Transportation Authority of Marin

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**Tiburon**
Alice Fredericks

**County of Marin**
Damon Connolly
Katie Rice
Stephanie Moulton-Peters
Dennis Rodoni
Judy Arnold

# AGENDA

## CITIZENS' OVERSIGHT COMMITTEE
## November 15, 2021
## 5:00 p.m.

## Virtual Meeting

**Zoom Link:**
**https://us02web.zoom.us/j/87691369661?pwd=QTI4VHRiQkpXU3dVN0hVc1gzUGluZz09**

**Webinar ID: 876 9136 9661**
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• Before the meeting: email your comments to gzhuang@tam.ca.gov. Please email your comments no later than 1:00 P.M. Monday, November 15, 2021 to facilitate timely distribution to Committee members. Please include the agenda item number you are addressing and your name and address. Your comments will be forwarded to the TAM COC members and will be placed into the public record.

• During the meeting (only): Your meeting-related comments may be sent to info@tam.ca.gov During the meeting your comments will be read (3-minute limit per comment) when the specific agenda item is considered by the Committee. Your comment will also become part of the public record. In order to ensure staff receives your comment during the meeting, it is recommended that you send your comment using info@tam.ca.gov early in the meeting.

• During the meeting (only): If watching this meeting online, click on the "raise hand" feature in the webinar controls. This will notify TAM staff that you would like to comment. If participating by phone, "raise hand" on Zoom by pressing *9 and wait to be called upon by the Chair or the Clerk to speak. Ensure that you are in a quiet environment with no background noise. You will be notified that your device has been unmuted when it is your turn to speak. You may be notified prior to your allotted time being over. Your comments will also become part of the public record.

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.

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

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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 October 25, 2021 Meeting Minutes (Action) (5 minutes)
4. TAM Staff Report (Information) (20 minutes)
5. US 101 Part-Time Transit Lane Feasibility Study (Discussion) (30 minutes)
6. Review and Acceptance of the 2021 Measure A/AA Compliance Audit Results (Action) (20 minutes)
7. Formation of FY2020-21 COC/2021 TAM Annual Report Development Subcommittee and Approval of Draft Development Schedule (Action) (10 minute)
8. Committee Member Hot Items Report (Discussion) (10 minutes)
9. Discussion of Next Meeting Date and Recommended Items for the Agenda (5 minutes)

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**Making the Most of Marin County Transportation Dollars**

MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
CITIZENS' OVERSIGHT COMMITTEE
October 25, 2021
5:00 p.m.

Virtual Meeting

**Zoom Link:**
**https://us02web.zoom.us/j/83355375857?pwd=TVA2cHVBTVlpanVNcHc0YVlUTFFTdz09**

**Webinar ID: 833 5537 5857**
**Passcode: 102521**

## MEETING MINUTES

| | |
|---|---|
| Members Present: | Peter Pelham, Major Marin Employers (Chairperson)<br>Kevin Hagerty, League of Women Voters (Vice-Chairperson)<br>Jeffrey Olson, Central Marin Planning Area<br>Charley Vogt, Northern Marin Planning Area<br>Paul Roye, Ross Valley Planning Area<br>Debbie Alley, Southern Marin Planning Area<br>Vince O'Brien, Bicycle & Pedestrian Groups<br>Kate Powers, Environmental Organizations<br>Allan Bortel, Marin County Paratransit Coordinating Council<br>Zach Macdonald, School District |
| Alternates Present: | Kay Noguchi, League of Women Voters<br>Nancy Okada, Environmental Organizations |
| Auditor Present: | Nathan Edelman, Partner, Eide Bailly LLP |
| Member of the Public Present: | Veda Florez, San Anselmo |
| Staff Members Present: | Anne Richman, Executive Director<br>Li Zhang, Deputy Executive Director/Chief Financial Officer<br>David Chan, Manager of Programing and Legislation<br>Dan Cherrier, Principal Project Delivery Manager<br>Grace Zhuang, Accounting and Administration Specialist<br>Helga Cotter, Senior Accountant<br>Molly Graham, Public Information Officer |

Chairperson Peter Pelham called the Citizens' Oversight Committee (COC) meeting to order at 5:00 p.m. and started with Item 2 – Introduction and Welcome.

### 2. Introductions and Welcome

Executive Director (ED) Anne Richman swore in Members Zach Macdonald and Debbie Alley, and Alternate Nancy Okada for their respective member/alternate terms.

Chairperson Pelham asked Grace Zhuang, Accounting and Administrative Specialist, to conduct the roll call. Ms. Zhuang did so and confirmed that a quorum was present.

Ms. Zhuang stated the meeting order rules and instructions for the public to provide comments.

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Li Zhang, TAM's Deputy Executive Director/Chief Financial Officer, announced that Veda Florez, Alternate for Northern Marin Planning Area, moved to San Anselmo and had resigned from the committee and was attending the meeting as a member of the public. Ms. Zhang thanked Ms. Florez for her services on the COC.

**1. Approve the Continuation of Virtual Meetings as Allowed by Assembly Bill 361**

Chairperson Pelham discussed the request for the COC to approve the continuation of virtual meetings in compliance with Assembly Bill (AB) 361. Chairperson Pelham stated that approval will allow the COC to continue meeting virtually while the proclaimed State of Emergency is in place.

Vice-Chairperson Kevin Hagerty moved to approve the continuation of virtual meetings as allowed by AB361, and Member Jeff Olson seconded. A roll call vote was conducted, and the motion passed unanimously.

**3. Open Time for Public Expression**

Ms. Florez thanked staff and the Committee for having her as the alternate for the Northern Marin Planning Area and she stated that she enjoyed serving on the COC. Ms. Florez expressed a hope of volunteering for the committee in the future and she suggested the name of Citizens' Oversight Committee be changed to Community Oversight Committee.

**4. Review and Approval of June 21, 2021 Meeting Minutes (Action)**

Ms. Zhang noted that changes provided by Chairperson Pelham through email will be incorporated into the final minutes.

Vice-Chairperson Hagerty moved to approve the June 21, 2021 Meeting Minutes and Member Alley seconded the motion, and the Minutes were approved unanimously.

**5. TAM Staff Report (Information)**

ED Richman presented the staff report and provided an update on North-South Greenway Gap Closure project. ED Richman stated that the concrete supports are in place and the bridge structure is under construction. She noted that additional precautions during construction have been necessary to protect the sensitive environmental habitat.

ED Richman reported on the completion of the Sausalito Gate 6 project. TAM partnered with the City of Sausalito, County of Marin, and California Department of Transportation (Caltrans) to provide safety improvements at the intersection of Gate 6 Road and Bridgeway, which included new pavement markings, pavement types, signals for bikes and pedestrians, and new curbs and signage.

ED Richman reported that the Bon Air Bridge will be closed to vehicle traffic for the weekend of October 30 and 31 and that pedestrians and cyclists will have access from the north side of the bridge. She stated that construction of the new bridge should be completed in the summer of 2022.

ED Richman stated that TAM is launching a campaign for the Marin Commutes Program from October 25 to mid-November, which will ask residents to commit to or try new green travel habits. She noted that incentives and prizes will be offered through the Ride Amigos platform. ED Richman also stated that regional transit agencies are launching an "All Aboard" campaign to welcome people back to transit as they return to workplaces.

ED Richman reported that the Safe Routes to School Program celebrated International Walk (iWalk) and Roll to School Day on October 6, 2021. ED Richman stated that 42 schools participated and that she joined the Safe Routes to School team in Fairfax with Commissioner Cutrano. She confirmed that Commissioners Lucan, Carmel and Connolly participated in the event, which she noted is a highlight in the Safe Routes to School Program that promotes a reduction in traffic and creates safer streets and lifelong habits in children and their families.

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ED Richman noted that TAM is advertising for vacant crossing guard positions and is also working with schools and communities for the recruitment. She stated that the school year started with approximately 12 vacancies and approximately half still remain vacant and encouraged any referrals from the Committee.

ED Richman reported that she and Marin Transit's General Manager (GM), Nancy Whelan, were invited by Member Kate Powers to address the Marin Conservation League (MCL) Climate Action Working Group, on October 15, 2021. ED Richman and GM Whelan discussed reductions in greenhouse gas (GHGs) emissions and alternative transportation mode programs managed by TAM and Marin Transit.

