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Damon Connolly
Katie Rice
Kathrin Sears
Dennis Rodoni
Judy Arnold

AGENDA

CITIZENS' OVERSIGHT COMMITTEE
September 16, 2019
5:00 p.m.

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

1. Introductions and Welcome (2 minutes)

2. Open time for public expression, up to three minutes per speaker, on items not on the agenda (public is welcome to address the COC, but according to the Brown Act, the COC may not deliberate or take action on items not on the agenda)

3. Review and Approval of May 28, 2019 and June 17, 2019 Meeting Minutes (Action) (10 minutes)

4. TAM Staff Report (Information) (20 minutes)

   a) *SMART Sale Tax Measure Renewal Status Report*

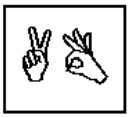
5. Update on Caltrans Planning Grant for Bus on Shoulder Feasibility Study (Information) (30 Minutes)

Break – 15 minutes

6. Formation of the FY2018-19 COC Annual Report Development Sub-Committee (Action) (20 minutes)

7. Committee Member Hot Items Report (Information) (20 minutes)

8. Discussion of Next Meeting Date and Recommended Items for the Agenda (2 minutes)
   Potential future agenda item: Review and Amendment of the COC Bylaws



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

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MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
CITIZENS' OVERSIGHT COMMITTEE
May 28, 2019
5:00 p.m.

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

MEETING MINUTES

Members Present:	Peter Pelham, Major Marin Employers Bob Burton, Southern Marin Planning Area Joy Dahlgren, Central Marin Planning Area Scott Tye, West Marin Planning Area Vince O'Brien, Bicyclists and Pedestrians Group Kevin Hagerty, League of Women Voters Allan Bortel, Marin County Paratransit Coordinating Council Zach Macdonald, School Districts Paul Premo, Taxpayer Group
Alternates Present:	Jeffrey Olson, Central Marin Planning Area Nancy Okada, Environmental Organizations Kay Noguchi, League of Women Voters
Staff Members Present:	Dianne Steinhauser, Executive Director Li Zhang, Chief Financial Officer Bill Whitney, Principal Project Delivery Manager Dan Cherrier, Principal Project Delivery Manager David Chan, Manager of Programing and Legislation Molly Graham, Public Outreach Coordinator Helga Cotter, Senior Accountant Grace Zhuang, Accounting and Administration Specialist

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

1. Introductions and Welcome

No Introductions were made.

2. Open Time for Public Expression

No members of the public came forward to speak.

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

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

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

Page 5, paragraph 7: "Member *Mcdonald* suggested…", amended to read: "Member *Macdonald* suggested…."

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

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

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

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

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

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

4. Tam Staff Report (Information)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Committee Member Hot Items Report (Information)

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

a. Community Outreach Discussion

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

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

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

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

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

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MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
CITIZENS' OVERSIGHT COMMITTEE
June 17, 2019
5:00 p.m.

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

MEETING MINUTES

Members Present:	Peter Pelham, Major Marin Employers Bob Burton, Southern Marin Planning Area Joy Dahlgren, Central Marin Planning Area Charley Vogt, North Marin Planning Area Scott Tye, West Marin Planning Area Vince O'Brien, Bicyclists and Pedestrians Group Kate Powers, Environmental Organizations Kevin Hagerty, League of Women Voters Paul Premo, Taxpayer Group Allan Bortel, Marin County Paratransit Coordinating Council Zach Macdonald, School Districts
Alternates Present:	Janyi Allsep, Southern Marin Planning Area Kay Noguchi, League of Women Voters Nancy Okada, Environmental Organizations
Staff Members Present:	Li Zhang, Chief Financial Officer Bill Whitney, Principal Project Delivery Manager Dan Cherrier, Principal Project Delivery Manager David Chan, Manager of Programing and Legislation Molly Graham, Public Outreach Coordinator Helga Cotter, Senior Accountant Grace Zhuang, Accounting and Administration Specialist

Chairperson Peter Pelham called the Citizens' Oversight Committee meeting to order at 5:03 p.m.

