



TRANSPORTATION AUTHORITY OF MARIN CITIZENS' OVERSIGHT COMMITTEE MEETING

JANUARY 16, 2024
5:00 P.M.

**TAM CONFERENCE ROOM
900 FIFTH AVENUE, SUITE 100
SAN RAFAEL, CALIFORNIA**

This meeting will be held in-person and via Zoom webinar.

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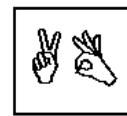
How to provide public comment (limited to 3 minutes or less):

Before the meeting: Email your comments to info@tam.ca.gov. Please email your comments no later than 1:00 p.m. Tuesday, January 16, 2024 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 Committee members and will be placed into the public record.

During the meeting: For members of the public participating in-person, the Committee Chair will recognize persons from the audience who wish to address the Committee during public open time or on a particular agenda item at the time that item is considered by the Committee.

If watching this meeting online, click 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" by pressing *9 and wait to be called upon by the Chair or the Clerk. You will be asked to unmute your device when it is your turn to speak and your comments will become part of the public record.

Meeting-related comments may also be sent to info@tam.ca.gov, and will be read (up to 3-minute limit per comment) when the specific agenda item is considered by the Committee and will become part of the public record.



Late agenda material can be inspected in TAM's office between the hours of 9:00 a.m. and 4:00 p.m.
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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, 415-226-0820 or email: jdoucette@tam.ca.gov no later than 5 days before the meeting date.

AGENDA

1. Call to Order (2 minutes)
2. Open time for public expression, up to three minutes per speaker, on items not on the agenda that are within the subject matter of the agency's jurisdiction (public is welcome to address the Committee, but according to the Brown Act, the Committee may not deliberate or take action on items not on the agenda)
3. Review and Approval of December 4, 2023 Meeting Minutes (Action)(5 minutes)
4. TAM Staff Report (Discussion) (20 minutes)
5. Annual Selection of COC Chair and Vice-Chair (Action) (5 minutes)
6. Review of the Measure A/AA Compliance Audit (Action) (20 Minutes)

Break – 15 minutes

7. Approval of Committee Name and Membership Change Recommendations (Action) (10 minutes)
8. Countywide Transportation Plan and Community Based Transportation Plan (Discussion) (30 Minutes)
9. Committee Member Hot Items Report (Discussion) (10 minutes)
10. Discussion of Next Meeting Date and Recommended Items for the Agenda (5 minutes)



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
CITIZENS' OVERSIGHT COMMITTEE

DECEMBER 4, 2023
5:00 PM

TAM CONFERENCE ROOM
900 FIFTH AVENUE, SUITE 100
SAN RAFAEL, CALIFORNIA

MEETING MINUTES

Members Present: Peter Pelham, Major Marin Employers (Chairperson)
Kevin Hagerty, League of Women Voters (Vice-Chairperson)
Debbie Alley, Southern Marin Planning Area
Paul Royce, Ross Valley Planning Area
Allan Bortel, Marin County Paratransit Coordinating Council
Vince O'Brien, Bicyclist and Pedestrian Groups
Kate Powers, Environmental Organizations
Kingston Cole, Taxpayer Groups

Alternates Present: Heather McPhail Sridharan, School Districts
Kay Noguchi, League of Women Voters
James Schmidt, Taxpayer Groups

Members/Alternates Attending
Remotely as Public: Jeff Olson, Susannah Saunders

Staff Members Present: Anne Richman, Executive Director
Li Zhang, Deputy Executive Director/Chief Financial Officer
Bill Whitney, Principal Project Delivery Manager
Dan Cherrier, Director of Project Delivery
Emily Tong, Senior Accountant
Grace Zhuang, Accounting and Payroll Specialist
Jennifer Doucette, Executive Assistant/Clerk of the Board
Joanne O'Hehir, Administrative Assistant
Molly Graham, Public Outreach Coordinator

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

1. Introductions and Welcome

Chairperson Pelham asked Executive Assistant/Clerk of the Board Jennifer Doucette to conduct a roll call to ensure a quorum. A quorum of the COC was confirmed and detailed information about how the public may participate was provided.

2. Open Time for Public Expression

No public expression was received.

3. Review and Approval of September 18, 2023 Meeting Minutes (Action)

Member Kingston Cole moved to approve the September 18, 2023 Meeting Minutes. Vice-Chairperson Kevin Hagerty seconded the motion and the Minutes were approved unanimously with Chairperson Pelham abstaining.

4. TAM Staff Report (Information)

Executive Director (ED) Anne Richman reported that staff from the Safe Routes to Schools (SR2S) Program participated in the International Walk to School Day on October 4 and Ruby Bridges Day on November 14, 2023. ED Richman also reported on the installation of the Street Smarts campaign banners; TAM's participation in Electric Bike (e-bike) Safety Focus with the County of Marin and Marin Health and Human Services; and a Transportation Electrification at Schools webinar for school administrators, facility managers, and staff, which provided information on electric vehicles (EVs), charging stations, and fleet conversion.

ED Richman reported that a contract was awarded by the City of Larkspur to extend the North-South Greenway path south of the multi-use bridge along Old Redwood Highway to the pedestrian overcrossing; and that the project is funded by TAM, the City of Larkspur, and the Metropolitan Transportation Commission (MTC).

ED Richman reported on recent activities related to the Countywide Transportation Plan (CTP) that included a Technical Advisory Committee (TAC) meeting in September; a TAM Board workshop in October where the commissioners provided comments on the priorities of the CTP; the formation of an Equity Working Group to provide advice and support during the plan development process; outreach and engagement events that will be conducted in 2024; and the COC's input and discussion on the needs and priorities in the County planned for the January 2024 meeting. ED Richman added that TAM staff addressed the League of Women Voters on the CTP and would be willing to discuss the Plan with other organizations affiliated with the COC members.

