Board of Supervisors  
Eric Lucan, Novato City Council  
Alice Fredericks, Tiburon Town Council  
Brian Colbert, San Anselmo Town Council  
Gary Phillips, San Rafael City Council  
John Reed, Fairfax Town Council  
Kathrin Sears, Marin County Board of Supervisors  
Susan Cleveland-Knowles, Sausalito City Council (alternate)  
P. Beach Kuhl, Ross Town Council  
James Campbell, Belvedere City Council  
Dan Hillmer, Larkspur City Council  
David Kunhardt, Corte Madera Town Council

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

*Chair Moulton-Peters called the meeting to order at 4:05 p.m.*

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

Chair Moulton-Peters commented on the passage of Measure AA and congratulated all who had contributed to the effort.

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

There were none.

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

ED Steinhauser commented on four project applications being presented today for the Board's consideration for further submission to the Metropolitan Transportation Commission (MTC) to apply for funds from Regional Measure 3 (RM3). Also, on the agenda is a request for an advance of funds for the Crossing Guard program from the next year's tax revenue so that no crossing guards would be cut in January, and new crossing guard locations can be staffed as soon as possible in January 2019. She noted an upcoming MTC workshop on November 28 on CASA, the Bay Area region's new housing program. She reported on the elements of the CASA Compact which had been distributed to the TAM board and which MTC intends to vote on in late December, and ABAG in January 2019. She noted the strong possibility that allocation of future transportation funds may be conditioned on housing production. She added that this information has been shared with the city and town managers. ED Steinhauser reviewed the history of efforts taken to renew Measure A, voter approval as Measure AA, and congratulated all who contributed and assisted.

**5. Open Time for Public Expression**

Cindy Winter commented that she was pleased to see Item 6f related to the Lyft program and expressed hope that TAM would soon move forward with autonomous shuttles. She commented on other agencies implementing autonomous shuttles and hoped that TAM would implement an autonomous shuttle on a trial basis soon.

Carleen Cullen, Executive Director of Cool the Earth, expressed excitement for the passage of Measure AA. She commented on the results of the state election and stated CTE is eager to partner with local agencies to advance the transition to electric transportation. She stated that Marin has the opportunity to be a leader in electric transportation and become the lowest-emitting county in the state. She reported on CTE's goals for the next year to promote electric vehicles.

Jim Elias, Executive Director of the Marin County Bicycle Coalition, stated the election results show that the public believes in transportation innovation and more and better transportation options. He congratulated the board and staff. He also commented on the results of Proposition 6, Regional Measure 3, and Proposition 68 in Marin. He urged TAM to rely on this public support and take even more ambitious steps to reduce reliance on individual vehicles.

**4. Commissioner Reports (Discussion)**

a. Metropolitan Transportation Commission (MTC) Report

Commissioner Connolly reported on the positive results of the election. He looked forward to the discussions on the CASA process which will be publicized and active over the next several months.

b. Marin Transit Report

No report given.

c. SMART

Vice Chair Arnold reported on the extension of the SMART route to Larkspur. She also reported on the workshops collecting feedback from the first year of service and summarized statistics including 800,000 passengers and 10,000 bicycles served. She stated SMART looks forward to extending service to Larkspur and then on to Windsor.

**6. CONSENT CALENDAR (Action)**

- a. Approve TAM Board Meeting Minutes of September 27, 2018
- b. Review and Acceptance of the FY2018-19 First Quarter Financial Report
- c. Allocate Transportation Sales Tax (Measure A) Interest Funds to Marin Transit for the Ferry “Wave Shuttle” Connector
- d. Appointment to the Citizens’ Oversight Committee
- e. Program Additional State Transit Assistance (STA) funds from the Fifth Cycle Lifeline Transportation Program (LTP) Funds
- f. “GetSMART” Lyft Pilot Program One Year Program Update and Lyft/Whistlestop Contract Amendment
- g. Review and Acceptance of the First TAM Quarterly Project Status Report
- h. Advance Measure A Crossing Guard Carryover Funds to Current Budget Year

Chair Moulton-Peters opened and closed the Consent Calendar for public comment with no speakers coming forward.

Regarding Item 6f, Commissioner Rice stated she looked forward to the final report of the Lyft Pilot Program and the analysis of the riders and destinations.

Vice Chair Arnold moved to approve the Consent Calendar, which Commissioner Campbell seconded. The motion carried unanimously.

Item 9 was taken out of order.