1. Introductions and Welcome

Chairperson Pelham welcomed everyone.

Chairperson Pelham swore in Member Bob Burton, Kevin Hagerty, Vince O'Brien, Jayni Allsep, and Kay Noguchi for their next 4-year terms.

2. Open Time for Public Expression

No comments made.

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3. TAM Staff Report (Information)

Principal Project Delivery Manager Dan Cherrier presented the staff report. He spoke about the important milestone in striking down two challenges of the Regional Measure 3 (RM3), one by the Howard Jarvis Taxpayers Association, and the other one by Randall Whitney, but noted that both parties have indicated they may appeal and Metropolitan Transportation Commission (MTC) plans to wait until all appeals have run their course before releasing any RM3 funds.

Mr. Cherrier reported that Caltrans has amended its State Highway Operations and Protection Program (SHOPP) to provide $10 million for an environmental study on the raising of Highway 37 in Marin County. The method for the raising of the roadway is still under investigation, but both embankment and causeway options are being considered. He reported that TAM also received a grant from Caltrans to conduct a feasibility study of a Bus on Shoulder program. The funding agreement is still being negotiated and a consultant will most likely be hired for this study. Mr. Cherrier explained that the study will most likely be focused on Southbound Hwy 101 between Northern Novato and North San Pedro Road, where there is a shoulder. He then discussed the feasibility of the Bus on Shoulder program of that section of the highway with inline bus stops, off ramps and existing auxiliary lanes.

Mr. Cherrier then reported that the installation of steel plates on the Richmond-San Rafael Bridge is supposed to be completed in the next few months and the multi-use path under construction is scheduled to open in September. He explained that the barrier for the path will be installed and tested after the plate installation has been completed. TAM has started the process for a traffic study to examine shared use of the path and Caltrans is planning to conduct a loading analysis this Fall to ascertain if the bridge can carry three lanes of traffic and the weight of the barrier. He discussed the weight of the deck and its effect on the bridge. Mr. Cherrier also discussed possible maintenance methods with Member Hagerty. Vice-Chairperson Burton wanted to ensure the third lane would not be open for vehicles at the same time as the upper deck. Mr. Cherrier assured him that all factors are taken into account and stated the barrier is more of an issue than the traffic.

Mr. Cherrier reported interviews were held for the selection of the 580-101 Direct Connector Project consultant team and staff will be recommending a selection in either July or August. The team selected would be for the entire project preparation until the actual design work begins. In response to Vice-Chairperson Burton, Mr. Cherrier confirmed that this is a separate project from the Bellam Blvd Project that will most likely be put out to bid towards the end of Winter.

Member Charley Vogt asked for an update on the Ramp Metering Project. Principal Project Delivery Manager Bill Whitney stated Caltrans is proceeding with the first phase of the project from the Golden Gate Bridge up to Sir Francis Drake Boulevard. Many ramps are being widened and Caltrans has been notifying the public of planned ramp closures timely. Construction is expected to be completed late Fall or early Winter and activation should begin next Spring. TAM has made a request to Caltrans to accelerate Phase 2 of the project by 4-5 years in the SHOPP, the remainder of the northbound onramp from San Rafael North and all the southbound ramps. Member Vogt commented on the heavy traffic around Novato, which he hopes will be improved by ramp metering, and Mr. Whitney confirmed infrastructure exists but may need to be upgraded before activation. Mr. Whitney clarified the widening of the Sir Francis Drake northbound onramp for Member Nancy Okada and how traffic signals would work in that area. Member Scott Tye asked if the metering is pre-programmed or could be adjusted as necessary to respond to traffic conditions. Mr. Cherrier stated that it tends to be pre-programmed.

