

MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
EXECUTIVE COMMITTEE  
Administration, Projects & Planning  
May 11, 2020  
3:30 PM



Virtual Meeting

Zoom Link:

<https://us02web.zoom.us/j/85027221582?pwd=OHdNY3NvS0dNeWY3N255WlJzQUVxZz09>

**Webinar ID: 850 2722 1582**

**Password: 796877**

Members Present: Alice Fredericks, Tiburon Town Council, Committee Chair  
Brian Colbert, San Anselmo Town Council  
Kate Sears, Marin County Board of Supervisors  
Damon Connolly, Marin County Board of Supervisors

Commissioners Absent: Gary Phillips San Rafael City Council

Staff Members Present: Anne Richman, Executive Director  
Bill Whitney, Principal Project Delivery Manager  
Denise Merleno, Executive Assistant  
Derek McGill, Planning Manager  
Li Zhang, Deputy Executive Director/Chief Financial Officer

Chair Alice Fredericks called the meeting to order at 3:30 p.m. Chair Fredericks welcomed everyone to the Committee's first virtual meeting and asked Denise Merleno, the Board Clerk, to conduct a roll call to ensure a quorum. Chair Fredericks confirmed the quorum and went on to describe the way in which the public could offer their comments throughout the meeting.

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

Chair Fredericks noted she did not have a report.

**2. Commissioner Comments (Discussion)**

There were none.

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

Executive Director (ED) Anne Richman provided an update on COVID-19 and its effects on TAM, noting that staff continues to work remotely in light of the Shelter in Place order. She also reported on her participation in the Marin Recovers Transportation Task Force whose goal is to recommend safety measures for the County to consider in re-opening plans related to transportation services in Marin.

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ED Richman reported on TAM staff's review of travel data relating to the impact of the Shelter in Place Order, and she provided an update on TAM's Vanpool Incentive Program which is operated in conjunction with the Metropolitan Transportation Commission (MTC). She stated that both agencies offer subsidies to qualifying vanpools and that both will continue to be offered during the Shelter in Place period. ED Richman stated that the vanpool leasing company under contract with MTC has offered to pay all out-of-pocket expenses during this period.

ED Richman reported on the Safe Routes to Schools Program, noting that information on the program has been posted on TAM's website. She congratulated Marin County for installing 22 electric vehicle (EV) charging ports at the Los Gamos campus, for which TAM's EV Charging Station Program had provided almost \$60,000 in matching grants. ED Richman also reported on the City of Novato's purchase of 2 additional electric bikes for use by the Police Department, which were purchased with funds from TAM's EV Fleet Rebate Program.

ED Richman also reported on the Highway 101/I-580 Direct Connector Project. The project team is preparing to host a remote meeting for the stakeholder working group, which should take place in late June or early July.

Finally, ED Richman expressed pleasure that MTC's staff is recommending their Commission nominate the final segment of the Marin Sonoma Narrows (MSN) Project, from Novato to the Sonoma County line to receive funding from Senate Bill 1 (SB1). She stated that a court hearing has been scheduled in May 2020 when it is hoped a decision will be reached on Regional Measure 3 (RM3) funds.

#### **4. Open time for public expression**

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

#### **5. Approval of the Minutes from March 9, 2020 Meeting (Action)**

Commissioner Connolly moved to approve the Minutes of the March 9, 2020, which Commissioner Sears seconded. A roll call vote was taken and the motion passed unanimously.

#### **6. Authorize Contract Amendment with Moffatt & Nichol (Action)**

Principal Project Delivery Manager Bill Whitney presented this item, which asked the Committee to recommend that the Board authorize the ED to (1) execute a contract amendment with the consulting engineering firm Moffatt & Nichol in the amount of \$375,000 to provide final design service for the North-South Greenway Multi-Use Path (Northern Segment), and (2) extend the term of the contract to December 31, 2020.

Mr. Whitney discussed two North-South Greenway multi-use path segments: the segment over Corte Madera Creek in Caltrans' right-of-way, which is advancing to construction, and a continuation of the path on Old Redwood Highway to connect with a pedestrian overcrossing within the City of Larkspur. He confirmed the design of the northern segment is completed and that the project will go out to bid after Caltrans' requests have been satisfied. Mr. Whitney discussed the bidding process, noting that the contract amendment will provide funding for the design and for support during construction bidding.

Mr. Whitney discussed the review and approval process and project funding, and he stated that construction is anticipated to begin by the end of summer.

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

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Commissioner Colbert moved to recommend that the Board authorize the execution of the contract amendment with the consulting engineering firm, Moffat & Nichol in the amount of \$375,000 to provide final design service for the North-South Greenway Multi-Use Path (Northern Segment), and extend the term of the contract to December 31, 2020, which Commissioner Sears seconded. A roll call vote was taken and the motion passed unanimously.

#### **7. Authorize Agreement with Uber and Enter into MOU with Marin Transit (Action)**

ED Richman introduced this item, which is a request to the Board that it authorize the ED to execute a two-year agreement with Uber Technologies, Inc. (Uber) for an amount not to exceed \$140,000 to provide first/last mile services to and from transit stations in Marin County and sign a Memorandum of Understanding (MOU) with Marin Transit to formalize an integrated, accessible on-demand transportation program.

