



MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
CITIZENS' OVERSIGHT COMMITTEE

September 21, 2020

5:00 p.m.

Virtual Meeting

**Zoom link:**

<https://us02web.zoom.us/j/84336536858?pwd=L3NKSmP0V0JCYXhQUdIoYm05MDNidz09>

**Webinar ID: 843 3653 6858**

**Password: 149971**

**MEETING MINUTES**

Members Present:

Peter Pelham, Major Marin Employers (Chairperson)  
Bob Burton, Southern Marin Planning Area (Vice-Chairperson)  
Joy Dahlgren, Central Marin Planning Area  
Charley Vogt, Northern Marin Planning Area  
Paul Roye, Ross Valley Planning Area  
Vince O'Brien, Bicycle & Pedestrian Groups  
Kate Powers, Environmental Organizations  
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  
Veda Florez, Northern Marin Planning Area  
Kay Noguchi, League of Women Voters  
Kingston Cole, Taxpayer Groups

Staff Members Present:

Anne Richman, Executive Director  
Li Zhang, Chief Financial Officer/Deputy Executive Director  
David Chan, Manager of Programing and Legislation  
Dan Cherrier, Principal Project Delivery Manager  
Denise Merleno, Executive Assistant  
Helga Cotter, Senior Accountant  
Molly Graham, Public Information Officer  
Grace Zhuang, Accounting and Administration Specialist

Chairperson Peter Pelham called the Citizens' Oversight Committee (COC) meeting to order at 5:05 p.m. The committee members/alternates wished Vice-Chairperson Bob Burton a very happy birthday.

**1. Introductions and Welcome**

Chairperson Pelham asked TAM Senior Accountant Helga Cotter to conduct the roll call. Ms. Cotter did so and confirmed that a quorum was present. Chairperson Pelham stated the meeting order rules and instructions for the public to provide comments.

## **2. Open Time for Public Expression**

No public comment was received.

## **3. Review and Approval of July 20, 2020 Meeting Minutes (Action)**

Vice-Chairperson Burton moved to approve the July 20, 2020 Meeting Minutes. Member Charley Vogt seconded and the Minutes were approved unanimously.

## **4. TAM Staff Report (Information)**

Executive Director (ED) Anne Richman presented the staff report. ED Richman provided COVID-19 updates, noting that Marin has moved from the Purple Tier level of risk to the Red Tier, and staff continued to work remotely in accordance with the Marin County Public Health Officer's direction. ED Richman stated that the Shelter-in-Place Order continues to impact the agency's programs, including the school-related programs in particular.

ED Richman reported that TAM received about \$27.4 million in sales tax revenue in FY2019-20, which was only slightly less than the \$27.5 million budgeted for the year, but quite lower than the \$28.9 million collected in FY2018-19. ED Richman stated that the sales tax revenue budgeted for FY2020-21 is \$24.75 million, with projections for a further dip due to the COVID-19 induced economic recession. She noted that the TAM Board approved the use of up to \$2.75 million in reserve funds to support projects and programs when needed. She noted that predictions of a possible drop in sales tax revenue of between 20% - 30% at the start of the Shelter-in-Place Order, fortunately, did not occur for Marin. ED Richman reported that staff will continue to monitor the sales tax revenue trend and provide updates to the COC and TAM Board throughout the year.

ED Richman also reported that revenue for the Vehicle Registration Fee (VRF) was \$2.3 million for FY2019-20, while \$2.4 million was budgeted.

ED Richman provided an update on TAM's programs and projects, including awarding Innovation funds from Measure AA for Quick Build Projects that support local businesses during this difficult time. ED Richman stated that all 11 jurisdictions applied and received funding for projects, including a project by the County for access improvements near 5 schools in anticipation of students returning to schools allowing for different modes of transportation than previously used.

ED Richman discussed the Marin 101-580 Direct Connector Project, noting that 3 stakeholder working group meetings had taken place to provide community input and information to interested stakeholders and to seek their feedback. ED Richman reported that additional meetings will be scheduled later in the Fall. She also stated that TAM has been asked to address other community organizations and confirmed staff is available to provide presentations on the Marin 101-580 Direct Connector Project on request.