ED Richman reported on an in-person public meeting that will be hosted by Golden Gate Bridge, Highway and Transportation District (GGBHTD) on December 6, regarding the proposed San Rafael Transit Center Relocation Project. In response to Member Allan Bortel, ED Richman stated that the current Vivalon building will be replaced with a new building.

ED Richman reported on her attendance of a ground-breaking ceremony for the new Sonoma-Marin Area Rail Transit (SMART) Petaluma North Station on November 9, which received state funding. The station will have parking for vehicles and bikes; EV charging stations; and the project will include three miles of additional pathway.

ED Richman concluded her report with a slide that listed all the community events staff has attended or will be attending; and she reminded the COC members that TAM would be hosting the Holiday Party on December 8.

In response to Member Kate Powers, Public Outreach Coordinator Molly Graham confirmed that there is a link on the TAM website home page that allows the public to sign up and receive information on the CTP.

In response to Alternate Heather McPhail Sridharan, who asked if the CTP outreach program would include an equity focus, ED Richman stated that input from COC members would be welcomed; and added that the CTP process includes development of an Equity Working Group comprising members who represent the underserved and Equity Priority Areas (EPAs); and that focus groups would be conducted to consider public opinion that might not ordinarily be captured through traditional outreach methods, such as online surveys.

5. Review of the FY2022-23 TAM Annual Comprehensive Financial Report (Action)

Deputy Executive Director/Chief Financial Officer Li Zhang introduced David Alvey, Vice-President of Maze & Associates, who co-presented the FY2022-23 TAM Annual Comprehensive Financial Report (ACFR). Ms. Zhang provided an overview of the economy; commented on a decrease in sales tax growth from over 12% in FY2021-22 to 1% in FY2022-23; and confirmed that the agency's long-term financial outlook is stable. Ms. Zhang also provided an overview of TAM's upcoming work priorities and confirmed the COC's input would be sought for the CTP process.

Ms. Zhang also provided an overview of the FY2022-23 ACFR; the Introductory Section, which included TAM's profile as the Congestion Management Agency (CMA) and the administrator of Measures A/AA and B for the County; the foundations of Marin's economy; population, income, unemployment rate, and sales tax and revenue collection trends.

Mr. Alvey provided an overview of the audit team's role; confirmed that TAM has received an unmodified (clean) audit result; discussed the interim and final phases of the audit; financial statements; revenues and expenses; fund balances; comparisons of annual fund balances for the years from FY2013-14 to FY2022-23; and a summary of Marin's principal employers and sales taxpayers. In response to Member Powers, Ms. Zhang stated that revenue payers listed under All Other Outlets included revenue payers that are not individually listed.

Mr. Alvey confirmed that TAM complied with the administrative and staff costs cap specified in the Measure A/AA Expenditure Plans; the single audit requirement for federal grants, and the audit requirement for the Transportation Development Act (TDA) funds.

In response to Member Powers, Ms. Zhang stated that TAM's financial policies are not available on the website but could be requested from staff; the TFCA (Transportation for Clean Air) funds are provided by the Bay Area Air Quality Management District (BAAQMD), and distributed every two years for bicycle and pedestrian improvement projects proposed by jurisdictions; and she noted that the current funds have already been allocated for projects.

In response to Member Allan Bortel, Ms. Zhang confirmed that the 1% growth rate reported for the year refers to the period between FY2021-22 and FY2022-23.

Member Powers moved to accept the FY2022-23 TAM ACFR and refer it to the TAM Board for acceptance. Member Bortel seconded the motion, which was approved unanimously.

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

6. Highway 101 Interchange and Approaching Roadway Study Update (Discussion)

Principal Project Delivery Manager Bill Whitney provided background on the Highway 101 Interchange and Approaching Roadway Study (Study), including the twelve locations evaluated; the three locations chosen for the California Department of Transportation's (Caltrans') Project Initiation Document (PID) process; current project status; and upcoming activities, including the selection of project alternatives for inclusion in the PID; and the results of public outreach efforts for State Route (SR) 131 Tiburon Blvd./East Blithedale Avenue; Manuel T. Freitas Parkway/Civic Center Drive; and Alameda Del Prado/Nave Drive.

In response to Member Bortel, Mr. Whitney stated that the Ramp Metering infrastructure is in place for the Highway 101 north-bound on-ramp metering system but Caltrans has not confirmed when the system will be operational.

Mr. Whitney discussed traffic backup on the freeway to Bellam Boulevard with Chairperson Pelham.

In response to Alternate James Schmidt, who asked if there would be a policy that addresses the state's greenhouse gas (GHG) reduction goals, Mr. Whitney stated that the local funds would be focused on making the interchanges operate more efficiently and improve multi-modal access, which will contribute to the reduction of GHGs.

In response to Member Debbie Alley, who asked how the interchanges were prioritized in the selection process, Mr. Whitney stated that the TAM Board concurred with the evaluation process and directed staff to advance the three chosen interchanges into the PID process, and that further direction from the TAM Board will be sought while preparing the PID. Mr. Whitney discussed the goals and weighted scoring system that were used to evaluate the interchanges.

In response to Alternate Kay Noguchi, Mr. Whitney confirmed that the three interchanges chosen for the PID process ranked the highest in the scoring system used to evaluate the twelve interchanges in the Study; and added that current traffic volume data and projected traffic volume data were included in the Study, which also considered the future housing development project at Northgate Mall.

In response to Member Powers, Mr. Whitney confirmed that Caltrans has jurisdiction over the intersections and would be the lead agency on construction; TAM would be the lead agency for design and would provide funding from Measure AA and seek other funding sources; and that a partnership among TAM, local jurisdictions, and Caltrans is needed for all improvements.

Chairperson Pelham and Mr. Whitney discussed the projected 6-year length of the pre-construction phases.

In response to Member Alley, who asked if the concepts would include signage or ways to educate drivers to respect other non-motorized road users, Mr. Whitney stated that Caltrans has design standards that would need to be met; and added that TAM manages the Street Smarts Program, which aims to educate drivers on traffic safety.