Chairperson Pelham requested an updated on the Marin Sonoma Narrows Project and Mr. Cherrier reported that the construction bids for the latest project segment managed by Sonoma County came in right at the estimate. Mr. Whitney confirmed this section of the HOV lane will close the gap in Sonoma and TAM is working feverishly on the design for the last Marin section and getting the project ready for construction. He

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also mentioned that TAM staff is working on various ways to close the funding gap for the Marin section as well.

Vice-Chairperson Burton expressed his concern about the new bike lane at TAM Junction. He reported that half of the cars drive in the bike lane which is a serious safety issue. He suggested that the bike lane be moved over for safety reason and it appears that there is enough pavement to do so. Mr. Cherrier stated that TAM would speak to the County to ask that it be addressed.

4. Review the Measure AA Reserve Policy Options and Make a Recommendation to the TAM Board (Action)

Chief Financial Officer Li Zhang provided background information on the issue, including an explanation of the reserve provisions explicitly noted in both the Measure A and Measure AA Expenditure Plans and the Strategic Plans that allow TAM the discretion to set aside up to 10% of annual sales tax collected. Ms. Zhang explained that a policy existed under the original Measure A Strategic Plan adopted in 2006 that allowed TAM to collect 5% for 5 years. She noted that the Measure A Strategic Plan has been reviewed every two years and the revenue and expenditure update is reviewed annually, and that the public and funding recipients are well informed about the current reserve policy.

Chairperson Pelham asked about the change in the reserve amount of Measure A over time. Ms. Zhang stated it was collected at 5% of the actual collection for the first five years of full revenue collection and then stop per the adopted reserve policy. She stated that staff had recommended the same reserve policy for Measure AA but was receiving resistance from Marin Transit. She explained the request for legal review and the status of the legal opinion.

Member Zack Macdonald asked about the purpose of the Reserve Policy, noting that the Measure AA Expenditure Plan specifically referenced potential economic decline as the reason for the reserve fund, a much more limited use than in Measure A. Ms. Zhang stated it also includes funding/project contingencies. Ms. Zhang then clarified again that the Strategic Plan expands on the potential eligible uses of the reserve funds.

Member Kate Powers asked what provisions were included in the Measure approved by the voters. Ms. Zhang stated the Expenditure Plan approved by the voters authorizes TAM to set aside a reserve fund of up to 10%. Ms. Zhang also explained the history of why the Measure A Reserve Policy was set at 5% for the first 5-year period. Member Powers asked whether the reserve is allowed in the voter approved Measure AA Expenditure Plan which Ms. Zhang confirmed that it is in the plan.

Member Tye commented on the original Measure A Strategic Plan development process. He stated that a Strategic Plan Sub-Committee made a recommendation that the 5%/5-year policy was set for a reserve, which the COC supported and the Board approved during that time.

Member Paul Premo asked if there was an estimated time that the legal review would be completed. Ms. Zhang stated County Counsel is currently reviewing it and she was informed this morning that they may have a draft opinion by the end of the day. Member Hagerty then asked what is being reviewed. Ms. Zhang explained the questions specifically referenced in the request for legal review are 1) whether TAM can set aside reserve taking revenue from some categories but not others, and 2) if categories that do not contribute to the reserve can access the reserve. Ms. Zhang explained, based on her discussions with County Counsel up to this time point, the legal opinion is clear on part 2 of the request that categories not contributing to the reserve should not be allowed to access it. What County Counsel is still reviewing is whether the reserve can be taken from some categories and not all. Her discussion with the review team implies that the general legal practice usually is that the reserve should be taken from all categories. On the other hand, the Expenditure Plan doesn't mandate

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the set aside of the reserve, which means the TAM Board could decide not to set a reserve at all. However, staff believes that having a reserve is the right financial management strategy for the agency.