ED Richman discussed the final segment of the Marin Sonoma Narrows (MSN) Project between Novato and the Sonoma County line, noting that a joint application was submitted in July with the California Department of Transportation (Caltrans) and the Metropolitan Transportation Commission (MTC) for \$40 million in state funding from the Solutions for Congested Corridors Program (SCCP) of Senate Bill 1 (SB1). ED Richman stated that the results should be announced in November and staff is optimistic in securing the funding which is needed to close the final gap of the MSN Project.

ED Richman reported on the Tri-Annual SR2S Evaluation Report covering 2016 to 2019, which was presented to the TAM Board for review and acceptance at its July 23, 2020 meeting. ED Richman noted that the report

is available on the agency's website and included information on school participation, travel mode shift, funding and capital projects associated with the SR2S Program.

ED Richman provided an update on the Sir Francis Drake Blvd Rehabilitation Project, which received \$14.5 million in funding from the Measure A Major Roads Program. She stated that construction began in mid-June and discussed the effects of the Shelter-in-Place Order on the bidding process and construction schedule. ED Richman noted that the project has been accelerated due to traffic reductions on Sir Francis Drake Blvd and should be able to finish earlier than expected,

ED Richman provided an update on the Northern Segment of the North-South Greenway Project, noting that the construction bids were received at the end of August 2020, but the bids were higher than expected and that the TAM Board will review a proposal to close the funding gap at its September 24, 2020 meeting.

ED Richman reported that construction to install the movable barrier to create a 2-way protected bike path on the Sir Francis Drake Blvd flyover had started. The barrier is almost completed and bikers are using the path.

ED Richman provided an update on other agencies' activities, including Sonoma Marin Area Rail Transit's (SMART's) listening forums that will be held throughout the counties of Marin and Sonoma to gain community input to help shape the agency's future. She stated that 27 Bay Area transit operators have developed a safety plan that defines transit-related safety standards, noting that the plan is available at [www.healthytransitplan.org](http://www.healthytransitplan.org).

ED Richman announced that the San Francisco County Transportation Authority (SFCTA) launched a congestion pricing study that will assess the effects of charging people to drive in downtown San Francisco. ED Richman noted that more details were posted on SFCTA's website.

ED Richman reported on the release of the draft California Transportation Plan (CTP) 2050, a long-range plan for the transportation system. ED Richman noted that the 30-year plan presents visions, goals, challenges and recommended solutions, and is open to public comments until October 22, 2020.

ED Richman reported that the TAM Board will be meeting on Thursday, September 24, 2020 and highlighted a few items on the agenda. She concluded her report by thanking Chairperson Pelham and Member Vogt for the opportunity to address the Ignacio Rotary Club.

In response to Member Vogt, ED Richman stated that she would need to confirm if CTP 2050 includes State Route (SR) 37. She noted that Caltrans is funding the environmental work on Segment A of SR37. Member Vogt commented on the need for state funding to fix SR37.

Member Paul Premo asked if the slide presentation could be sent to the members prior to the meeting so that they could prepare questions in advance. In response to Member Premo, ED Richman stated that the Innovation Program provided funding for Quick Build Projects to allow jurisdictions to close streets to facilitate downtown economic activities, such as outdoor markets. ED Richman confirmed that the use of funds was considered appropriate in response to COVID-19 pandemic.

Member Paul Roye congratulated the agency for funding the downtown Quick Build Projects and stated that he has received positive comments from the San Rafael community.

In response to Member Kevin Hagerty, ED Richman stated that Golden Gate Bridge Highway & Transportation District (GGBHTD) has been undertaking environmental studies for the location of the new San Rafael transit center and that staff will provide update during the next meeting. ED Richman also provided an update on Regional Measure (RM) 3, noting that RM3 is still under litigation and that a decision about whether an appeal will be heard by the Supreme Court of California is expected to be made by November 2020.

Member Zach McDonald expressed satisfaction in the SR2S report. He requested highlights of the report at a future meeting.

In response to Chairperson Pelham, ED Richman stated that the Marin 101-580 Direct Connector stakeholder group is still discussing all the proposed alternatives, noting the complexity of the project.

Member Kate Powers joined the meeting.