In response to Alternate Noguchi, Mr. Whitney stated that the designs focus on features within the right-of-way; and that additional property might be needed for the project at SR 131 Tiburon Blvd./East Blithedale Avenue.

Member Paul Roye discussed the continuing problem of drivers who illegally cross the solid white line to access northbound Highway 101 from the Lucky Drive on-ramp and stated that cameras should be installed to record illegal driving, or the interchange should be improved.

In response to Alternate Schmidt, Mr. Whitney stated that prospective construction projects would be reviewed under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) because federal funding would likely be sought.

Member Roye discussed the need for improvements that would enable cyclists to access the Richmond-San Rafael Bridge that are traveling along the Sir Francis Drake Blvd. shoulder and have to cross SFD to reach the barrier separated bicycle lane. In response, Director of Project Delivery Dan Cherrier stated that cyclists are encouraged to use the Cal Park Hill Tunnel Path from Larkspur that joins the path from Anderson Drive at Sir Francis Drake Blvd.

In response to Vice-Chairperson Hagerty, ED Richman stated that the TAM Board has not taken a position on removing the Richmond-San Rafael Bridge multiuse pathway. ED Richman added that staff presented a traffic study to the TAM Board at the September 23, 2021 meeting about this issue.

In response to Member Cole, Mr. Whitney confirmed that he has overseen projects which required a CEQA Mitigated Negative Declaration, including the multi-use path over the Corte Madera Creek in Greenbrae.

Chairperson Pelham opened the item for public comment. Member Jeff Olson, who attended remotely as a member of the public, stated that a roundabout on the east side of Highway 101 at Manuel T. Freitas Parkway/Civic Center Drive would not solve the problem of controlling eastbound traffic from the west, and traffic exiting the offramp going west. Mr. Whitney stated that Caltrans is managing the roundabout project.

7. Formation of the FY2022-23 COC/2023 TAM Annual Report Development Subcommittee and Approval of the Draft Development Schedule (Action)

Molly Graham presented the staff report, which recommends the COC form a subcommittee to guide staff with the development process of the FY2022-23 COC/2023 TAM Annual Report and adopt the Report development schedule. Ms. Graham anticipates subcommittee meetings in December and January; and that Members Powers will be the featured member in the upcoming report.

Member Cole moved to appoint Vice-Chairperson Hagerty, Members Bortel, Cole, Powers, and Alternate Noguchi to the FY2022-23 COC/2022 TAM Annual Report Development Subcommittee and approve the development timeline. Vice-Chairperson Hagerty seconded the motion, which was approved unanimously.

8. Committee Member Hot Items Report (Discussion)

Member Powers reported on her attendance at the Marin Transit Board Meeting on December 4, which included upcoming studies on Paratransit and Marin Access to determine the reasons why ridership levels have not recovered from the Pandemic as quickly as ridership on the fixed routes; a school transportation study; and a fare collection study.

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

The next meeting was tentatively scheduled for Tuesday, January 16, 2024, with potential agenda items including the review of the COC's subcommittee's recommendations for proposed changes to the membership structure; the CTP; and the Compliance Audit.

Chairperson Pelham noted that Member Vince O'Brien has submitted his resignation letter and this would be his final COC meeting as Member of the Bicyclist and Pedestrian Groups. Chairperson Pelham, ED Richman and the group thanked Member O'Brien for his more than 11 years of service to the COC.

The meeting was adjourned at 6:59 p.m.

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DATE: January 16, 2024

TO: Transportation Authority of Marin Citizens' Oversight Committee

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

SUBJECT: Annual Selection of COC Chair and Vice-Chair (Action), Agenda Item No. 5

RECOMMENDATION

The Citizens' Oversight Committee (COC) nominates and elects a Chair and Vice-Chair following any other preceding action items on the agenda.

BACKGROUND

Selection of a Chair and Vice-Chair

Pursuant to Article IV, Section 4.1 of the COC Bylaws, the Committee shall elect a Chairperson and a Vice-Chairperson. Terms for the Chairperson and the Vice-Chairperson, and other elected positions, shall be two-years. Elections for all positions shall take place at the first meeting of the even-numbered years.

DISCUSSION

None.

FISCAL IMPACTS

None.

NEXT STEPS

None.

ATTACHMENTS

None.

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DATE: January 16, 2024

TO: Transportation Authority of Marin Citizen's Oversight Committee

FROM: Anne Richman, Executive Director
Li Zhang, Deputy Executive Director/Chief Financial Officer
Emily Tong, Senior Accountant

SUBJECT: Review of the Measure A/AA Compliance Audit (Action), Agenda Item No. 6

RECOMMENDATION

The Citizens' Oversight Committee (COC) reviews the 2023 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 ½-Cent Measure A/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, adopted by the TAM Board at its October 28, 2010 Board meeting. The implementation of the Policy started with FY2011-12 and prior Measure A funding activities. The Compliance Audit Policy was updated to include all categories under Measure AA and amendments were approved by the TAM Board at its April 23, 2020 meeting.

The TAM Board approved the six Measure A/AA Transportation Sales Tax fund recipients that were selected for the 2023 audit cycle at its June 22, 2023 meeting as shown in Table 1. The 2023 compliance audit cycle covers Measure A/AA revenue and expenditure activities, which occurred in or prior to FY2022-23.