Vice-Chairperson Burton stated that in effect, Marin Transit would be responsible for 55% of the reserve needs for Measure AA. Ms. Zhang pointed out that TAM has been entrusted by the voters to oversee these funds. She added that none of the funds are assigned to a specific entity until work has been done and is ready to be reimbursed, although this is not Marin Transit's position or the position of some Board members.

Chairperson Pelham asked if it was correct that the use of the reserve funds do not have to be in the same proportions as the overall funds. Ms. Zhang confirmed yes and noted that funding recipients that access the reserve fund are required to pay it back to ensure that the percentages of funding in the end match the allocations the voters approved. She stated TAM has been trusted by voters to oversee the allocation and distribution of the funds as they are needed according to the policy elements, as well as delivery all projects/programs in the most cost-effective way. The reserve fund allows TAM to meet urgent needs across all the categories, such as local streets and roads and crossing guards, in a cost-efficient and timely way.

Member Vogt noted that a healthy reserve fund helps assure TAM's good credit rating and improves access to advantageous loan terms. Ms. Zhang discussed the potential upfront cash needs for the Marin Sonoma Narrows Project under the Measure AA Expenditure Plan which may require TAM to borrow in order to meet the cash flow needs. She agreed with Member Vogt that having the reserve fund in this case helps the agency's credit rating and allows for more favorable borrowing terms. Ms. Zhang reviewed the use of the reserve fund under Measure A, noting that TAM was able to borrow funds at favorable rates from MTC to meet the cash flow needs for the Highway 101 Gap Closure Project and also use the reserve fund to pay back the MTC loan timely. Member Vogt added that sales tax revenue is very dependent on the economic situation versus property tax revenue, which is the basis for most other government agencies' financing.

Member Powers asked if the $1.21 million that was released to Marin Transit in 2016 would be deducted from Marin Transit's overall Measure A allocation or would it be paid back. Ms. Zhang explained the COC's recommendation with regard to that request and stated that the TAM Board had approved the release of $1.8 million in reserve funds, with $1.21 million to Marin Transit under the condition that excess revenue collected over the budgeted revenue level be used to replenish the reserve. She noted that the COC specifically requested the funds be replenished. Ms. Zhang noted that TAM had approximately $1.5 million in excess of budgeted revenue last year, which were used to replenish the reserve funds, and will restore the reserve to its full funding level with the Measure A revenue coming in this year, before the start of Measure AA collection on April 1, 2019. Ms. Zhang then went through the specific recommendation regarding the release of reserve fund to Marin Transit at the November 7, 2016 COC meeting and highlighted the four caveats that former Chairperson V-Anne Chernock presented to the TAM Executive Committee at its November 14, 2016 meeting, including: ensure that all outside funding options have been considered; encourage Marin Transit to use a portion of its own reserve or funding set aside to fund at least half of the $1.2 million that is being requested; require that Marin Transit and the contractor conduct rigorous value engineering to reduce the final cost of the project; and/or consider requiring Marin Transit to return unspent project contingencies to TAM's reserve fund.

Member Joy Dahlgren asked how the Measure A reserve will be distributed. David Chan, Manager of Programing and Legislation, stated that staff had presented a recommendation to release the Measure A reserve, but the Board wanted to wait on that decision until after the Measure AA Reserve Policy was determined. The expectation would be that the reserve will be released according to the percentages approved by the voters. Member Dahlgren asked if the Measure A reserve should be held on to for a few years to give the Measure AA reserve a chance to accumulate, which Member Vogt seconded. Mr. Chan pointed out that the two reserves have different eligibility requirements.

Member Dahlgren commented that Marin Transit's concerns were understandable given the decrease in its allocation from Measure A to Measure AA, since they were receiving an effective rate of 59.5% under Measure

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A. Ms. Zhang acknowledged this fact and pointed out that the windfall under Measure A was only temporary. She added that Marin Transit was made aware ahead of time that the windfall funding increase from Strategy 2 would be going away.