ED Richman also reported on a field trip to the City of Richmond to review the Bike Share Program. She stated that the Counties of Marin and Sonoma are using the same vendor for their own programs. Staff from the City of Richmond and the vendor, Bolt Mobility, provided instruction on the bike share pods, the bike share app and how the bicycles function.

ED Richman reported that Golden Gate Bridge, Highway & Transportation District (GGBHTD) has released the Draft Environmental Impact Report for the San Rafael Transit Center Relocation Project. She stated that the public comment period has been extended until November 2, 2021, and that the final environmental document should be released in early 2022. ED Richman stated that GGBHTD recently announced that e-bikes are welcome on ferries.

ED Richman stated that the TAM Board of Commissioners awarded $1.7 million of Transportation Development Act (TDA) and Transportation Fund for Clean Air (TFCA) funds at the September 23, 2021 Board Meeting to 7 active transportation projects throughout the County.

ED Richman reported that Caltrans is expected to announce the Environmental Impact Report (EIR) Notice of Preparation Period for the section of State Route (SR) 37 from US-101 to US-121 in Marin County during the first week in November. She stated that a scoping meeting will be scheduled virtually for November 17, 2021.

ED Richman reported that TAM is applying for funding from the Caltrans Sustainable Communities Planning program, which would develop a vehicle miles traveled (VMT) toolkit for Marin County. The toolkit would enable jurisdictions to identify opportunities to increase active transportation, transit use and other kinds of mobility improvements.

ED Richman also reported that the Marin Wildfire Prevention Authority (MWPA) is launching a new evacuation tool using technology by Zonehaven, which provides an interactive map that assigns an evacuation zone to every area in the county.

Finally, ED Richman noted that the US Department of Transportation (DOT) has designated October as National Pedestrian Safety Month. The goal of the campaign is to increase pedestrian safety awareness and a theme is allotted to each week of the month, including "Everyone is a Pedestrian" during the first week, "Safe Speeds" for the second week, "Safe Vehicles" for the third week, and "Safe Roads" for the fourth week.

In response to Member Olson, ED Richman stated that it would be too early in the development process of the Northgate Mall housing project to determine if a VMT toolkit would be used.

In response to Member Allan Bortel, ED Richman stated that there is no update on Regional Measure (RM3), which is still under litigation at the State Supreme Court.

Member Alley thanked ED Richman for her report. In response to Member Alley, ED Richman stated she would be happy to accept an invitation to address Mill Valley's Climate Action Plan Task Force. She stated that prior to Covid, Marin Commutes was used for a network of employers to promote Transportation Demand Management, and TAM continues outreach through social media. She clarified that the Ride Amigos platform is being used by several counties for their TDM Programs.

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Member Powers thanked ED Richman for addressing the MCL Climate Action Working Group Committee with GM Whelan.

Chairperson Pelham thanked ED Richman for her report.

**6. Review and Accept the FY2020-21 TAM Annual Comprehensive Financial Report**

Ms. Zhang presented the staff report, which asks the COC to review the Draft FY2020-21 TAM Annual Comprehensive Financial Report (ACFR) and refer it to the TAM Board for acceptance. Ms. Zhang introduced the Auditor, Nathan Edelman, from Eide Bailly LLP to present part of the report.

Ms. Zhang provided background information on the report. She stated that the report consists of four sections: Introductory, Financial, Statistical, and Compliance. Ms. Zhang explained that she would discuss the introductory section and Mr. Edelman would discuss the remaining sections of the report and the results of the FY2020-21 financial audit.

Ms. Zhang stated the Introductory Section presents the profile of TAM and Marin's economic condition and overall economic trend. She stated that the US unemployment rate in April 2020 was 14.8% and dropped to 4.8% in September 2021. Ms. Zhang also shared the Back-to-Normal Index created by Moody's Analytics and CNN Business during the pandemic, which tracks the return of economic activity to pre-pandemic level in March 2020. She discussed the variety of data that is tracked, such as railroad traffic, unemployment insurance, restaurant booking, airline checking points etc., and noted that California's economy has reached 91%, and US has reached 95% of the pre-pandemic level. Ms. Zhang stated that remote work is here to stay and might have a dramatic impact for commercial real estate. She reported that staff is evaluating the agency's remote working policy. Ms. Zhang stated there still a lot of uncertainty in the current economy that we have to deal with.

Ms. Zhang discussed the population trends in Marin, Napa and Sonoma Counties, which all experienced a decline. She stated that Marin County has experienced an average decline of 0.5% since 2017 and a decline of 1% in 2020–2021, Napa County an average of 0.56% since 2017 and 1% in 2020-2021, and Solano County an average of 1% since 2016 and 1.5% in 2020-2021. She discussed the possible reasons for the decline in population, which include an aging population, high housing costs, and lower birth rates.

Ms. Zhang also discussed Marin's per capita income, which is one of the highest in the Bay Area and the state, and the unemployment rate of 4.4%, which is the lowest in the Bay Area and State.

Ms. Zhang discussed taxable sales growth rates from 1997 to 2020 and noted that Marin's average growth rate is lower than the Bay Area and the state averages but with much less volatility.

Mr. Edelman discussed the report and explained that the function of the auditor is to provide an opinion on whether the financial statements are complete and accurate and whether it conforms with the general accepted accounting policies for governmental agencies. Mr. Edelman confirmed the audit is complete and accurate with a clean and unmodified opinion. He provided an overview of the financial statements under the Financial Section and noted that the majority of the agency's revenues derives from Measure A/AA Transportation Sales Tax. He also discussed expenditures, fund balances, which are short term fund balance and healthy, and long-term pension and Other Post-Employment Benefits (OPEB) liabilities, which is small in relation to the size of the agency.

Mr. Edelman discussed the Statistical Section, which shows various data of the agency and the County over a 10-year period. He stated that the Compliance Section stipulates a 1% cap on administrative expenses and confirmed TAM is in compliance. Mr. Edelman also discussed the Single Audit requirements of federal grants, which he confirmed received a clean audit with no findings.

In response to Alternate Kay Noguchi, Ms. Zhang clarified the funding sources for expenditures for Inter-agency Agreements. She stated that that funding for expenditures could be sourced from Measure A/AA Sales Tax, Measure B Vehicle Registration Fee (VRF), or Regional Measure (RM) 2 or from federal funds, depending on the project and

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program needs. Ms. Zhang confirmed that some expenditures relate to the Expenditure Plan the COC helped to develop and that the TAM Board approves all the agreements entered with other agencies.

Member Olson requested clarification on the composition of the retail category that provides 42% of sales tax revenue. Ms. Zhang noted that this category provided just 23% of sales tax revenue in 2020, and Mr. Edelman stated that staff will try to obtain a definition of the category and report back to the COC.

In response to Member Alley, Ms. Zhang confirmed that the auditors have finalized the sales tax revenue figures. However, she explained that the state allows businesses to defer payments, which would account for the dip in revenue in 2020 and a significant increase in 2021.

Chairperson Pelham opened the item for public comment and Ms. Florez spoke.

In response to Ms. Florez, Ms. Zhang stated that the meeting packet is available on TAM's website. She also stated that data for trends relating to connections to other transit operators are not provided for in the report, and that she would verify if data from the 2020 census was used. Ms. Zhang stated that she would let the members know if the earlier data was used and also try to verify if additional information is available on hidden household members.

Chairperson Pelham closed the item for public comment.

Member Vince O'Brien moved to accept the Draft FY2020-21 TAM ACFR with the recommendation the TAM Board review and accept the report at its next meeting. Member Charley Vogt seconded the motion, which was approved unanimously.

**7. Traffic Study for Richmond-San Rafael Bridge Westbound Vehicle Shoulder Use (Information)**

Dan Cherrier, TAM's Principal Project Delivery Manager, presented the staff report. Mr. Cherrier provided background information on completed projects relating to the Richmond-San Rafael Bridge (RSRB), including the opening of a third eastbound lane in April 2018, which resulted in an immediate decrease in afternoon congestion, a multi-use path on the upper deck that opened in November 2019, and a bike path connecting the RSRB to Anderson Drive along Sir Francis Drake Boulevard (SFDB).