**9. Review and Acceptance of the FY2017-18 TAM Comprehensive Annual Financial Report (Action)**

Chief Financial Officer Li Zhang presented the item which recommended that the TAM Board review and accept the FY2017-18 TAM Comprehensive Annual Financial Report. She introduced Ahmad Gharaibeh, TAM’s audit manager from Vavrinek, Trine, Day & Co., LLP. She noted that, in the past, TAM has only received simple financial statements and this is the first year TAM will have a comprehensive report due to changes to the employee structure, employee benefits, and other changes related to TAM breaking away from Local Government Services to become a stand-alone agency. Ms. Zhang explained the format of the report and reviewed the introductory section including the agency profile, operations and key points relative to the economic health of the county.

Mr. Gharaibeh reviewed the financial and compliance sections of the audit report, explaining the audit process, audit opinion, and accounting requirements. He reviewed TAM’s net financial position and compliance with the auditing requirements. He was pleased to report that, once again, TAM had no findings or opinions related to the audit.

Commissioner Lucan asked if the amount of the pension liability was a concern or if it might be in the future, and if a policy should be created to address it. Ms. Zhang stated staff is looking into it and will meet with the HR Ad-hoc Committee to address this issue.

Commissioner Campbell asked for an approximation of the other post-employment benefits (OPEB) liability. Ms. Zhang stated it is close to \$100,000, and that this topic will be included in the next HR Ad-hoc Meeting

Commissioner Withy asked if a subcommittee should be appointed to review the audit or if one of the standing subcommittees fulfills that function. Ms. Zhang stated the plan is to have the HR Ad-hoc committee manage both the HR functions and the audit functions. She added the Citizens’ Oversight Committee reviews the audit each year and provides input in the selection of the audit team.

Chair Moulton-Peters opened and closed the Item for public comment with no speakers coming forward.

Commissioner Kuhl moved to accept the FY2017-18 TAM Comprehensive Annual Financial Report, which Commissioner Fredericks seconded. The motion passed unanimously.

**7. Approve Funding Request for the North-South Greenway (Action)**

ED Steinhauser introduced Project Delivery Manager Bill Whitney to present this item which recommended that the TAM Board:

- (1) Approve a Resolution authorizing the Executive Director submit a request to the Metropolitan Transportation Commission (MTC) and the Bay Area Toll Authority to allocate Regional Measure 2 toll bridge funds for the construction phase of the North-South Greenway Gap Closure Project (Northern Segment) in the amount of \$10.6M;
- (2) Authorize the Executive Director to enter into a Cooperative Agreement in the amount of up to \$10M with Caltrans to construct and administer the project (the Co-Op will be in effect until the project is completed);
- (3) Allocate \$400,000 of the ½ cent Transportation Sales Tax Interest fund previously programmed by the Board in June 2018; and
- (4) Authorize the Executive Director execute a contract amendment with the designers, Moffatt & Nichol, in the amount of \$400,000 to address and resolve unforeseen issues that have been encountered during final design.

He described the background of the plan to develop the Greenway and the existing and planned paths in the area. He reviewed the proposed connecting segments, the partners and funding mechanisms for each segment, and the design specifications and project timeline for the northern segment. ED Steinhauser noted that environmental work on the southern segment is continuing but the funding is not yet available for that path to be constructed. Grants will be applied for once the design is done.

Chair Moulton-Peters opened the Item for public comment.

Bjorn Gripenburg, Marin County Bicycle Coalition, (MCBC), thanked Mr. Whitney, the project team, and the TAM Board for their support of this project. He commented on the importance of the project to the community who uses the greenway.

Seeing no further speakers, Chair Moulton-Peters closed public comment on the Item.

Commissioner Kunhardt moved to (1) approve a Resolution authorizing the Executive Director submit a request to the Metropolitan Transportation Commission (MTC) to allocate Regional Measure 2 toll bridge funds for the construction phase of the North-South Greenway Gap Closure Project (Northern Segment) in the amount of \$10.6M; (2) authorize the Executive Director to enter into a Cooperative Agreement in the amount of up to \$10M with Caltrans to construct and administer the project (the coop will be in effect until the project is completed), (3) allocate \$400,000 of the ½ cent Transportation Sales Tax Interest fund previously programmed by the Board in June 2018, and (4) authorize the Executive Director execute a contract amendment with the designers, Moffatt & Nichol, in the amount of \$400,000 to address and resolve unforeseen issues that have been encountered during final design, which Commissioner Hillmer seconded. The motion passed unanimously.