Member Powers asked if Marin Transit has paid back the amount released in 2016 to the reserve fund or if the replenishment came from excess revenue collected. Ms. Zhang stated to make it simpler, funds were released from the reserve to all recipients according to the overall allocation and were replenished from excess revenue equally.

In response to Member Kay Noguchi, Ms. Zhang confirmed the agency would need to build up a reserve from Measure AA when the funds from Measure A are released.

Chairperson Pelham asked if there was any reason not to release the Measure A reserve immediately, since the two measures have different requirements. Ms. Zhang stated that the Measure A could be used to meet Measure AA contingences where the two measures overlap, such as the Crossing Guard program. She noted Measure A could not be closed for good until the ongoing projects are completed.

Mr. Chan presented staff's recommendation on the Measure AA reserve funds with options of 5% over 5 years, 2.5% over 7 years, and 2.5% over 10 years. He confirmed that staff's recommendation is the first option, which should provide $7 million in reserve funds. Member Hagerty asked and Mr. Chan confirmed that $5 million should be the minimum reserve level.

Vice-Chairperson Burton suggested that distributing the Measure A reserve slowly over the next five years while accumulating the Measure AA reserve to minimize the impact on the total reserve fund level.

Ms. Zhang summarized Marin Transit's comment letter, which they are revising to stipulate that TAM could maintain a reserve but not from Marin Transit's share. Ms. Zhang and the Committee reviewed and discussed the four comments as presented below.

Comment 1: MT's Funding Share Change

She pointed out that Marin Transit stipulated they were not aware of a decrease in funding under Measure AA and the $2.35 million off the top for Major Roads Projects. She reported on the Board's discussion on the matter, and its decision to bring it to the COC. Ms. Zhang reviewed a comparison of Marin Transit's allocations under both measures. She explained that Marin Transit had received a higher percentage than the 55% specified in the Measure A Expenditure Plan due to the fact that funds were provided to Strategy 2 under both the 7.5% share specified and the off-the-top bond reserve funds. The redistribution of the 7.5% for Strategy 2 allowed all other strategies to receive a higher percentage than specified in the Measure A Expenditure Plan. This is no longer the case under Measure AA and that they would only get the 55% of funds as specified in the Measure AA Expenditure Plan. The central disagreement is that Marin Transit's allocation was effectively 59.5% after the redistribution of the 7.5% Gap Closure share under Measure A Strategy 2, although the Expenditure Plan states Marin Transit's allocation to be 55%. Marin Transit's position is prior to the release of the Measure AA Expenditure Plan, Marin Transit staff was not aware of the decrease of funding share under Measure AA.

Ms. Zhang also explained the $2.35 million set aside for the Major Road Reserve is to fulfill existing commitments to the Major Roads Projects that should be funded under Measure A for its original 20-year life span. Commitments under Measure AA will expire after 14 years, which will increase the total funding pie for all categories. Member Premo asked how the 14-year time period was decided. Mr. Chan said it was based on the estimated remaining funds that those Major Road Projects could have received under the remaining time of the Measure A if Measure AA was not approved. She noted that Marin Transit had the opportunity to comment on this when reviewing the draft Measure AA Expenditure Plan and did review and provide comments during the process.

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Member Macdonald asked how the various funding shares were decided for each category and Member Tye and others who served on the Expenditure Plan Advisory Committee (EPAC) went through the prioritization and balancing process taken place during the development of Measure AA Expenditure Plan. Member Burton also commented on the argument that whether Marin Transit should continue to receive the 55% under Measure AA due to the cost effectiveness of the service as part of the discussion taken place during that time period.