Mr. Cherrier explained that the level of traffic in the westbound direction is approaching the same level that existed in the eastbound direction before the improvements. This resulted in a suggestion to consider using the upper deck multi-use path as a part-time westbound vehicle lane. Mr. Cherrier explained that the Bay Area Toll Authority (BATA) and Caltrans conducted structural analysis and TAM undertook a third lane traffic study. He noted that the University of California Berkeley (UCB) will study the pilot programs (third eastbound lane, multi-use path and the bike path along SFDB) and is expected to issue a report in the middle of 2024.

Mr. Cherrier discussed the reduction in traffic during the Shelter-in-Place Order, which increased in 2021 to similar levels experienced in 2019. He stated that the traffic study included traffic from 5 a.m. to 11 a.m., the need to move the barrier every weekday, improvements to the western end of the bridge and data from other RSRB projects.

Mr. Cherrier discussed the Richmond-San Rafael (RSR) Bridge Forward program, which includes the proposed replacement of the toll plaza with overhead gantries on the east side of the bridge, the reinstatement of a high occupancy vehicle (HOV) lane on westbound I-580, and improvements where Richmond Parkway merges with I-580. He explained that the purpose of the improvements is to encourage a mode shift from single occupancy to high occupancy vehicles and prioritize carpooling and transit.

Mr. Cherrier discussed Build Alternative 1 and the need for improvements on the west side of the bridge, which would include removal of the Francisco Boulevard East (FBE) on-ramp to a new location west of SFDB. This would result in there being no direct access from FBE to SFDB. This alternative is expected to cost around $90 million.

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Mr. Cherrier discussed Build Alternative 2, which would include a new Direct Connector from westbound (WB) I-580 to southbound (SB) US-101. Mr. Cherrier stated that construction of the Direct Connector for BA 1 would cost an additional $220 million.

Mr. Cherrier discussed the alternatives in relation to travel times and destination studies and noted that of the traffic exiting the Bridge and continuing to US 101, 71% uses northbound US-101 and 21% heads to southbound US-101. He stated that a third part-time traffic lane would create an 11-minute savings at peak hours for NB traffic and a similar amount for SB traffic if the Direct Connector is built. Mr. Cherrier noted that the improvements do not show a significant savings for non-peak hour traffic. If the Direct Connector is not built, US-101 SB traffic will increase by 3 minutes with the proposed improvements. He also discussed the length of traffic backups, traffic profile maps, and increased backups if the proposed third-lane project is not constructed.

Mr. Cherrier noted that a water pipeline project might affect the third-lane option, although Mr. Cherrier stated the pipeline might be attached under the bridge.

Member Alley asked if the proposed project considers GHG goals and questioned the impacts caused by an HOV lane. Furthermore, Member Alley noted that some employers in the Bay Area are promoting polices of "remote first", which might impact traffic patterns in the future. In response, Mr. Cherrier stated that the study conducted did not provide a detailed analysis, which would be provided by an environmental review if the project moved forward. He noted that the HOV project on the east side of the bridge is managed by MTC.

Member Vogt stated that he has observed a large number of service workers going WB based on the type of vehicle that uses the bridge during the morning commute. Member Vogt asked if the operational cost of moving the barrier each day is realistic and he expressed concern that the RSRB might not be able to hold the added weight of a water pipeline. In response, Mr. Cherrier stated conversations are on-going among MMWD, MTC, Caltrans and BATA regarding the pipeline and that the RSRB would need to be strengthened in places to hold the water pipeline, and he confirmed the estimated cost to move the barrier each day has been taken into account.

Member Powers expressed concern that the high-level traffic study did not consider other projects that might affect traffic conditions, and the time, effort and cost of moving a barrier on a daily basis that might cause traffic backups. Furthermore, she expressed concern that additional traffic problems might be caused by the removal of the FBE onramp. Mr. Cherrier confirmed that an environmental analysis would be necessary and that the TAM Board has requested further information before proceeding.

Member O'Brien discussed the need to consider the impact on local streets and he stated there will be more congestion in the Bellam Blvd area. Member O'Brien added that the proposal is not cost-effective, and he questioned the effectiveness of the RSR Forward program and whether it leads to more delays instead of less. Mr. Cherrier stated that the number of single-vehicle occupancy lanes on I-580 in Richmond will be reduced from 3 to 2 to accommodate the new HOV lane that will increase congestion. He noted that removal of the toll plaza and improvements to the Richmond Parkway merge should be beneficial for the traffic and that the goal is to encourage a mode shift and prioritize transit.

Vice-Chairperson Hagerty asked if the part-time third lane would impact the Direct Connector Project and he suggested savings could be made on the $19 million signage costs. Mr. Cherrier noted that the lower range of the estimated project costs of $70 million reflect savings that could be made in the signage cost. He stated that both build alternatives could accommodate a Direct Connector.

Chairperson Pelham opened the item for public comment and Ms. Florez stated that the FBE on-ramp provides a convenient exist from the Canal area. She asked why the FBE on-ramp needed to be removed.

Chairperson Pelham closed the item for public comment and Mr. Cherrier noted that the on-ramp would be relocated further west and he noted that concern has been expressed by other users.

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In response to Member Paul Roye, Mr. Cherrier stated that cyclists should remain on SFDB and use the onramp to eastbound I-580 to the Main Street exit and then use the Class II bike facility under the undercrossing to access the bike path on the RSR Bridge. Member Roye stated that cyclists are failing to do so and Mr. Cherrier suggested that additional signage could be considered.

Member Olson and Mr. Cherrier discussed average daily bicycle and vehicle trips. Mr. Cherrier stated that approximately 100 bicyclists and pedestrians use the multi-use path on the RSRB and 80,000 vehicles.

Chairperson Pelham thanked Mr. Cherrier for his report.

**8. Committee Member Hot Items Report (Discussion)**

Member Powers presented the Marin Transit report. She discussed a 6-month pilot program that came into effect on October 1, 2021, which offers free fares to adults 65 years and older and people with disabilities on fixed routes through March of 2022.

Member Powers also discussed two additional pilot programs: In November, three one-month free transit passes will be provided to families of low-income students who qualify for the Marin Transit Free Youth Pass, and a pilot program will be launched in the summer of 2022 that provides free 9-week summer passes for students. The aim of the pilot programs is to support those who use transit.

Member Powers stated that unused Measure AA funds for yellow bus programs that were not in operation during the FY2020-21 fiscal year will be distributed to school districts; Marin Transit is slated to receive up to $6.3 million from the Federal American Rescue Plan (FARP) for COVID recovery efforts.

Member Powers reported that fixed route ridership has reached 67% of pre-Pandemic level as of September 2021 and that Marin Access is up to 50%. She also reported that the Main Transit Board awarded the Paratransit contract to Transdev Services Inc. at the September 13, 2021 Meeting, which is currently held by Vivalon. Marin Transit is anticipating a seamless transition and riders were notified by flyers and emails.

Member Bortel discussed the RFP (Request for Proposal) Marin Transit issued for the Paratransit Contract. He stated that the Paratransit Coordinating Council (PCC), whom he represents on the COC, has been unable to ascertain why the contract was not renewed with Vivalon, and why the contract with Transdev was in a short notice to PCC. Member Bortel also reported that Marin Transit is able to offer more free rides due to increased funding from Measure AA.

Member Vogt stated that the new Executive Director of Vivalon presented at the Rotary Club of Ignacio, a few days before the action by Marin Transit. He thanked ED Richman and Ms. Zhang for arranging a conference call with GM Whelan in which he and Chairperson Pelham participated. He stated that they were provided with further insight into the reasons for contracting with Transdev Inc. Member Vogt noted that the Marin Independent Journal issued an editorial on October 1, 2021 on the change of contractor.

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

The next meeting was tentatively scheduled for Monday, November 15, 2021. Potential items included the review of the Draft 2021 Compliance Audit Report and formation of a sub-committee to develop the FY2020-21 COC/2021 TAM Annual Report.

The meeting was adjourned at 7:18 p.m.