Sales Tax Fund Recipients Selected for the 2023 Compliance Audit Cycle

No.	Fund Recipient	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 FY2022-23 transit operation and capital needs
Measure AA Category 1 Highway 101 & Adjacent Roadways		
2	HNTB	Professional consultant support for the Interchange Study
Measure A Strategy 3.1/Measure AA Major Road Set Aside		
3	City of Mill Valley	E. Blithedale Avenue Rehabilitation Project
Measure A Strategy 3.2/Measure AA Category 2.1 Local Street and Road		
4	Town of Fairfax	For the usage of the FY2022-23 or prior sales tax Local Roads funds
Measure A Strategy 4.1/Measure AA Category 3.1 Safe Routes to School Program		
	None for this Cycle	
Measure A Strategy 4.2/Measure AA Category 3.2 Crossing Guard Program		
	None for this Cycle	
Measure AA Category 2.2 Safe Pathways to School Project		
5	Town of Tiburon	Large Capital Project: Del Mar Middle School Improvement Project
6	City of Larkspur	Small Capital Project: South Eliseo Drive Bicycle Lane and Splitter Island Project

DISCUSSION/ANALYSIS

Measure A/AA Compliance Audit Process:

The annual Measure A/AA Compliance Audit Workshop was conducted on August 31, 2023. 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 10 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 in September with the fund recipients selected, field visits were completed, and draft audit results were presented to TAM staff for review in early December. Staff is pleased to report there were no instances of non-compliance findings during this audit cycle.

Measure A/AA Compliance Audit Results by Fund Recipients:

The main purpose of the compliance audit is to verify that all Measure A/AA funds were spent according to the requirements of the Measure A/AA Expenditure Plans 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 6 fund recipients selected for the 2023 compliance audit effort are presented below.

Marin Transit, Measure A/AA 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 FY2022-23 for Marin Transit's operation and capital needs.

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2022-23	A-FY23-01	Measure A/AA	8/12/2022	\$ 16,964,195
Total Measure A/AA Allocation				\$ 16,964,195
Measure A/AA Expenditures				
Project Name	Measure A/AA Strategy/Category	Date of Completion	Amount	
Marin Transit Operation and Capital Needs	Measure A Reserve	6/30/2023	\$	1,010,820
	A S1.4		\$	1,434,410
	AA C4.1		\$	4,579,793
	AA C4.2		\$	1,131,141
	AA C4.3		\$	2,594,817
	AA C4.4		\$	1,098,029
	AA C4.5		\$	1,628,357
Total Measure A/AA Expenditure				\$ 13,477,367

Result:

The audit 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.

HNTB, Measure AA Funds for the Highway 101 Interchange Study

Measure A/AA Expenditure Audited:

Compliance audit for HNTB covers all Measure AA funds spent during and prior to FY2022-23 for professional consultant services for the Highway 101 Interchange Study. HNTB is a contractor to TAM for the Study.

Measure A/AA Allocation				
Contract Period	Contract Number	Measure A/AA Strategy/Category	Contract Date	Available Amount
Apr 2020-June 2024	C-FY20-09	Measure AA	4/27/2020	\$ 4,431,000
Total Measure A/AA Allocation				\$ 4,431,000
Measure A/AA Expenditures				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Expenditures Through FY22-23
Interchange Study	Project Study	Measure AA C1.3	In Progress	\$ 2,054,531
Total Measure A/AA Expenditure				\$ 2,054,531

Result:

The audit procedures disclosed no instances of noncompliance with the Measure A/AA Expenditure Plans and the contract between HNTB and TAM.

Follow-up Meeting and/or Action:

Not needed.

City of Mill Valley, Measure A/ AA Funds for the East Blithedale Avenue Rehabilitation Project

Measure A/AA Expenditure Audited:

Compliance audit for the City of Mill Valley covers all Measure A/AA funds allocated and spent during and prior to FY2022-23 for the East Blithedale Rehabilitation project.

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2020-21	A-FY21-35	Measure A and AA	5/27/2021	\$ 1,210,780
Total Measure A/AA Allocation				\$ 1,210,780
Measure A/AA Expenditures				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Amount
East Blithedale Rehab Phase 1	Construction	Measure AA C3.1	7/7/2022	\$ 1,106,760
		Measure A Reserve	7/7/2022	\$ 104,020
Total Measure A/AA Expenditure				\$ 1,210,780

Result:

The audit procedures disclosed no instances of noncompliance with the Measure A/AA Expenditure Plans and the funding agreement between the City of Mill Valley and TAM.

Follow-up Meeting and/or Action:

Not needed.

Town of Fairfax, Measure AA Funds for Local Roads

Measure AA Expenditure Audited:

Compliance audit for the Town of Fairfax covers all Measure AA funds allocated and spent in FY2022-23 for local roads funding.

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2021-22	A-FY22-03	Measure AA	3/1/2022	\$ 143,220
Total Measure A/AA Allocation				\$ 143,220
Measure A/AA Expenditures				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Amount
Local Roads- Scenic Rd., Bolinas Rd.	Various	Measure AA C2.1	4/5/2023	\$ 143,220
Total Measure A/AA Expenditure				\$ 143,220

Result:

The audit procedures disclosed no instances of noncompliance with the Measure AA Expenditure Plans and the funding agreement between the Town of Fairfax and TAM.

Follow-up Meeting and/or Action:

Not needed.

Town of Tiburon, Measure AA Funds for the Del Mar Middle School Improvement Project

Measure A/AA Expenditure Audited:

Compliance audit for the Town of Tiburon covers all Measure AA funds allocated and spent during and prior FY2022-23 for the Del Mar Middle School Improvement Project.

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2019-20	A-FY20-30	Measure AA	4/17/2020	\$ 400,000
Total Measure A/AA Allocation				\$ 400,000
Measure A/AA Expenditures				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Amount
Del Mar Middle School Improvement Project	Various	Measure AA C2.2	8/16/2022	\$ 400,000
Total Measure A/AA Expenditure				\$ 400,000

Result:

The audit procedures disclosed no instances of noncompliance with the Measure AA Expenditure Plans and the funding agreement between the Town of Tiburon and TAM.

Follow-up Meeting and/or Action:

Not needed.

City of Larkspur, Measure AA Funds for the South Eliseo Drive Bicycle Lane and Splitter Island Project

Measure A/AA Expenditure Audited:

Compliance audit for the City of Larkspur covers all Measure AA funds allocated and spent during or prior to FY2022-23 for the South Eliseo Drive Bicycle Lane and Splitter Island project.