Comment 2: Interest Fund Distribution Policy

Ms. Zhang discussed Marin Transit's comment related to equitable distribution of interest funds and its request to allocate interest fund proportionally based on the category funds held by TAM and in accordance with the Measure AA Expenditure Plan. Ms. Zhang reviewed the usage of interest funds in both the Measure A and Measure AA Expenditure Plans and the interest policy as approved by the TAM Board. Mr. Chan noted that County Counsel had also commented on the Measure A interest funds and agreed the interest funds do not have to be distributed according to the allocations of the overall funds, as long as they are distributed to eligible projects according to the Expenditure Plans. Member Powers asked if the County Counsel's opinion applied to Measure AA interest funds as well. Ms. Zhang stated that the Measure AA Expenditure Plan explicitly included the provision that all interest fund allocations will be solely determined by the TAM Board. Member Macdonald asked how interest is currently being managed and spent and Ms. Zhang and Mr. Chen then discussed the past and current funding commitments out of the about $5 million interest fund pot. Ms. Zhang also went through the formal interest fund distribution policy that was just reconfirmed by the TAM Board and that the COC is not being put in a position to have to make a recommendation on this. Member Tye also pointed out that Marin Transit had the benefit of receiving over $1 million in interest funds for its Yellow School Bus program.

Comment 3: Develop a Leveraging & Fund Swap Policy

Ms. Zhang discussed Marin Transit's comment suggesting the development of a leveraging and fund swap policy and reviewed TAM's fund swap policy. She noted that TAM staff believes the current TAM fund swap policy has served the County well, but could be revisited, if desired. Mr. Chan noted that any time TAM has participated in a fund swap, it has ensured the affected funding category is made whole. Mr. Chan and Ms. Zhang discussed with the Committee on various swap cases that took place in the past and confirmed that the fund swap policy, which is an agreement of all involved parties, is an important tool for TAM to help all local agencies in Marin deliver projects/programs in a more timely and cost effective way. Member Macdonald asked and Mr. Chan confirmed that the federal gas tax revenue received every three years are not being used to replace any of the sales tax revenues, but provides funding for specific project, which could be a sales tax funded project as well.

Comment 4: Adopt a Reserve Policy

Ms. Zhang discussed Marin Transit's most recent request regarding the reserve policy that was presented to TAM's Funding, Programs & Legislation Executive Committee at its May 13, 2019 meeting. This request stated that TAM should have a reserve but should not fund the reserve with the 55% Transit Category share since Marin Transit has its own reserve.

Ms. Zhang then reported on the discussions happened so far on the reserve policy, TAM's fiscal responsibility as the sales tax administrator and congestion management agency of Marin County, and the different purposes of Marin Transit's reserve and TAM's reserve. The Committee discussed and agreed that the TAM reserve really is not a redundant reserve of Marin Transit's since TAM's reserve is held for the usage and urgent needs of any eligible projects/programs under the Measure A and Measure AA Expenditure Plans and for the benefit of delivery projects/programs more cost effectively for the County.

Member Tye pointed out that Marin Transit is a different type of agency than many of TAM's other partners since they are in operations and are more susceptible to funding level changes. Ms. Zhang went through Marin Transit's current financial situation and shared the information from Marin Transit's FY2019-20 budget

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approval process. The information shared illustrated a sound financial picture for Marin Transit in the next few years with three healthy reserves totaling more than $27.6 million. Ms. Zhang reported that Marin Transit staff confirmed that they will not experience any financial difficulties over the next 2 years but may have funding shortages when they update their next Short-Range Transit Plan. Ms. Zhang informed the COC that both TAM staff and the TAM Board have made the commitment to help Marin Transit address the potential shortfall in whatever capacities that TAM is allowed when that time comes.

The Committee agreed that all facts and information provide by staff is sufficient for it to move forward and make its final recommendations on the various items.

Vice-Chairperson Burton moved support of staff's recommendation to collect a reserve from all categories, which Member O'Brien seconded. The motion passed unanimously.

Vice-Chairperson Burton moved support of staff's recommendation to collect a reserve of 5% over 5 years, which Member Hagerty seconded. The motion passed unanimously.