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Transportation Authority of Marin

**DATE:** November 15, 2021

**TO:** Transportation Authority of Marin Citizens' Oversight Committee

**FROM:** Derek McGill, Director of Planning

**SUBJECT:** US 101 Part-Time Transit Lane Feasibility Study (Discussion), Agenda Item No. 5

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## RECOMMENDATION

Discussion item only.

## BACKGROUND

In June 2019, the TAM Board authorized the Executive Director to enter into agreements with the California Department of Transportation (Caltrans) to accept a $308,000 planning grant to conduct the Marin County US 101 Part-Time Transit Lane Feasibility Study and provide a local match (in-kind staff time funded by city/county fee) in the amount of $42,000. Part-Time Transit Lane, sometimes known as bus-on-shoulder, is a concept that has been 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. Due to the part time operation and use allowed specifically for transit vehicles, Caltrans refers to bus-on-shoulder operations as part-time transit lanes. This operational exception can significantly improve travel times for transit, improve transit reliability and make transit a more attractive travel option.

On April 23, 2020, the TAM Board approved a contract with Kimley-Horn to prepare the Marin County US 101 Part-Time Transit Lane Feasibility Study, in the amount not to exceed $308,000. This study assesses the feasibility of this approach on US 101 in Northern Marin County. The study area limit is approximately between Mission Avenue in San Rafael and San Marin Avenue in Novato.

## DISCUSSION/ANALYSIS

The Marin County US 101 Part-Time Transit Lane Feasibility Study assesses the existing conditions in the corridor, and the development of a concept design and operational plan, as well as the capital costs and benefits associated with the concept. The Study also assesses how Part-Time Transit Lanes would interact and relate to other capital investments underway and planned for the corridor.

TAM staff presented the findings from the draft report at the July 2021 TAM Board meeting, where the Board provided input on the draft report and project concept. Staff then presented the project concept to the Marin Transit Board of Directors and the Transportation Committee of the Golden Gate Bridge, Highway and Transit District (GGBHTD) in August 2021. Members from all three boards asked clarifying questions on the project concept, with many supportive comments.

On October 28, 2021 the TAM board accepted the final feasibility study. A copy of the study is available at the following URL: https://www.tam.ca.gov/wp-content/uploads/2021/10/7c-PTTL.pdf

## FISCAL IMPACTS

No additional fiscal impact at this time. The development of the Marin County US 101 Part-Time Transit Lane Feasibility Study is funded with a Caltrans planning grant with committed local match that has already been approved by the TAM Board. Additional funding will need to be secured to support the continued development of this concept including environmental review and subsequent design and operational phases of any Part-Time Transit Lane implementation in the corridor.

## NEXT STEPS

Staff will seek competitive funding for project development and potential subsequent phases such as from upcoming Senate Bill (SB) 1 competitive grant cycles. Staff will also continue to monitor and advocate as appropriate for any legislation related to supporting part-time transit lanes in California.

## ATTACHMENTS

Attachment A – Staff Presentation

# US 101 PART-TIME TRANSIT LANE

Transportation Authority of Marin

# Presentation Outline

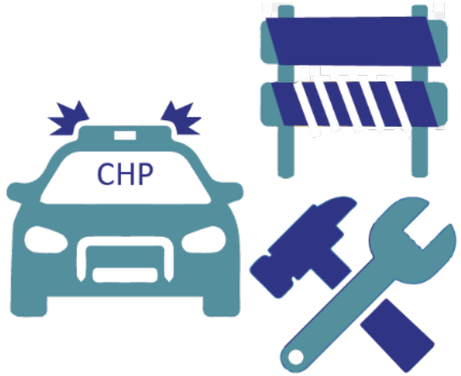
- » Overview of Part-Time Transit Lanes
- » US 101 Existing Conditions
- » US 101 Part-Time Transit Lane Concept
  - Physical Improvements
  - Cost
  - Related Regional Efforts
- » Next Steps
- » How to Get and Stay Involved

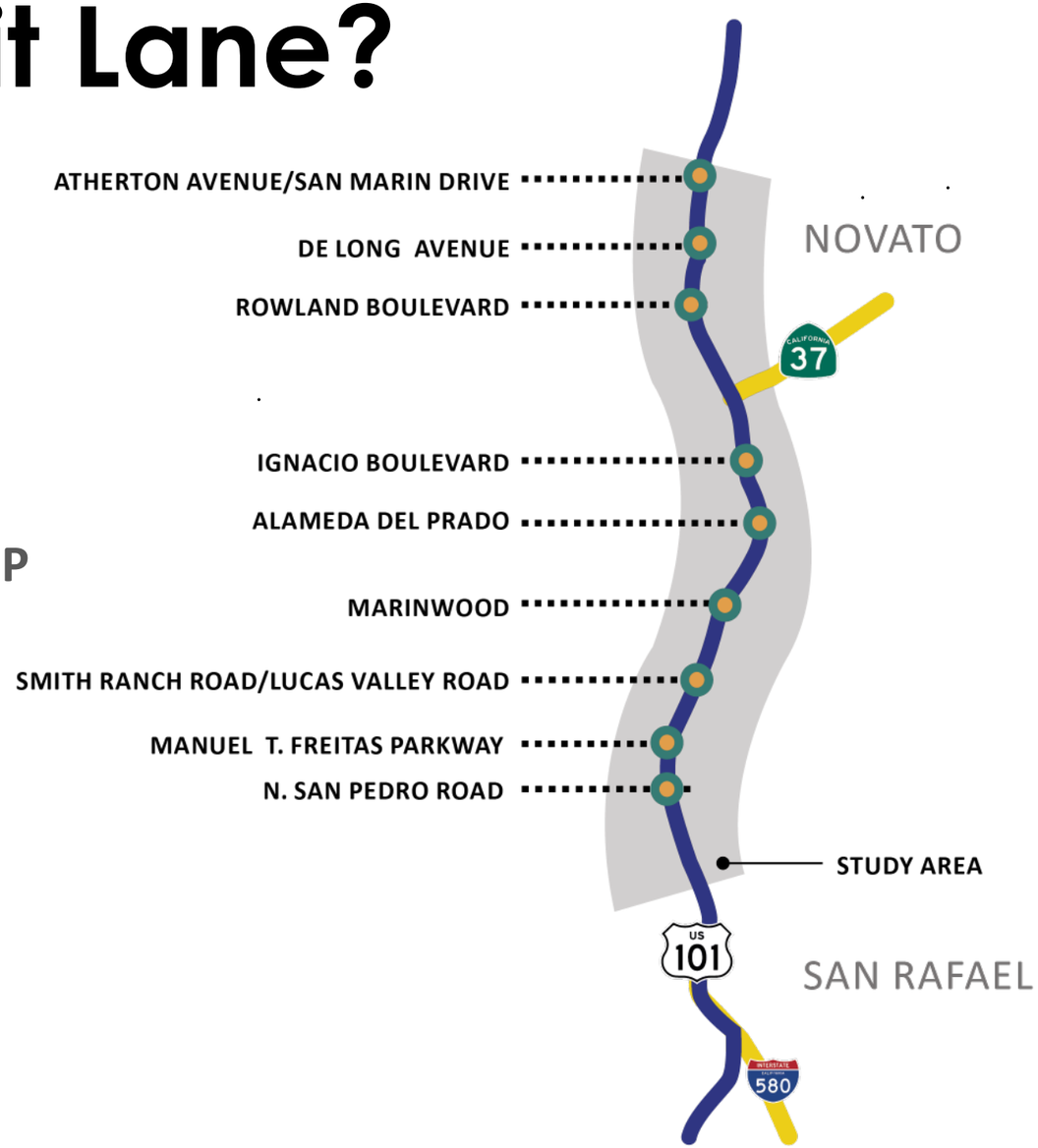
# What is a Part-Time Transit Lane?