Alternate Veda Florez expressed satisfaction with Plan Bay Area (PBA) 2050 Blueprint and she asked if the agency felt that transit ridership would increase. ED Richman stated that MTC has convened a Blue Ribbon Transit Recovery Task Force in which the managers of Marin Transit and GGBHTD are participating. The task force will be considering transit recovery, transit reinvention and potential changes to meet riders' needs. ED Richman noted that Member Powers will provide an update from the Marin Transit Board Meeting held September 14, 2020 under Item 7 of this agenda.

Ms. Cotter confirmed that no public comments were received for this item.

**5. Formation of the FY2019-20 COC and 2020 TAM Annual Report Development Subcommittee and Approval of the Draft Development Schedule and Outline (Action)**

Public Information Officer Molly Graham presented the staff report, which recommends the COC form a 3- to 5-member subcommittee to guide staff with the development of the COC FY2019-20/TAM 2020 Annual Report and adopt the report development schedule and draft outline. Ms. Graham noted that the COC has been involved in the creation of the report for 15 years, and the report is a great tool for promoting TAM's projects and programs and ensuring sales tax funds and the vehicle registration funds are being spent in the manner stipulated in the expenditure plans. Ms. Graham expressed her appreciation for the efforts made by COC Members to produce the report.

Ms. Graham discussed the redesign of the report last year, which included a map showing the location of projects, which she noted has received many complements. She discussed last year's membership of the Subcommittee, including Members Joy Dahlgren, Allan Bortel, Hagerty, Vogt and Macdonald, which had been expanded from prior years.

In response to Member Vogt, Ms. Graham discussed the effects of COVID-19 on the distribution of the hard copies. She confirmed that many of the hard copies had been distributed by mail and she discussed the difficulties of making the reports available to the public with the libraries and city halls being closed. Ms. Graham stated that if the Shelter-in-Place Order is still in effect next year, the agency might like to consider other ways of distributing the report electronically.

Member Vogt asked Member Hagerty and Alternate Kay Noguchi if the members of the League of Women Voters (LWV) had commented on the report. Member Hagerty commented on the excellence of the report and he discussed the difficulty of getting the hard copies to LWV members since the meetings are online. Member Hagerty stated his willingness to volunteer for the sub-committee. He discussed the need to alter the format of the report to make it more electronically appealing, which has the potential to reach more residents.

Vice-Chairperson Burton suggested the County might be open to distributing the report with tax bills to reach a wider audience and Chief Financial Officer/Deputy Executive Director Li Zhang stated that staff would make inquiries. Member Premo informed members that pension advocates have asked the County to include clarification of the County's pension liabilities with the tax bills and were told that the mailing cost would increase substantially. He thought that the County would not be amenable to the request to include the Annual Report.

Chairperson Pelham and Ms. Zhang discussed mailing postcards to households in the County providing the link to the online report. Ms. Zhang stated that the libraries could provide a link to the report on their websites and would distribute the physical report if requested by a patron when ordering materials. She also stated that staff is investigating the possibility of distributing the reports in stands at grocery stores. Ms. Zhang asked the members to let her know if they would like more copies of the report to be distributed to members of their organizations.

Alternate Jeff Olson discussed the costs, acknowledged the high production standards of the report, and added his support for mailing postcards to encourage residents to review a digital copy. He also suggested that physical copies are distributed at transit centers. Ms. Zhang stated that the individual cost of the report is approximately \$2.50 each and that 2,000 were printed at a cost of approximately \$5,000.

In response to Alternate Florez, Ms. Zhang stated that there was a difference in the production costs this year to prior years but that the number of pages in the report remains consistent. She confirmed that the COC Report and TAM Annual Report were combined last year. Ms. Florez suggested that future reports could be printed on regular paper and inserted into newspapers for wider distribution, and that there are racks at the Civic Center for distribution.

Chairperson Pelham suggested that staff could send members a link to the Annual Report on TAM's website for forwarding to those who are interested.

Member Vogt discussed the map insert, which he suggested could be amended to include more information and distributed with newspapers in the future. He noted that this form of distribution ensures that many more reports are distributed in a shorter time period. Alternate Florez suggested the reports are printed by demand instead of massive production in advance.

Ms. Graham expressed gratitude that the report is well-loved and stated that all these new ideas for the Annual Report could be discussed by the sub-committee.

Chairperson Pelham, Members Vogt, Hagerty and Macdonald and Alternate Florez agreed to form the sub-committee.