The Committee then discussed how to best present the COC's recommendation to the TAM Board. Member Macdonald suggested a letter to the TAM Board from the COC summarizing the discussions and actions taken by the COC, and the Committee talked about what should be included in the letter. Member Premo moved support of Vice-Chairperson Burton to present the COC's comments to the TAM Board at the June 27, 2019 Board Meeting, which Member Powers seconded. The motion passed unanimously.

Member Vogt requested the Committee to consider the recommendation to not release the $5.8 million Measure A reserve right away as TAM staff proposed, instead, release it at the same speed of the Measure AA reserve is being collected. The Committee discussed the option and recognized the benefit of maintaining the $5.8 million reserve level as collateral and ways to help TAM's credit rating in the case of borrowing. Member Vogt moved that the COC recommends the Measure A reserve be drawn down equally as the Measure AA reserve is built up over the next five years, which Member Tye seconded. The motion passed unanimously.

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

5. Update on the Measure A Compliance Audit Team RFP Process (Information)

Ms. Zhang reported that an audit team has been selected through a RFP process and thanked Member Vogt for his participation in the process. Ms. Zhang noted that the Measure A funding recipients to be audited during the 2019 Compliance Audit cycle as well as the audit team selected to conduct the work will be approved at the June 27, 2019 TAM Board meeting.

6. Committee Member Hot Items Report (Information)

There were no items to report.

7. Discussion on Next Meeting Date and Recommended Items for the Agenda

The next meeting is scheduled for September 16, 2019.

Member Tye moved and Member Premo seconded to adjourn.

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DATE: September 16, 2019

TO: Transportation Authority of Marin Citizens' Oversight Committee

FROM: Derek McGill, Planning Manager

SUBJECT: Update on Caltrans Planning Grant for Bus on Shoulder Feasibility Study (Information), Agenda Item No. 5

RECOMMENDATION

Discussion item only.

BACKGROUND

In November 2018, staff submitted a grant application to Caltrans for funding needed to conduct a Feasibility Study for a Bus on Shoulder Pilot Project. TAM has discussed the concept for a bus on shoulder pilot project in Marin County at multiple occasions in the recent years, most notably during the Highway 101 carpool lane hours of operations discussions in 2017. Under the guidance of the Board, TAM staff has been working on advancing the suite of projects that can benefit all users on Highway 101.

In May 2019, TAM staff received notification from Caltrans that the Bus on Shoulder Feasibility Study grant application resulted in TAM being awarded the requested amount of $308,000 in state funding. This study will be conducted with partners from the County of Marin, City of San Rafael, City of Novato, Golden Gate Transit, Marin Transit, Caltrans, MTC, SMART, and CHP. The effort will enable the team to further understand the cost of a pilot project, potential benefits to users in the corridor, and operational and capital improvements needed to accommodate the bus on shoulder.

DISCUSSION/ANALYSIS

Bus on shoulder is a concept that has seen successfully implemented in various parts of the US, as well as piloted in California. During peak hours, public transit buses are allowed to operate on the shoulder of the highways to bypass areas of traffic congestion. This operational exception can significantly improve travel times for transit users, and make transit services a more attractive travel option.

In Marin County, more than 500 buses use Highway 101 every day, carrying over 20,000 people on both regional services provided by Golden Gate Transit, and local services provided by Marin Transit. The buses normally utilize either the inside HOV lane or the outside lane if required to serve the bus stops. These particular buses must wait in the same back-up as the general purpose traffic. Traffic congestion is often sited by transit operators as the main cause poor travel reliability and longer travel time.

This study will provide a feasibility assessment and conceptual design for converting the existing shoulders of Highway 101 to limited-hour bus only lanes in Marin County. This study will assess the use of limited-hour bus only shoulder lanes to improve transit speed, reliability and ridership on the heavily congested portions of Highway 101. During the study, TAM will work with local communities, Caltrans, Transit

Operators and the California Highway Patrol to identify the proposed locations of bus on shoulder facilities in the county, preferred operational concept, potential user benefits, and project costs estimate. The project location for this study would extend from Downtown San Rafael to San Marin Drive in Novato. Highway shoulders are not available in Southern Marin, as all available space was utilized in order to implement the Carpool Lanes on Highway 101 and various auxiliary lanes between interchanges.