- Modified right-side freeway shoulder that allows buses to bypass traffic
- Limited to peak congestion times

**Maximum bus speed in part-time transit lane is 35 mph**

**Buses stay out of part-time transit lane if needed by CHP or construction vehicles**



# Part-Time Transit Lane Benefits

- Improves bus travel time and makes the bus a more reliable choice for commuters
- Reduces congestion, emissions, and delay for everyone by encouraging bus use
- Serves low-income communities in Marin County
- Costs less than new highway capacity construction and takes less time to build

# PTTL Examples

- Twin Cities, MN
- Snohomish County (Everett), WA
- Raleigh, NC

**Twin Cities**

*Source: Metro Transit*

CALIFORNIA PROJECTS

# US 101 in Marin County

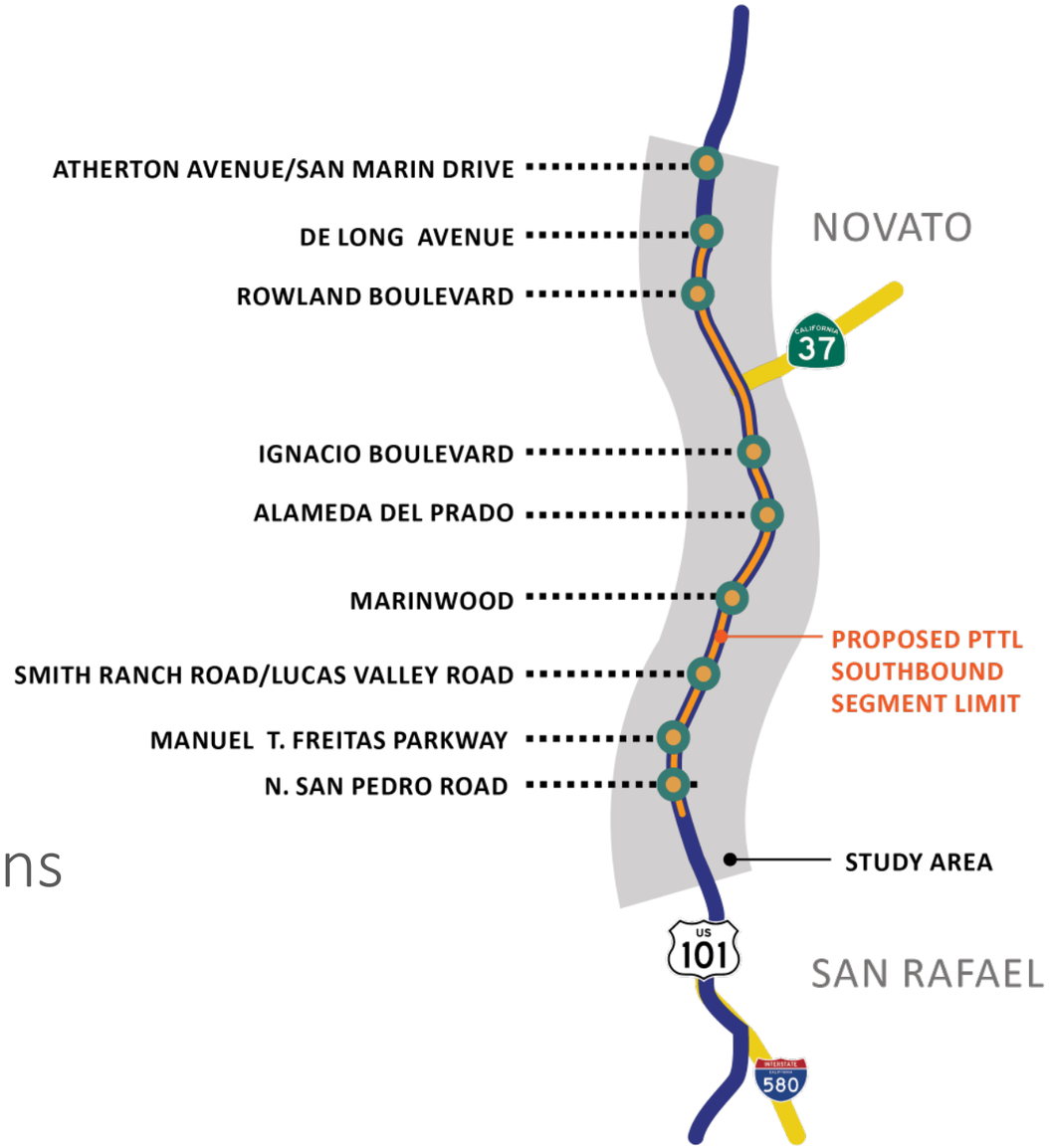
- 350 bus trips each weekday, including 22 buses in the peak direction during the peak commute hour
- Significant A.M. southbound traffic congestion delays between Novato and San Rafael, including within the HOV lane
- Traffic is expected to worsen in coming years

# Improvements Needed

- Lane restriping and signage
- Repaving
- Storm drain upgrades
- CHP monitoring areas

# How the Lane Will Affect Drivers

- Minimal changes to the highway
- No reduction in lanes or capacity
- Emergency vehicles and stalled cars maintain priority for use of shoulder
- Advances equitable transportation options in the US 101 corridor



# US 101 PTTL Costs and Savings

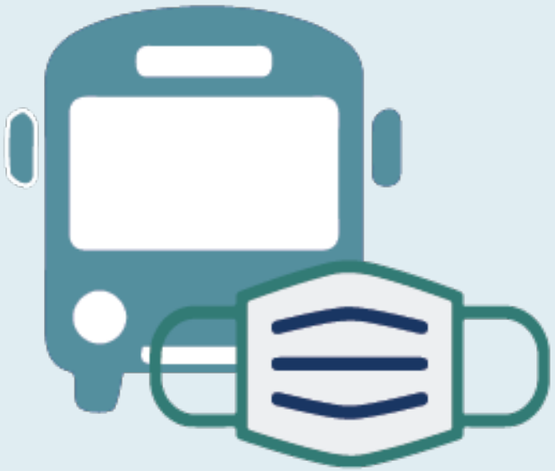
- Estimated construction cost between $6 and $7 million
- Strong candidate for a variety of state and federal funding sources
- Faster transit travel times will result in reduced transit operating costs, which could be used to make transit more efficient or frequent

# TAM Regional Transportation Efforts

» Regional commitment to support transit recovery efforts

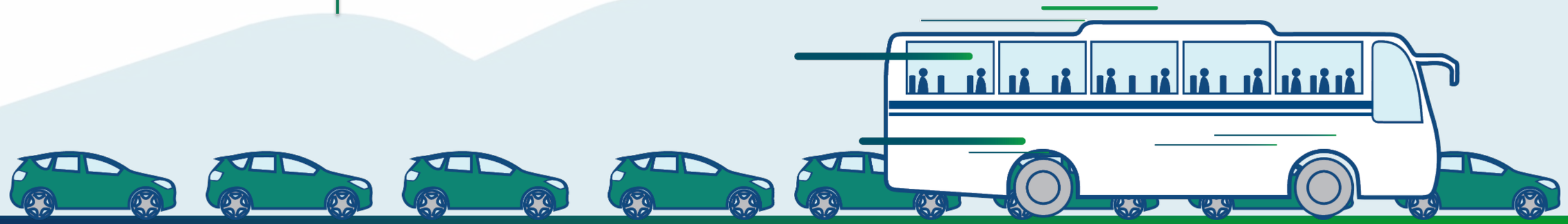
» Related projects to improve travel conditions:

- Marin-Sonoma Narrows Widening
- HOV Hours Adjustments
- US 101 Interchange Improvements
- SR-37 Climate Resiliency



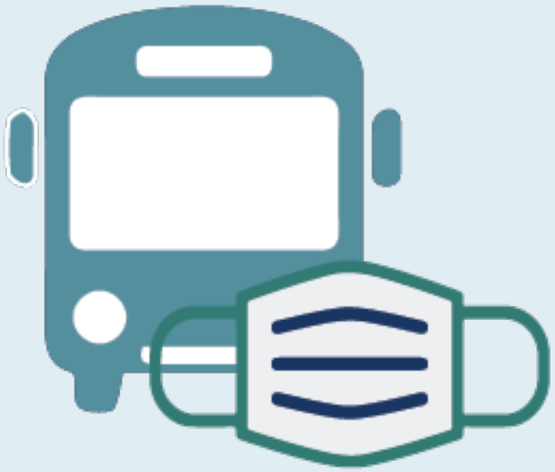
# US 101 PTTL Next Steps

- Secure Project Funding
- Monitor State Legislation that would affect PTTL
- Monitor performance of other PTTL in California
- Initiate project design and environmental review once funding is secured



# US Part-Time Transit Lane

## Q&A



Transportation Authority of Marin

**DATE:** November 15, 2021

**TO:** Transportation Authority of Marin Citizens' Oversight Committee

**FROM:** Li Zhang, Deputy Executive Director/Chief Financial Officer

**SUBJECT:** Review and Acceptance of the 2021 Measure A/AA Compliance Audit Results (Action) - Agenda Item No.6

---

**RECOMMENDATION:**

The TAM Citizens' Oversight Committee reviews the 2021 Measure A/AA compliance audit results and refers it to the TAM Board for acceptance.