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2019-20	A-FY20-24	Measure AA	3/2/2020	\$ 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
South Eliseo Bicycle Lane & Splitter Island	Construction	Measure AA C2.2	6/29/2020	\$ 50,000
Total Measure A/AA Expenditure				\$ 50,000

Result:

The audit procedures disclosed no instances of noncompliance with the Measure AA Expenditure Plans and the funding agreement between the City of Larkspur and TAM.

Follow-up Meeting and/or Action:

Not needed.

FISCAL IMPACTS

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

NEXT STEPS

After the COC review, the TAM Board is expected to review and accept all compliance audit reports at its January 25, 2024 meeting. Final compliance audit reports will be distributed to the fund recipients for record once the TAM Board accepts the reports.

ATTACHMENTS

Since the reports are very similar and essential information from all reports is highlighted in the staff memo and presentation, only the Marin Transit report is included as part of the package; the other reports may be accessed with the links below:

[Attachment A-1 Measure A/AA Compliance Audit Report – Marin Transit](#)

[Attachment A-2 Measure A/AA Compliance Audit Report – HNTB](#)

[Attachment A-3 Measure A/AA Compliance Audit Report – City of Mill Valley](#)

[Attachment A-4 Measure A/AA Compliance Audit Report – Town of Fairfax](#)

[Attachment A-5 Measure A/AA Compliance Audit Report – Town of Tiburon](#)

[Attachment A-6 Measure A/AA Compliance Audit Report – City of Larkspur](#)

Attachment B – Staff PowerPoint Presentation



MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE

Transportation Authority of Marin
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 San Rafael, California

Compliance

We have audited Marin Transit's (Agency) compliance with the types of compliance requirements described in the Measure A/AA Expenditure Plans and the respective funding agreement with the Transportation Authority of Marin (Authority), for the fiscal year ended June 30, 2023. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Management of Marin Transit is responsible for compliance with the Measure A/AA Expenditure Plans and requirements of its funding agreement with the Authority. Our responsibility is to express an opinion on the Agency's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to compliance audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Measure A/AA Expenditure Plans issued by the County of Marin, and the respective funding agreement between the Agency and the Authority. An audit includes examining, on a test basis, evidence about the Agency's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide legal determination on the Agency's compliance with those requirements.

In our opinion, the Agency complied, in all material respects, with the compliance requirements referred to above for funding allocated during the fiscal years end June 30, 2023 and for expenditures during the fiscal year ended June 30, 2023.

Internal Control over Compliance

The management of the Agency is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grants applicable to Measure A/AA funded programs. In planning and performing our audit, we considered the Agency's internal control over compliance to determine the auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Agency's internal control over compliance.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We noted no deficiencies that we considered to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We noted no deficiencies that we consider to be significant deficiencies.

This report is intended solely for the information of the Board of Commissioners, Citizens' Oversight Committee, Management of the Authority, and Management of the Agency, and is not intended to be and should not be used by anyone other than these specified parties.

Moss, Levy & Hartzheim

MOSS, LEVY & HARTZHEIM, LLP
Culver City, CA
December 11, 2023

MARIN TRANSIT

Measure A/AA Compliance Report

Notes to the Compliance Report

June 30, 2023

NOTE 1 **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****Financial Reporting Entity**

Marin Transit (Agency) is an agency formed by vote by the people of Marin County that provides local transit services within Marin County.

Basis of Accounting

The Agency utilizes the accrual basis of accounting, whereby revenues are recognized when earned and expenses are recognized when incurred.

NOTE 2 **MEASURE A/AA SALES TAX**

The Measure A/AA sales tax is a ½-cent sales tax originally approved as Measure A in 2004 and then renewed as Measure AA in 2018 by the voters of Marin. The Measure AA Expenditure Plan was approved by 76.7% of Marin voters and renewed the ½-cent transportation sales tax for another 30 years. It is expected to provide more than \$1.3 billion (Per the 2023 Measure A/AA Strategic Plan) in local transportation dollars as a step in implementing the “transportation vision” set forth by the County of Marin to alleviate traffic congestion, reinvent the public transportation system, provide addition pedestrian and bike pathways, provide safer routes to school and many other additional transit related goals. Various community and advocacy groups in each part of the County, representing the many diverse interests in Marin, provided input that resulted in a draft expenditure plan for both Measure A and Measure AA. The draft plans were presented to each of Marin’s City/Town Councils and to numerous stakeholder groups for review and input. Comments received prompted refinements reflected in the Final Measure A/AA Transportation Sales Tax Expenditure Plans (Plans).

The Plan is administered by the Authority. Its 16-member Board of Commissioners consists of the five Board of Supervisors and a council member of each incorporated City/Town. The Authority is accountable to a 12-member Citizens’ Oversight Committee (Committee), created with the assistance of the League of Women Voters. The Committee reviews all expenditures and reports annually and reports to the public in its annual report.