The feasibility study would be developed over the course of two years, and would develop a preferred operational concept, an analysis of ridership and user benefits, public outreach, and initial capital and operational costs for this project. One of the key elements of this work is the development of an implementation plan to understand how any proposed pilot project would fit within other improvements in the corridor such as ramp metering, completion of the Marin Sonoma Narrows, and highway interchange improvements.

FISCAL CONSIDERATION

TAM staff have estimated the cost of the feasibility study, including elements of ridership analysis, operational concept development and public outreach, to be about $350,000. Caltrans has awarded $308,000 in state funds, and TAM's local contribution from City/Town/County fees would make up the $42,000 funding gap.

NEXT STEPS

TAM will enter into agreement with Caltrans and an RFP will be issued and a qualified consultant team will be hired to conduct the study.

ATTACHMENTS

N/A

DATE: September 16, 2019

TO: Transportation Authority of Marin Citizens' Oversight Committee

FROM: Li Zhang, Chief Financial Officer
Molly Graham, Public Outreach Coordinator

SUBJECT: Formation of the FY2018-19 COC Annual Report Development Sub-Committee and Approval of the Draft Development Schedule (Action), Agenda Item No.6

RECOMMENDATION:

Staff recommends the COC form a 3 to 5-member subcommittee to guide staff with the development of the COC FY2018-19 Annual Report and adopt the report development schedule.

BACKGROUND:

In accordance with the requirements of the Measure A and Measure AA Half-Cent Transportation Sales Tax Expenditure Plans and the Measure B $10 Vehicle Registration Fee Expenditure Plan, the COC is required to develop an annual report and report to the citizens of Marin the results of the annual audits related to the usage of the Measure A/Measure AA and Measure B revenues. The FY2018-19 Annual Report will report the result of TAM's FY2018-19 financial audit and Measure A/Measure AA and Measure B project/program expenditures and achievements.

DISCUSSION/ANALYSIS:

The COC annual report has been a key outreach tool for TAM. TAM will use the FY2018-19 Annual Report to reach out to the communities and reassure the public that the Measure A/Measure AA Half-Cent Transportation Sales Tax funds and the Measure B $10 Vehicle Registration Fee funds are being spent in accordance with the voter-approved Expenditure Plans.

The Committee and TAM staff discussed during the approval of the FY2017-18 COC Annual Report approval process that a major redesign/overhaul of the report is an idea worth exploring with the start of the Measure AA projects and programs. Staff agrees with the Committee and is committed to work with the Committee to produce a totally fresh-looking comprehensive report this year. During this process, staff would also like to work with the Sub-Committee and develop a new distribution plan for the report so the report can reach and inform the voters in Marin more effectively.

FISCAL CONSIDERATION:

The budget amount needed for the production of the report is included in the Document/Video/Marketing Material Reproduction line item of the FY2019-20 TAM Annual Budget Report. Total design cost of the

report is estimated to be $5,500 and additional $6,000 is set aside for the reproduction of the hard copies. A total of $11,500 is reserved under the $45,000 Document Reproduction Budget Line.

NEXT STEPS:

With the formation of the Sub-Committee, staff will start to work with the Sub-Committee on the development of the report. Below is the proposed development timeline:

1. October 2019, Sub-Committee Meeting to Go Over Design Ideas and Report Contents
2. November 2019, Sub-Committee Review of Draft Report
3. December 2019/January 2020, COC Review and Approval of the Final Draft Report
4. January/February 2020, TAM Board Review and Acceptance of the Report

ATTACHMENT:

Proposed Draft FY2019-20 Annual Report Outline

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Background/Overview

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