**BACKGROUND:**

TAM has a fiduciary responsibility to the voters of Marin County to ensure that the Measure A and Measure AA Transportation Sales Tax funds are spent appropriately, and has carried out this responsibility diligently since the inception of Measure A in 2004. Both the Measure A and Measure AA Expenditure Plans provided TAM with the authority to audit all Measure A/AA fund recipients for their use of the sales tax proceeds. An independent compliance audit is explicitly permitted under the terms and conditions of TAM's funding agreements/contracts with all Measure A/AA funding recipients. The COC played a critical role in the development of the original Measure A Compliance Audit Policy and the final Policy was adopted by the TAM Board at its October 28, 2010 Board meeting. The implementation of the Policy started with the FY2011-12 and prior Measure A funding activities. The Compliance Audit Policy was updated to include all categories under Measure AA and approved by the TAM Board at its April 23, 2020 meeting.

The TAM Board approved the five Measure A/AA Transportation Sales Tax fund recipients that were selected for the 2021 audit cycle at its June 24, 2021 meeting as shown in Table 1. The 2021 compliance audit cycle covers Measure A/AA revenue and expenditure activities which occurred in or prior to FY2020-21.

**Table 1: Sales Tax Fund Recipients Selected for the 2021 Compliance Audit Cycle**

| No. | Fund Recipient | Measure A/AA Funding Strategy/Category |
|---|---|---|
| **Interest Revenue Funding Usage** | | |
| | None for this Cycle | |
| **Measure A Strategy 1/Measure AA Category 4 Local Bus Transit System** | | |
| 1 | Marin Transit | For all sales tax funds received for its FY2020-21 transit operation and capital needs |
| **Measure AA Category 1 Highway 101 & Adjacent Roadways** | | |
| | None for this Cycle | |
| **Measure A Strategy 3.1/Measure AA Major Road Set Aside** | | |
| 2 | City of San Rafael | For its usage of the FY2020-21 or prior sales tax Major Roads funds for the Planning and Environmental Review phase of 3rd Street Project |
| **Measure A Strategy 3.2/Measure AA Category 2.1 Local Street and Road** | | |
| 3 | City of Belvedere | For the usage of the FY2020-21 or prior sales tax Local Roads funds |
| **Measure A Strategy 4.1/Measure AA Category 3.1 Safe Routes to School Program** | | |
| 4 | Parisi Associates | Strategy 4.1 & 4.3 and Category 3.1, Safe Routes & Safe Pathways to School, for all sales tax funds received under the Safe Routes to School professional contract |
| **Measure A Strategy 4.2/Measure AA Category 3.2 Crossing Guard Program** | | |
| | None for this Cycle | |
| **Measure A Strategy 4.3 Safe Pathways to School Project** | | |
| 5 | Town of Corte Madera | Small capital projects, for Measure A funds received for Pixley Avenue/Redwood Avenue Intersection Improvements |

## DISCUSSION/ANALYSIS:

### Measure A/AA Compliance Audit Process:

The annual Measure A/AA Compliance Audit Workshop was conducted on September 2, 2021. Staff, along with the audit team from Moss, Levy & Hartzheim (MLH), LLP, reviewed the requirements of the Measure A/AA Expenditure Plans, the agreements and contracts in place, and the compliance audit policy adopted, and explained the audit process and timeline. Representatives from 7 different fund recipients attended the workshop and provided staff with valuable questions and feedback.

The audit team from MLH, along with TAM staff, started the initial pre-audit meetings with the fund recipients selected in September, field visits were completed, and draft audit results were presented to TAM staff for review at the end of October. Staff is very pleased to report that there is no non-compliance finding discovered during this round of the compliance audit.

### Measure A/AA Compliance Audit Results by Fund Recipients:

The main purpose of the compliance audit is to verify that all Measure A/AA Transportation Sales Tax funds were spent according to the requirements of the Measure A/AA Transportation Sales Tax Expenditure Plans/Strategic Plan and the funding agreements/contracts. Results from the audits can also help TAM staff to continue improving the fund programming, allocation, and monitoring process.

Compliance audit results for the 5 fund recipients selected for the 2021 compliance audit effort are presented below for your review.

***Marin Transit, Measure A Strategy 1 & Reserve and Measure AA Category 4 Funds for Local Transit***

*Measure A/AA Expenditure Audited:*

Compliance audit for Marin Transit covers all Measure A and Measure AA funds allocated and spent in FY2020-21 for Marin Transit's operational and capital needs.

***Measure A/AA Allocation***

| Allocation Period | Agreement Number | Measure A/AA Strategy/Category | Agreement Date | Available Amount |
|---|---|---|---|---|
| FY 20/21 | A-FY21-13 | Measure A | 7/1/2020 | $ 244,535 |
| FY 20/21 | A-FY21-13 | Measure A Reserve | 7/1/2020 | $ 930,520 |
| FY 20/21 | A-FY21-13 | Measure AA | 7/1/2020 | $ 13,791,730 |
| **Total Measure A/AA Allocation** | | | | **$ 14,966,785** |

***Measure A/AA Expenditures***

| Project Name | Strategy/Category | Amount |
|---|---|---|
| Marin Transit Operation and Capital Needs | A S1.1 | $ 244,535 |
| | Measure A Reserve | $ 930,520 |
| | AA C4.1 | $ 6,678,993 |
| | AA C4.2 | $ 564,320 |
| | AA C4.3 | $ 1,353,396 |
| | AA C4.4 | $ 562,535 |
| | AA C4.5 | $ 1,920,860 |
| **Total Measure A/AA Expenditure** | | **$ 12,255,159** |

*Result:*
The results of the auditor's procedures disclosed no instances of noncompliance with the Measure A/AA Expenditure Plans and the funding agreement between Marin Transit and TAM.

*Follow-up Meeting and/or Action:*
Not needed.

***City of San Rafael, Measure A Strategy 3.1 & Reserve Funds for Third Street Rehabilitation Project***

*Measure A Expenditure Audited:*
The Compliance audit for the City of San Rafael covers Measure A funds allocated and spent in FY2019-20 and FY2020-21 for the Third Street Rehabilitation Project.

***Measure A/AA Allocation***

| Allocation Period | Agreement Number | Measure A/AA Strategy/Category | Agreement Date | Available Amount |
|---|---|---|---|---|
| FY 19/20 | A-FY20-19 | A S3.1 | 9/23/2019 | $ 931,546 |
| FY 19/20 | A-FY20-19 | Measure A Reserve | 9/23/2019 | 68,454 |
| **Total Measure A/AA Allocation** | | | | **$ 1,000,000** |

***Measure A/AA Expenditures***

| Project Name | Phase | Measure A Strategy | Date of Completion | Amount |
|---|---|---|---|---|
| Third Street Rehabilitation Project | PE, ENV | A S3.1 | N/A | $ 725,000 |
| | PE, ENV | Measure A Reserve | N/A | $ 68,454 |
| **Total Measure A/AA Expenditure** | | | | **$ 793,454** |

*Result:*
The results of the auditor's procedures disclosed no instances of noncompliance with the Measure A Expenditure Plan and the funding agreement between the City of San Rafael and TAM.