MARIN TRANSIT

Measure A/AA Compliance Report

Attachment A – Procedures Performed

June 30, 2023

1. Obtained original Funding Agreement/Contract, Allocation Request, and Funding Agreement/Contract Amendments for the audit period or for the period during which funding was utilized for an approved project.
2. Reviewed Funding Agreement/Contract, Allocation Request, and Funding Agreement/Contract Amendments to determine total funding provided by the applicable Strategy for the audit period or for the projects being audited.
3. Interviewed finance staff regarding internal controls in the following areas, specific to, but not limited to, accounting for Measure A/AA funding, to obtain an understanding of the entity's operations:
 - a. Cash Disbursements – Reviewed policies and procedures regarding approval, defacements, accounts payable check processing, and other matters related to the disbursement of funds.
 - b. Cash Receipts – Reviewed policies and procedures regarding cash handling of over-the-counter receipts and cash receipts received through the mail, bank deposits, bank reconciliations, and other matters related to the receipt of funds.
4. Obtained all invoices submitted to the Authority for reimbursements, if applicable.
5. Obtained supporting documentation for all invoices submitted to the Authority for reimbursements, including construction, personnel, project management, consultants, and other related costs.
6. Obtained general ledger detail for revenue and expenditures charged to the Measure A/AA funding source or equivalent reports where income and expenses associated with Measure A/AA funds can be clearly identified.
7. Reviewed remittances from the Authority to ensure that all revenues are correctly coded to the specific cost center or fund code designated for Measure A/AA funding.
8. For reimbursement-based agreements/contracts, we reviewed all invoices submitted to the Authority to ensure that the costs being billed on the invoices reconcile with the ones being charged to the specific Measure A/AA cost center in the entity's financial accounting system.
9. For reimbursement-based agreements/contracts, expenditures charged to the specific cost center or fund code designated for Measure A/AA funding were selected on a random basis and tested for the following attributes:
 - a. Approval – Reviewed invoices and supporting documentation to ensure that the proper review and approval process occurred and was documented on the invoice.
 - b. Invoice – Reviewed invoices and supporting documentation to ensure that they were mathematically accurate, properly addressed to the auditee, and had sufficient detail to justify the amounts being charged and the cost center or fund code to which it was charged to.
 - c. Coding – Reviewed invoices and supporting documentation to ensure that they had been correctly coded to the specific cost center or fund code designated for Measure A/AA funding.
 - d. Allowable – Reviewed invoices and supporting documentation to ensure that the costs being charged to the specific cost center or fund code designated for Measure A/AA funding were allowable costs based on the Measure A/AA Expenditure Plans, the entity's funding agreement with the Authority, and specific requirements of the Strategy/Category for which the funds were restricted for. Also reviewed expenditures to ensure that all costs are direct costs and not indirect costs or allocations of any kind.

MARIN TRANSIT

Measure A/AA Compliance Report

Attachment A – Procedures Performed

June 30, 2023

10. For entities receiving funding in advance for Measure A Strategy 3 and/or Measure AA Category 2 under a funding agreement, we reviewed, in summary form, various invoices to verify that expenditures being charged to the specific cost center or fund code restricted for Measure A/AA were reasonable for the project. In addition, expenditures were also tested in the same fashion as outlined in Step 9 of this list.
11. For entities where capital construction projects were funded utilizing Measure A Strategy 1,3&4 and Measure AA Category 2, 3&4 and the Major Road Set-aside funding, we obtained the necessary project files and reviewed them for the following requirements:
 - a. Procurement Process – Reviewed procurement process of the project to ensure that the project was properly advertised in publications, internet, trade journals and/or other acceptable means. If other means of procurement, such as selective Request For Proposal (RFP) submittals were followed, we determined whether the process was adequate in regards to the project. Reviewed any other evidence of procurement when appropriate, such as fax logs or mailing lists.
 - b. Bids and Proposals – Reviewed bids and proposals received to ensure that sufficient bids were received in regards to the project.
 - c. Bid Award – Reviewed County Board of Supervisor and/or City/Town Council Agendas and Minutes along with Staff Reports in regards to the bid award to ensure that the contract for the project was properly approved and documented in a public forum. Also, we reviewed bidding results to ensure that the lowest bid was selected, and if the lowest bid was not selected, that there was sufficient documentation for any other selection process utilized.
12. For entities where professional service contracts were paid utilizing Measure A/AA funding, with regards to construction projects or other purposes, we reviewed the policies and procedures of the entity in question to ensure that internal policies and procedures were followed in regards to the selection of professional service firms.
13. For entities where capital construction projects were paid utilizing Measure A Strategy 1,3&4 and Measure AA Category 2,3&4 and the Major Road Set-aside funding, we reviewed any applicable environmental review requirements and reviewed documentation to verify that all reports and reviews were performed prior to the start of any construction.
14. For entities where personnel costs were charged to Measure A/AA funding, we selected a representative sample of charges for personnel costs and tested for the following:
 - a. Recalculation – Reviewed and reconciled wage rates from personnel costs charged to Measure A/AA cost center or fund code to the entity’s payroll registers to ensure that wage rates being charged were accurate and properly approved; reviewed all benefits and fringe costs being allocated in addition to wage rates to ensure that they were accurate and appropriate; recalculated personnel costs utilizing wage rates and hours being charged to ensure that the amounts were mathematically accurate; review the calculation to ensure no indirect costs were included in the reimbursement request.
 - b. Timesheet – Reviewed timesheets for selected personnel costs to ensure that hours being charged to Measure A/AA are properly supported with an approved timesheet. All charges to Measure A/AA funding must be clearly documented on timesheets, detailing the number of hours and the funding source, on a daily basis. We also reviewed timesheets for selected personnel costs to ensure that signatures of both the employee and supervisor were present. Electronic time documentation methods must also have similar electronic signatures.
15. Obtained close-out reports, from completed capital construction projects, submitted to the Authority.
16. Reviewed close-out reports to ensure that they were submitted within 90 days and were properly certified in accordance with the entity’s funding agreement/contract with the Authority.

MARIN TRANSIT

Measure A/AA Compliance Report

Attachment B - Findings and Observations

June 30, 2023

None Noted

MARIN TRANSIT

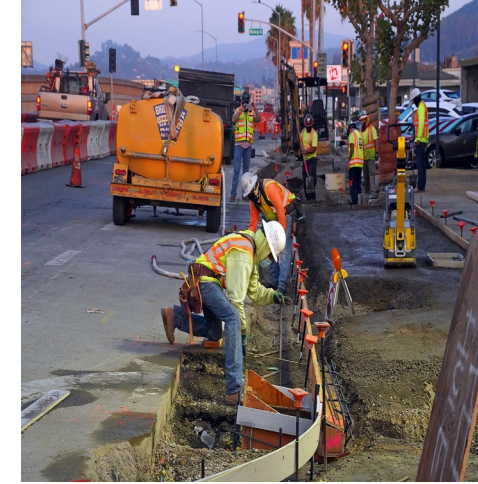
Measure A/AA Compliance Report

Attachment C – Schedule of Funding Allocations and Expenditures

June 30, 2023

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2022-23	A-FY23-01	Measure A/AA	8/12/2022	\$ 16,964,195
Total Measure A/AA Allocation				\$ 16,964,195
Measure A/AA Expenditures				
Project Name	Measure A/AA Strategy/Category	Date of Completion	Amount	
Marin Transit Operation and Capital Needs	Measure A Reserve	6/30/2023	\$	1,010,820
	A S1.4		\$	1,434,410
	AA C4.1		\$	4,579,793
	AA C4.2		\$	1,131,141
	AA C4.3		\$	2,594,817
	AA C4.4		\$	1,098,029
	AA C4.5		\$	1,628,357
Total Measure A/AA Expenditure				\$ 13,477,367