Member Vogt suggested there might be a public works association for a publications competition for which the report could be submitted and gain a wider audience, and Ms. Graham confirm there is Marin Public Work Association that we can reach out to.

Ms. Zhang recommended that Member Roye be the featured Committee Member in the FY2020-21 COC Annual Report and the recommendation was supported by all. Ms. Zhang noted that Member Roye has been a dedicated member of the COC since 2010.

Chairperson Pelham moved to appoint himself and Members Hagerty, Vogt, Macdonald, and Alternate Florez to the FY2019-20 TAM/COC Annual Report Development Sub-Committee, and to select Member Roye as the featured COC member in the report. Member Hagerty seconded the motion, which was approved unanimously.

Ms. Cotter confirmed that no public comments were received for this item.

## 6. Update on COVID-19 Impacts on Crossing Guard Program (Discussion)

Principal Project Delivery Manager Dan Cherrier presented this discussion item, which reviewed the impacts of COVID-19 on the TAM Crossing Guard Program. Mr. Cherrier provided background information on the program. He stated that the program began in 2006 with 54 guards funded by Measure A, experienced growth in 2010 with the addition of Measure B funds, and further growth in 2018 with Measure AA funds that expanded the program to 99 TAM funded crossing guards. He discussed the desire to control operation costs and provide as many guards as possible, rather than focusing on building funding reserves.

Mr. Cherrier noted that some school districts have provided guards on a cost-sharing basis but that they have cut back this year due to restricted school district budgets. He discussed the ranked lists, noting that the last site evaluation was performed in 2018 and the next evaluation is scheduled to be conducted in 2022. He stated that either American Guard Services or All City Management Services (ACMS) have provided the guards since the program began, and the current provider is ACMS.

Mr. Cherrier discussed the impacts of COVID-19 on the program. He noted that savings are being realized because the crossing guards are not working but that additional expenditure might be needed if schools return on a split-shift basis. Mr. Cherrier discussed the 5-year revenue assumptions adopted by the TAM Board at the June 25, 2020 meeting, noting that the June 2020 revenues were significantly lower compared to the projection back in 2019 due to the pandemic. The projected revenue reduction will be around \$1.5 million over the next 5-years.

Mr. Cherrier confirmed that the first guard was scheduled to return on Monday, September 28, 2020, at a site close to a private school in Larkspur. He discussed the short-term impacts to the program, including the number of days schools might be open during the year and number of schools that could operate online the remainder of the time.

Mr. Cherrier discussed various scenarios that were considered for school reopening and stated that sufficient savings have been made to finance crossing guards for the current year, but that shortfalls could occur next year resulting from a need to provide guards for additional shifts due to split-shift school schedules.

Mr. Cherrier discussed cost estimates based on the number of guard days and hours worked, noting that there would be a significant loss if 99 guards were employed for a 180-day school year in 2020/21 and 2021/22. He discussed the effects of a 120-day school year with split-shifts, which is thought to be realistic and could result in a funding shortfall.

Mr. Cherrier discussed the evaluation of the program that is scheduled for the fall of 2021, the high crossing guard turnover and the number of guards might have to be cut due to the drop in revenue. Member Vogt commented on the difficulty in determining when schools would be open and the mode of operation. Members Vogt and Macdonald discussed the possibility of students using yellow buses to get to school, which Member Macdonald thought would be unlikely due to COVID-19 concerns.

In response to Member Vogt, Mr. Cherrier stated that yellow bus usage would most likely be down this year and new drop-off places further away from schools are being considered. He confirmed that traffic patterns will be monitored, and that adjustments can be made to the location of crossing guards in between evaluations based on the change in conditions. He discussed the possibility of using crossing guards to count the number of students who use crosswalks, noting that liability issues are considered too great to go beyond the scope of work, in addition to other difficulties he discussed.

Mr. Cherrier addressed the availability of crossing guards when schools return, in response to Member Vogt. He discussed the number of guards, including alternates who are used in the absence of regular guards, the

difficulty of split-shifts, problems experienced during the first week of the school year and the problem of not knowing when schools will reopen.