*Follow-up Meeting and/or Action:*
Not needed

***City of Belvedere, Measure A Reserve and Measure AA Category 2.1 Funds for Local Roads***

*Measure A/AA Expenditure Audited:*
The compliance audit for the City of Belvedere covers Measure A Reserve and Measure AA Category 2.1 funds allocated and spent in FY2020-21.

| ***Measure A/AA Allocation*** | | | | | |
|---|---|---|---|---|---|
| **Allocation Period** | **Agreement Number** | **Measure A/AA Strategy/Category** | **Agreement Date** | | **Available Amount** |
| FY 20/21 | A-FY21-01 | AA C2.1 | 7/1/2020 | $ | 45,394 |
| FY 20/21 | A-FY21-01 | Measure A Reserve | 7/1/2020 | $ | 2,461 |
| **Total Measure A/AA Allocation** | | | | **$** | **47,855** |

| ***Measure A/AA Expenditures*** | | | | | |
|---|---|---|---|---|---|
| **Project Name** | **Phase** | **Measure A/AA Strategy/Category** | **Date of Completion** | | **Amount** |
| Golden Gate Lane Public Stairway | n/a | AA C2.1 | 7/7/2021 | $ | 45,394 |
| | | Measure A Reserve | 7/7/2021 | $ | 2,461 |
| **Total Measure A/AA Expenditure** | | | | **$** | **47,855** |

*Result:*
The results of the auditor's procedures disclosed no instances of noncompliance with the Measure A/AA Expenditure Plans and the funding agreement between the City of Belvedere and TAM.

*Follow-up Meeting and/or Action:*
Not needed.

***Parisi Transportation Consulting, Measure A 4.1 & 4.3 and Measure AA Category 3.1 Funds for Safe Routes to School***

*Measure A/AA Expenditure Audited:*
Compliance audit for Parisi Transportation Consulting covers the Measure A Strategy 4.1 & 4.3 and Measure AA Category 3.1 funding allocated and expended during the fiscal years ended June 30, 2019 through June 30, 2021.

| ***Measure A/AA Allocation*** | | | | | |
|---|---|---|---|---|---|
| **Allocation Period** | **Contract Number** | **Measure A/AA Strategy/Category** | **Contract Date** | | **Available Amount** |
| FY 18/19 through FY 20/21 | C-FY19-02 | A S4.1&4.3/AA C3.1 | 7/1/2018 | $ | 2,775,000 |
| **Total Measure A/AA Contract Amount** | | | | **$** | **2,775,000** |

| ***Measure A/AA Expenditures*** | | | | |
|---|---|---|---|---|
| **Project Name** | | **Measure A/AA Strategy/Category** | | **Expenditure Amount** |
| Safe Routes to School | | A S4.1 | $ | 2,122,741 |
| | | A S4.3 | $ | 100,000 |
| | | AA C3.1 | $ | 308,706 |
| **Total Measure A/AA Expenditure** | | | **$** | **2,531,448** |

*Result:*
The results of the auditor's procedures disclosed no instances of noncompliance with the Measure A/AA Expenditure Plans and the professional contract between Parisi Transportation Consulting and TAM.

*Follow-up Meeting and/or Action:*
Not needed.

***Town of Corte Madera, Measure AA Category 3.3 Funds for Safe Pathways to School***

*Measure AA Expenditure Audited:*
The compliance audit for the Town of Corte Madera covers Measure AA Category 3.3 funds allocated in FY2019-20 and spent in FY2020-21 for the Pixley Avenue/Redwood Avenue Intersection Improvements Project.

| ***Measure A/AA Allocation*** | | | | |
|---|---|---|---|---|
| **Allocation Period** | **Agreement Number** | **Measure A/AA Strategy/Category** | **Agreement Date** | **Available Amount** |
| FY 20/21 | A-FY20-22 | AA C3.3 | 12/1/2019 | $ 50,000 |
| **Total Measure A/AA Allocation** | | | | **$ 50,000** |

| ***Measure A/AA Expenditures*** | | | | |
|---|---|---|---|---|
| **Project Name** | **Phase** | **Measure A/AA Strategy/Category** | **Date of Completion** | **Amount** |
| Pixley Ave. and Redwood Ave | All | AA C3.3 | 11/18/2020 | $ 50,000 |
| **Total Measure A/AA Expenditure** | | | | **$ 50,000** |

*Result:*
The results of the auditor's procedures disclosed no instances of noncompliance with the Measure AA Expenditure Plan and the funding agreement between the Town of Corte Madera and TAM.

*Follow-up Meeting and/or Action:*
Not needed.

**FISCAL CONSIDERATION:**

The Measure A/AA compliance audit was conducted within budget and on schedule.

**NEXT STEPS:**

The 2022 Measure A/AA compliance audit cycle will start in June 2022.

**ATTACHMENTS:**

Attachment 1 Staff PowerPoint Presentation

*Since the reports are very similar and essential information in the reports is highlighted in the staff memo and PowerPoint presentation, instead of including all reports as part of the package, please find the reports on the links below:*

Attachment 2-1 Measure A/AA Compliance Audit Report – Marin Transit
Attachment 2-2 Measure A/AA Compliance Audit Report – City of San Rafael
Attachment 2-3 Measure A/AA Compliance Audit Report – City of Belvedere
Attachment 2-4 Measure A/AA Compliance Audit Report – Parisi Transportation Consulting
Attachment 2-5 Measure A/AA Compliance Audit Report – Town of Corte Madera

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Item 6 - Attachment 1

# Review and Acceptance of the 2021 Measure A Compliance Audit Results

## Transportation Authority of Marin

### Citizens' Oversight Committee

November 15, 2021

# Compliance Audit Policy and Background

- TAM has a fiduciary responsibility to the voters of Marin County to ensure that both the ½-Cent Measure A and Measure AA Transportation Sales Tax funds are spent appropriately and in accordance with the Measure A and Measure AA Expenditure Plans.
- With the help of the COC, the Measure A Compliance Audit Policy was developed and adopted by the TAM Board in 2010. Last amendment to the Policy was review and approved by the COC and TAM Board in April 2020 to include all Measure AA projects and programs.
- First Round of audits started in 2011 and this is our 11th round

# Frequency of Audits for Measure A Program/Project

- Strategy 1, Local Transit – annually
- Strategy 2, Highway 101 Gap Closure – project is fully closed and no additional audit needed
- Strategy 3.1, Major Roads – by project phase (planning and environmental review, project design and construction)
- Strategy 3.2, Local Roads – one audit per year
- Strategy 4.1, Safe Access to Schools – every three years
- Strategy 4.2, Crossing Guards – every two years
- Strategy 4.3, Safe Pathways to Schools – up to two audits per year
- Use of interest funds – every three years

# Frequency of Audits for Measure AA Program/Project

- Category 1, Highways - at least one compliance audit for each major consultant support contract that's over $1 million.
- Category 2, Local Transportation Infrastructure – one compliance audit per year.
- Category 3.1,Safe Access to Schools - every three years or when a new contact is in place.
- Category 3.2, Crossing Guards - every two years or with first year with new vendor
- Category 3.3, Safe Pathways to Schools - up to two per year, one big and one small project
- Category 4, Local Transit – annually
- Major Road Project Set Aside - by project (planning and environmental review, project design and construction)
- Use of interest funds – every three years

# General Annual Process and Timeline

- Selection and approval of list of fund recipients subject to audit – June
- Compliance Audit Workshop – August/September
- Auditor field work and meetings – October/November
- Review of audit results by staff and fund recipients – November/December
- Audit results presented to COC and TAM Board for review and acceptance – November/December/January

***2021 Audit Process Timeline***

# List of Recipients Selected for 2021 Audit Cycle

| No. | Fund Recipient | Measure A/AA Funding Strategy/Category |
|---|---|---|
| **Interest Revenue Funding Usage** | | |
| | None for this Cycle | |
| **Measure A Strategy 1/Measure AA Category 4 Local Bus Transit System** | | |
| 1 | Marin Transit | For all sales tax funds received for its FY2020-21 transit operation and capital needs |
| **Measure AA Category 1 Highway 101 & Adjacent Roadways** | | |
| | None for this Cycle | |
| **Measure A Strategy 3.1/Measure AA Major Road Set Aside** | | |
| 2 | City of San Rafael | For its usage of the FY2020-21 or prior sales tax Major Roads funds for the Planning and Environmental Review phase of 3rd Street Project |
| **Measure A Strategy 3.2/Measure AA Category 2.1 Local Street and Road** | | |
| 3 | City of Belvedere | For the usage of the FY2020-21 or prior sales tax Local Roads funds |
| **Measure A Strategy 4.1/Measure AA Category 3.1 Safe Routes to School Program** | | |
| 4 | Parisi Associates | Strategy 4.1 & 4.3 and Category 3.1, Safe Routes & Safe Pathways to School, for all sales tax funds received under the Safe Routes to School professional contract |
| **Measure A Strategy 4.2/Measure AA Category 3.2 Crossing Guard Program** | | |
| | None for this Cycle | |
| **Measure A Strategy 4.3 Safe Pathways to School Project** | | |
| 5 | Town of Corte Madera | Small capital projects, for Measure A funds received for Pixley Avenue/Redwood Avenue Intersection Improvements |