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Item 6 - Attachment B

Review of the 2023 Measure A/AA Compliance Audit Results

Citizens' Oversight Committee

January 16, 2024

Compliance Audit Policy and Background

- TAM has a fiduciary responsibility to the voters of Marin County to ensure that the Measure A/AA Transportation Sales Tax funds are spent appropriately and in accordance with the Measure A/AA Expenditure Plans.
- Measure A Compliance Audit Policy was developed with the help of the COC and adopted by the TAM Board in 2010.
- Compliance Audit Policy was amended in April 2020 to include all Measure AA projects and programs.
- First Round of audits started in 2011, and 2023 cycle is the 13th round.

Frequency of Audits for Measure AA Programs/Projects

- Category 1, Highways – at least one compliance audit for each major consultant support contract 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 contract is in place
- Category 3.2, Crossing Guards – every two years or 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

Frequency of Audits for Measure A Programs/Projects

The following Strategies have remaining uncompleted projects/programs or significant funding released from the Measure A reserve funds:

- Strategy 1, Local Transit – annually
- Strategy 3.1, Major Roads – by project phase (planning and environmental review, project design and construction)
- Strategy 4.3, Safe Pathways to Schools – up to two audits per year

Annual Process and Timeline

- Selection and approval of list of fund recipients subject to audit – June
- Compliance Audit Workshop – August/September
- Auditor fieldwork 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

2023 Audit Process Timeline

June 22, 2023 Board Approval of Auditees

August 31, 2023 Audit Workshop

Oct-Dec 2023 Audit Field Work

Jan 2024 COC and TAM Board Review and Acceptance

List of Recipients Selected for 2023 Audit Cycle

No.	Fund Recipient	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 FY2022-23 transit operation and capital needs
Measure AA Category 1 Highway 101 & Adjacent Roadways		
2	HNTB	Professional consultant support for the Interchange Study
Measure A Strategy 3.1/Measure AA Major Road Set Aside		
3	City of Mill Valley	E. Blithedale Avenue Rehabilitation Project
Measure A Strategy 3.2/Measure AA Category 2.1 Local Street and Road		
4	Town of Fairfax	For the usage of the FY2022-23 or prior sales tax Local Roads funds
Measure A Strategy 4.1/Measure AA Category 3.1 Safe Routes to School Program		
	None for this Cycle	
Measure A Strategy 4.2/Measure AA Category 3.2 Crossing Guard Program		
	None for this Cycle	
Measure AA Category 2.2 Safe Pathways to School Project		
5	Town of Tiburon	Large Capital Project: Del Mar Middle School Improvement Project
6	City of Larkspur	Small Capital Project: South Eliseo Drive Bicycle Lane and Splitter Island Project

2023 Compliance Auditees – Marin Transit

Measure A/AA funds for Marin Transit Operation/Capital Needs

<i>Measure A/AA Allocation</i>				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2022-2023	A-FY23-01	Measure A/AA	8/12/2022	\$ 16,964,195
Total Measure A/AA Allocation				\$ 16,964,195
<i>Measure A/AA Expenditures</i>				
Project Name	Measure A/AA Strategy/Category	Date of Completion	Amount	
Marin Transit Operation and Capital Needs	Measure A Reserve	6/30/2023	\$ 1,010,820	
	A S1.4		\$ 1,434,410	
	AA C4.1		\$ 4,579,793	
	AA C4.2		\$ 1,131,141	
	AA C4.3		\$ 2,594,817	
	AA C4.4		\$ 1,098,029	
	AA C4.5		\$ 1,628,357	
Total Measure A/AA Expenditure				\$ 13,477,367

2023 Compliance Auditees – HNTB

Measure AA Category 1 Funds for Interchange Study Project

<i>Measure A/AA Allocation</i>				
Contract Period	Contract Number	Measure A/AA Strategy/Category	Contract Date	Available Amount
Apr 2020-June 2024	C-FY20-09	Measure AA	4/27/2020	\$ 4,431,000
Total Measure A/AA Allocation				\$ 4,431,000
<i>Measure A/AA Expenditures</i>				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Expenditures Through FY22-23
Interchange Study	Project Study	Measure AA C1.3	In Progress	\$ 2,054,531
Total Measure A/AA Expenditure				\$ 2,054,531

2023 Compliance Auditees – City of Mill Valley

Measure A Reserve/Measure AA Category 3 Funds for E. Blithedale

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2020-21	A-FY21-35	Measure A & AA	5/27/2021	\$ 1,210,780
Total Measure A/AA Allocation				\$ 1,210,780
Measure A/AA Expenditures				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Amount
East Blithedale Rehab Phase 1	Construction	Measure AA C3.1	7/7/2022	\$ 1,106,760
		Measure A Reserve	7/7/2022	\$ 104,020
Total Measure A/AA Expenditure				\$ 1,210,780

2023 Compliance Auditees – Town of Fairfax

Measure AA Category 2 Funds for Local Street and Road Maintenance Project

Measure A/AA Allocation				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2021-22	A-FY22-03	Measure AA	3/1/2022	\$ 143,220
Total Measure A/AA Allocation				\$ 143,220