Alternate Florez suggested procuring volunteer crossing guards from the Center for Volunteer & Nonprofit Leadership (CVNL) and adopting the same safety standards for yellow buses that transit agencies or the Marin County Office of Education (MCOE) adopted. Mr. Cherrier noted that school districts manage a volunteer program but noted that liability issues relating to using crossing guards from the program would be very significant.

In response to Member Hagerty, Mr. Cherrier explained that it is possible the program will need to accommodate a 6-hour day, rather than a 4-hour day to manage split-shifts in schools and that the additional costs will need to be absorbed by the program.

ED Richman discussed the difficulty of maintaining steady costs, noting that changes to the program might be needed in future years.

Vice-Chairperson Burton noted that the discussion on changes to the program will need to take place in the Spring of 2021.

Ms. Cotter confirmed that no public comments were received for the item.

## **7. Committee Member Hot Items Report (Discussion)**

### ***a. Marin Transit Report (Member Kate Powers)***

Member Powers provided her report on the September 14, 2020 Marin Transit Board Meeting, where it was reported that there was a 62% drop in transit riders from June 2019 to June 2020, a 61% drop in ridership on fixed routes and a 70% drop in ridership on Marin Access. Member Powers noted that ridership increased in May and June of 2020 compared to April 2020. She discussed the changes that have been made in response to the Shelter in Place order, including suspending the Muir Woods Shuttle Service until the end of the year and supplemental yellow bus school routes until schools reopen. Marin Transit has added supplemental vehicles to four bus routes where riders need additional space due to the pandemic, including Marin City to San Rafael Transit Center, San Rafael Transit Center to College of Marin, the Canal district to the San Rafael Transit Center and Novato to Marin City, via the Transit Center. Member Powers stated that the supplemental buses serve those in the community who depend on transit.

Member Powers reported that Marin Access conducted a survey between April and June 2020 of riders who use the Low-Clipper START program for low-income riders in response to the drop in ridership; that the Marin Transit Board updated the budget that was adopted at its June 1, 2020 meeting, showing the projected change in revenue loss from \$5 million to \$7.2 million. Member Powers noted that Marin Transit received \$10 million from the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Member Powers discussed Marin Transit's potential service reductions, re-negotiations with contract providers including GGBHTD in FY2021-22 and Marin Airporter in FY2022-23, and restricting administrative costs. She also noted that the Bay Area Healthy Transit Plan was adopted.

Member Powers concluded her report of the Marin Transit Board Meeting by reporting that the next meeting will be on Monday, October 5, 2020, where public comment will be received on the Clipper START Pilot Program, a means-based transit fare program which will have projected losses of over \$92,000. She suggested that Marin Transit be invited to the next COC meeting to provide a full presentation.

Chairperson Pelham and Vice Chairperson-Chairperson Burton thanked Member Powers for an excellent review of the Marin Transit Board Meeting.

Ms. Cotter confirmed that no public comments were received for the item.

#### **8. Discussion of Next Meeting Date and Recommended Items for the Agenda**

The next meeting was scheduled for Monday, October 19, 2020. Ms. Zhang recommended the items for discussion including a presentation by Marin Transit and review and acceptance of the draft FY2019-20 Comprehensive Annual Financial Report (CAFR). She said that staff is working diligently with the audit team with the hope to get the CAFR ready for review by the COC at its October meeting and then for the TAM Board's acceptance at its October 22, 2020 meeting. Ms. Zhang added that staff is also working hard with the sales tax compliance audit team with the plan to get the compliance audit result ready for the COC and TAM Board review in November.

Chairperson Pelham and Ms. Zhang discussed absent committee members. Ms. Cotter confirmed that Member Scott Tye and Alternate Nancy Okada were absent at this meeting and Ms. Zhang thanked the remaining members for their continued participation in the meetings. She confirmed she would reach out to Member Tye.

Alternate Florez discussed the difficulty she experiences participating in the meetings. Chairperson Pelham asked members to use the raised hand feature provided by Zoom when they wished to speak, and Ms. Zhang stated that staff will send instructions.

Member Macdonald thanked staff and Chairperson Pelham for coordinating the Zoom meetings, which he acknowledged was not an easy task to run.

Ms. Cotter stated that Alternate Okada had been in contact and wanted to wish Vice-Chairperson Burton a Happy Birthday.

The meeting was adjourned at 6:50 p.m.