# 2021 Compliance Auditees – Marin Transit

***Measure A/AA Allocation***

| Allocation Period | Agreement Number | Measure A/AA Strategy/Category | Agreement Date | | Available Amount |
|---|---|---|---|---|---|
| FY 20/21 | A-FY21-13 | Measure A | 7/1/2020 | $ | 244,535 |
| FY 20/21 | A-FY21-13 | Measure A Reserve | 7/1/2020 | $ | 930,520 |
| FY 20/21 | A-FY21-13 | Measure AA | 7/1/2020 | $ | 13,791,730 |
| **Total Measure A/AA Allocation** | | | | **$** | **14,966,785** |

***Measure A/AA Expenditures***

| Project Name | Strategy/Category | | Amount |
|---|---|---|---|
| Marin Transit Operation and Capital Needs | A S1.1 | $ | 244,535 |
| | Measure A Reserve | $ | 930,520 |
| | AA C4.1 | $ | 6,678,993 |
| | AA C4.2 | $ | 564,320 |
| | AA C4.3 | $ | 1,353,396 |
| | AA C4.4 | $ | 562,535 |
| | AA C4.5 | $ | 1,920,860 |
| **Total Measure A/AA Expenditure** | | **$** | **12,255,159** |

# 2021 Compliance Auditees – City of San Rafael

***Measure A/AA Allocation***

| Allocation Period | Agreement Number | Measure A/AA Strategy/Category | Agreement Date | Available Amount |
|---|---|---|---|---|
| FY 19/20 | A-FY20-19 | A S3.1 | 9/23/2019 | $ 931,546 |
| FY 19/20 | A-FY20-19 | Measure A Reserve | 9/23/2019 | 68,454 |
| **Total Measure A/AA Allocation** | | | | **$ 1,000,000** |

***Measure A/AA Expenditures***

| Project Name | Phase | Measure A Strategy | Date of Completion | Amount |
|---|---|---|---|---|
| Third Street Rehabilitation Project | PE, ENV | A S3.1 | N/A | $ 725,000 |
| | PE, ENV | Measure A Reserve | N/A | $ 68,454 |
| **Total Measure A/AA Expenditure** | | | | **$ 793,454** |

# 2021 Compliance Auditees – City of Belvedere

***Measure A/AA Allocation***

| Allocation Period | Agreement Number | Measure A/AA Strategy/Category | Agreement Date | | Available Amount |
|---|---|---|---|---|---|
| FY 20/21 | A-FY21-01 | AA C2.1 | 7/1/2020 | $ | 45,394 |
| FY 20/21 | A-FY21-01 | Measure A Reserve | 7/1/2020 | $ | 2,461 |
| **Total Measure A/AA Allocation** | | | | **$** | **47,855** |

***Measure A/AA Expenditures***

| Project Name | Phase | Measure A/AA Strategy/Category | Date of Completion | | Amount |
|---|---|---|---|---|---|
| Golden Gate Lane Public Stairway | n/a | AA C2.1 | 7/7/2021 | $ | 45,394 |
| | | Measure A Reserve | 7/7/2021 | $ | 2,461 |
| **Total Measure A/AA Expenditure** | | | | **$** | **47,855** |

# 2021 Compliance Auditees – Parisi Associates

| *Measure A/AA Allocation* | | | | |
|---|---|---|---|---|
| **Allocation Period** | **Contract Number** | **Measure A/AA Strategy/Category** | **Contract Date** | **Available Amount** |
| FY 18/19 through FY 20/21 | C-FY19-02 | A S4.1&4.3/AA C3.1 | 7/1/2018 | $ 2,775,000 |
| **Total Measure A/AA Contract Amount** | | | | **$ 2,775,000** |

| *Measure A/AA Expenditures* | | |
|---|---|---|
| **Project Name** | **Measure A/AA Strategy/Category** | **Expenditure Amount** |
| Safe Routes to School | A S4.1 | $ 2,122,741 |
| | A S4.3 | $ 100,000 |
| | AA C3.1 | $ 308,706 |
| **Total Measure A/AA Expenditure** | | **$ 2,531,448** |

# 2021 Compliance Auditees – Town of Corte Madera

| *Measure A/AA Allocation* | | | | |
|---|---|---|---|---|
| **Allocation Period** | **Agreement Number** | **Measure A/AA Strategy/Category** | **Agreement Date** | **Available Amount** |
| FY 20/21 | A-FY20-22 | AA C3.3 | 12/1/2019 | $ 50,000 |
| **Total Measure A/AA Allocation** | | | | **$ 50,000** |

| *Measure A/AA Expenditures* | | | | |
|---|---|---|---|---|
| **Project Name** | **Phase** | **Measure A/AA Strategy/Category** | **Date of Completion** | **Amount** |
| Pixley Ave. and Redwood Ave | All | AA C3.3 | 11/18/2020 | $ 50,000 |
| **Total Measure A/AA Expenditure** | | | | **$ 50,000** |

# Q & A

2021 Compliance Audit Cycle

Another Year of Clean Audit for all Auditees

Transportation Authority of Marin

**DATE:** November 15, 2021

**TO:** Transportation Authority of Marin Citizens' Oversight Committee

**FROM:** Li Zhang, Deputy Executive Director/Chief Financial Officer
Molly Graham, Public Outreach Coordinator

**SUBJECT:** Formation of the FY2020-21 COC/2021 TAM Annual Report Development Sub-Committee and Approval of the Draft Development Schedule (Action), Agenda Item No. 7

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**RECOMMENDATION:**

Staff recommends the COC form a 5-member subcommittee to guide staff with the development of the FY2020-21 COC/2021 TAM 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 FY2020-21 COC/2021 TAM Annual Report will report the result of TAM's FY2020-21 financial audit and all TAM project/program updates, including Measure A/AA and Measure B project/program expenditures and achievements.

**DISCUSSION/ANALYSIS:**

The combined COC/TAM annual report has been a key outreach tool for TAM. TAM will use the FY2020-21 COC/2021 TAM Annual Report to reach out to the communities and reassure the public that the Measure A/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, and will also provide valuable information about all other projects/programs that TAM is engaged in as the Congestion Management Agency (CMA) of the County.

**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 FY2021-22 TAM Annual Budget Report. Total design cost of the report is estimated to be $5,500 and additional $2,000 is set aside for the production of hard copies.

**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. Nov 2021 – Jan 2022, Sub-Committee Meeting to Review Design Ideas and Report Contents
2. Jan 2022, Sub-Committee Review of Draft Report
3. Feb 2022, COC Review and Approval of the Final Draft Report
4. Feb 2022, TAM Board Review and Acceptance of the Report

**ATTACHMENT:**

Proposed Draft FY2020-21 COC/2021 TAM Annual Report Outline

# DRAFT FY2020-21 COC/2021 TAM Annual Report Outline

## Background/Overview

Letter from the TAM Board Chairperson
About TAM – TAM Board and COC
Message from the COC Chairperson

## Key Updates from 2021

Highlights of 2021 Accomplishments

## Funding

Local Funding: Measure A/AA ½-Cent Transportation Sales Tax and Measure B $10 Vehicle Registration Fee
Regional/State/Federal Funding

## Projects

Highway Projects
Roadway Projects
Bicycle and Pedestrian Projects

## Transit

Local, Student, Rural Transit
Regional Transit

## Programs

Safe Routes to Schools, Safe Pathways and Crossing Guards
Trip Reduction
Alternative Fuels
Innovation

## Planning and Coordination

Planning Activities
Local and Regional Coordination

## Community Engagement

Events and Meetings
TAM Public Outreach and Information Tools

## COC Featured Member

## TAM Financial Reporting