**8. Accept Three Initial Project Reports and concur with one additional for submittal to MTC (Action)**

ED Steinhauser introduced this item which recommended that the TAM Board Approve three Initial Project Reports (IPR) prepared by TAM to be submitted to the Metropolitan Transportation Commission (MTC) consisting of:

- 1) The Marin-Sonoma Narrows Project (MSN);
- 2) The Highway 37 Project;
- 3) The Northbound 101 to Eastbound 580 Direct Connector Project; and
- 4), Further it is recommended that the TAM Board concur with the RM3 Initial Project Report application prepared by the lead agency, the Golden Gate Bridge, Highway and Transportation District (GGBHTD), for the relocation of the San Rafael Transit Center and that this action by the Board be forwarded to GGBHTD for their information.

ED Steinhauser stated these reports are for projects that were included in RM3 and will now be submitted to MTC to request funds. MTC has a November 19<sup>th</sup> deadline for these submittals, a deadline linked to required reporting under the legislation approving RM3. The IPRs for submittal include the amounts requested and the project schedules. She added that the RM3 funds will not be allocated as soon as staff was hoping, due to challenges still being litigated regarding the voter approval of RM3 in June. MTC will be holding hearings on the bridge tolls in December and staff will keep the board updated.

Nick Nguyen, Principal Project Delivery Manager, presented the Marin-Sonoma Narrows IPR. He noted the northbound and southbound lanes of the B3 segment are open for business and he congratulated Caltrans and the other project partners. He stated the next year of design will cover Phase 2 and reviewed the amount that would be requested, noting that TAM would be seeking other funding sources in the future along with RM3.

Vice Chair Arnold asked about the amount allocated to Sonoma County for their segment, and ED Steinhauser stated that the dollar amounts are preliminary and staff has not been able to confirm, as of this date, the exact amount. She discussed the segments of the project that Sonoma still needs to finish. She noted that the amount available to TAM will be close to what is needed to finish the project but it still has to be negotiated. She stated that further discussion and decisions would come back to the board for action as well.

Mr. Nguyen presented the SR37 IPR. He stated the SR37 Policy Committee met in early November to discuss the detailed corridor projects and he presented the projects that were approved by that committee. TAM will be submitting a \$3 million project to MTC to conduct a detailed study of Segment A, the portion of SR 37 that lies within Marin County.

Commissioner Kunhardt asked about the relationship of the \$3 million to the previously TAM Board requested \$15 million Segment A study that was reviewed by the MTC Policy Committee at their last meeting. Mr. Nguyen stated that the \$3 million requested in the IPR would be enough for an initial study and TAM may later request additional funds.

Dan Cherrier, Deputy Executive Director, presented the IPR for the Northbound 101 to Eastbound 580 Direct Connector. He noted that several alternatives have been considered and reviewed, with more work to refine details. The funds requested will allow TAM to begin the Project Initiation Document, Environmental Document, and outreach process.

Commissioner Kunhardt asked for an explanation of the project graphic, which Mr. Cherrier provided. He added there will be a further project analysis to evaluate the alternatives and that the exact layout of the flyover may change. Commissioner Rice wanted to emphasize, as well, the needs of the local traffic in the design of the project. ED Steinhauser agreed and stated the technical studies will include a traffic analysis.

ED Steinhauser noted that TAM is being asked only to concur with the IPR for the relocation of the San Rafael Transit Center (SRTC), which is being submitted by the Golden Gate Bridge, Highway and Transportation District. Mr. Whitney introduced Ray Santiago, Bridge District Principal Planner. He reviewed the history of the facility and the SRTC's planned process to develop the project.

Vice Chair Arnold commented on the urgency of this project in order to connect SMART to Larkspur.

Commissioner Kunhardt commented on the expertise of Sustainable San Rafael and hoped that the group would be brought in to consult on the project.

ED Steinhauser noted, no additional funding for the SRTC was requested from TAM and more detail would be provided once the design alternatives were narrowed down.

Commissioner Phillips commented on how much disruption this would involve, particularly to the SMART project, and looked forward to working with the other stakeholders to ensure the end product meets everyone's needs.

Chair Moulton-Peters thanked Mr. Santiago for attending the meeting. Mr. Santiago expressed appreciation for the support of TAM and the other agencies.

Chair Moulton-Peters opened and closed the Item for public comment with no speakers coming forward.

Commissioner Fredericks moved the staff recommendation to accept the three Initial Project Reports and concur with one additional for submittal to MTC, which was seconded by Commissioner Arnold. The motion passed unanimously.

**10. Caltrans Report (Discussion)**

No report given.

**11. Adjourn to Closed Session**

Chair Moulton-Peters adjourned the meeting to a closed session.

**12. Reconvene in Open Session - Announcement from Closed Session**

Chair Moulton-Peters said she had nothing to report.

*The meeting was adjourned at 6:25 p.m.*