ED Richman explained that TAM would enter into contract with Uber to provide services for TAM's GET2SMART Program, which provides a \$5 incentive for a shared ride to and from SMART Stations. TAM would also enter into an MOU with Marin Transit to document how the two agencies would coordinate their related services.

Robert Betts, Director of Operations & Planning for Marin Transit, thanked TAM staff for their partnership during the Request For Proposal (RFP) process, which he stated should improve the pilot programs for both agencies. Nancy Whelan, General Manager of Marin Transit, stated that they are excited to expand their services.

Planning Manger Derek McGill provided background information on the GET2SMART program, which he stated was launched in September 2017. Mr. McGill discussed TAM's partnership with Whistlestop, which provides wheelchair access for mobility-impaired users and operates a call center for the program. He stated that the program is funded through the \$10 Vehicle Registration Fee under Measure B and that between 700 – 800 riders use the service each month during the summer.

Mr. McGill provided a timeline for the joint Marin Transit and TAM RFP for a software program for Marin Transit's Connect Program and the Lyft GET2SMART Program, which was issued in October 2019. He stated that Uber were selected as the top ranked proposer and could provide cost savings for both agencies.

Mr. McGill discussed the App, which will allow the user to determine the most appropriate service based on cost and travel time, and he noted that it would also have a feature to allow users to meet their train time.

In response to Commissioner Sears, Mr. McGill confirmed that options for EV integration have been provided for consideration, including a coupon code for drivers who operate EVs. Mr. McGill stated that the Board will review the program when it is more advanced.

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

Commissioner Colbert moved to recommend that that the TAM Board authorize the ED to execute a two-year agreement with Uber for an amount not to exceed \$140,000 to provide first/last mile services to and from transit stations in Marin County and sign a MOU with Marin Transit to formalize an integrated, accessible on-demand transportation program, which was seconded by Commissioner Connolly. A roll call vote was taken and the motion passed unanimously

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## 8. Review the Proposed TAM FY2020-21 Annual Budget (Action)

ED Richman introduced this item, which is a request that the Committee reviews the Proposed TAM FY2020-21 Annual Budget, provides input and recommends that the TAM Board review and release the proposed budget for the 30-day public comment period at its May 28, 2020 Board meeting.

ED Richman discussed the difficulty of formulating a budget with all the uncertainties and stated that staff is presenting a conservative budget. She confirmed that staff will continue to closely monitor sales tax revenues and will provide an update to the Board at its June 2020 meeting.

Deputy Executive Director/Chief Financial Officer Li Zhang discussed the budget development timeline and process, noting that this committee and the Citizens' Oversight Committee (COC) are requested to review and provide inputs before the approval of the TAM Board on June 25, 2020. Ms. Zhang provided an overview of her presentation, which she stated would include revenue levels for the sales tax and measures to control staffing costs.

Ms. Zhang noted that staff continues to recommend moving forward with an estimated revenue stream of \$27.5 million and she discussed three steps taken to assist funding recipients, noting that staff is recommending suspending the 5% reserve under Measure AA for the upcoming year. She stated that revenue updates would be provided when there are clearer economic projections, as well as proposals from staff for use of the \$5.8 million in reserve to fund critical transportation projects.

Ms. Zhang provided an overview of the funds expected from RM3, which are needed to enable the Agency to compete for SB1 funds for the MSN Project. She stated that the budget will be amended to reflect the funds should they become available.

Ms. Zhang discussed the City/County Congestion Management (CMA) fee, noting that a temporary 30% increase implemented in FY2015-16 expires this year. She explained that a funding level of \$500,000 has been agreed with the local jurisdictions with agreement to engage in discussions for long-term funding levels once the economic picture is clearer.

Ms. Zhang discussed proposed savings in TAM's operational costs, including office leasing savings.

Ms. Zhang discussed the Agency's estimated fund balance as of end of FY2019-20, anticipated revenues for the six agency funds, and proposed expenditures for FY2020-21. She stated that the proposed expenditures exceed revenue estimates, noting that the agency expects to deliver more projects and will still have a healthy fund balance by the end of FY2020-21.

Ms. Zhang ended her presentation with a discussion on the major spending categories, noting that more in-depth discussions will take place at the June 2020 TAM Board Meeting.

In response to Commissioner Connolly, Ms. Zhang stated that the current reserve of \$5.8 million will be maintained and that the agency will refrain from collecting a 5% reserve from Measure AA funds.

Commissioner Colbert asked if the Safe Routes to Schools program budget will be affected if there are changes to the start of the school term or attendance patterns. Ms. Zhang stated that the budget assumes schools will return in the fall, and that adjustments could be made prior to or after the TAM Board adopting the budget at its June 2020 meeting with new information.

Commissioner Colbert also asked staff if they have considered impacts to public transit because of COVID-19. Ms. Zhang stated that staff is considering traffic studies that would help to determine if adjustments are needed to TAM's programs. ED Richman stated that capital projects might not be affected, and that staff is considering changes that might be necessary to programs such as Marin Commutes and Safe Routes to Schools.

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Commissioner Sears stated that she foresees additional interest in ride-sharing programs and suggested the agency consider ways of expanding TAM's ride-sharing programs.

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

Commissioner Sears moved to recommend that that the TAM Board review and release the Proposed TAM FY20-21 budget for the 30-day public comment period at its May 28, 2020 Board meeting, which was seconded by Commissioner Colbert. A roll call vote was taken and the motion passed unanimously.

*The meeting was adjourned at 4:30 p.m.*

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