Measure A/AA Expenditures				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Amount
Local Roads- Scenic Rd., Bolinas Rd.	Various	Measure AA C2.1	4/5/2023	\$ 143,220
Total Measure A/AA Expenditure				\$ 143,220

2023 Compliance Auditees – Town of Tiburon

Measure AA Category 2 Funds for Large Capital Project: Del Mar Middle School

<i>Measure A/AA Allocation</i>				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2019-20	A-FY20-30	Measure AA	4/17/2020	\$ 400,000
Total Measure A/AA Allocation				\$ 400,000
<i>Measure A/AA Expenditures</i>				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Amount
Del Mar Middle School Improvement Project	Various	Measure AA C2.2	8/16/2022	\$ 400,000
Total Measure A/AA Expenditure				\$ 400,000

2023 Compliance Auditees – City of Larkspur

Measure AA Category 2 Funds for Small Capital Project: South Eliseo Bicycle Lane & Splitter Island

<i>Measure A/AA Allocation</i>				
Allocation Period	Agreement Number	Measure A/AA Strategy/Category	Agreement Date	Available Amount
FY2019-20	A-FY20-24	Measure AA	3/2/2020	\$ 50,000
Total Measure A/AA Allocation				\$ 50,000
<i>Measure A/AA Expenditures</i>				
Project Name	Phase	Measure A/AA Strategy/Category	Date of Completion	Amount
South Eliseo Bicycle Lane & Splitter Island	Construction	Measure AA C2.2	6/29/2020	\$ 50,000
Total Measure A/AA Expenditure				\$ 50,000

2023 Compliance Audit Cycle

Another Year of Clean Audit for all Auditees

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DATE: January 16, 2024

TO: Transportation Authority of Marin Citizens' Oversight Committee

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

SUBJECT: Approval of Committee Name and Membership Change Recommendations (Action),
Agenda Item No. 7

RECOMMENDATION

The Citizens' Oversight Committee (COC) reviews the following name and membership change recommendations from the Membership Structure Review Subcommittee and refers them to the TAM Board for approval:

- Change the word Citizen in the Committee name to Community;
- Add two regular four-year term COC members to represent the interests and voices of Equity Priority Communities (EPCs);
- Develop a one-year high school student mentorship/internship program in partnership with Marin Transit that focuses on low-income and transit-dependent students. The student will also be invited to participate in COC meetings as a Student Advisor during the program;
- Offer an optional \$50 per meeting stipend and reimbursement of travel cost that members/alternates can request for the full attendance of each COC meeting.

BACKGROUND

Since its inception in 2004, TAM has been focusing on delivering transportation improvements for residents, workers and visitors in Marin County cost effectively and equitably. To reflect the needs of Equity Priority Communities (EPCs) and underserved populations, TAM has funded or managed various Community Based Transportation Plans (CBTP) in the County, listened to the needs and priorities articulated by communities, and elevated them for project and program implementation. The Metropolitan Transportation Commission (MTC) supports these efforts with regional equity analysis and Equity Framework. Through Plan Bay Area (PBA), MTC uses data from the American Community Survey to identify census tracts that have significant concentration of underserved populations, such as households with low incomes and people of color.

Building on TAM's support for equity and inclusion in the community engagement and planning process, staff has explored various ways to advance equity in TAM's internal operations, plan and program implementation, and community outreach and communications. Staff developed and the TAM Board adopted the TAM Equity Statement in October 2022. The Equity Statement is intended to be reviewed on a regular basis, and inform planning activities, including the Measure B and Measure AA Expenditure Plan review processes and the Countywide Transportation Plan (CTP) development effort.

The current 12-member COC membership structure was originally established in the 2004 Measure A Transportation Sales Tax Expenditure Plan. To make sure the COC membership structure can be reviewed and adjusted to reflect the evolving needs of various communities, especially those who are underserved, language was added into the Amended 2023 Measure B Expenditure Plan to allow the Board the authority to review and adjust the COC membership structure when necessary.

DISCUSSION

With the language added in the Amended 2023 Measure B Expenditure Plan to allow COC membership changes, the COC formed a Membership Structure Review Subcommittee (Subcommittee) at its June 19, 2023 meeting to develop recommended changes for the full COC to review and consider. The main mission of the Subcommittee is to develop a recommendation with the potential to add one or more new seats to address the needs and voices of EPCs in Marin, and also help staff develop a high school student mentorship/internship program focusing on low-income and transit-dependent students where the COC members/alternates can be involved as mentors.

The 6-member Subcommittee is composed of COC Chairperson Peter Pelham, Vice-Chairperson Kevin Hagerty, Members Charley Vogt, Kinston Cole, and Scott Tye, and Alternate Heather McPhail Sridharan. Since its first meeting on July 17, 2023, the Subcommittee met 3 times over the last 6-month period. During the meetings, the Subcommittee reviewed the historical information and requirements of the Measure A/AA Expenditure Plans, citizens oversight committee member structures of 24 other transportation authorities and associations of governments, and various youth programs around the County with the focus on students from EPCs. The Subcommittee also discussed comments the COC and staff received from various sources about the COC name wording changes, due to the legal or cultural implications the word **citizen** potentially could have, especially to those who are first generation immigrants.

After thorough review of all the information and intensive discussions of viewpoints and options, the Subcommittee agreed unanimously on the following recommendations after its December 4, 2023 meeting.

- Change the word **Citizen** in the Committee name to **Community**.

A former COC alternate, along with a few community members, has raised the concern that the word "Citizen" in the Committee name could cause the impression that American citizenship is required in order to apply for the COC, therefore reducing the potential participation of some residents in the County, especially immigrants from the EPCs. It was suggested at various times that the word **Citizen** be changed to **Community** to better and more accurately reflect the intended membership requirement of the COC.

The Subcommittee discussed this issue during its meetings, gained a better understanding of the concern raised and agreed to recommend this change to the full COC for consideration and approval.

- Add two regular four-year term COC members to represent the EPCs.

As discussed above, the COC membership was set in 2004 without the consideration of voices of the residents from EPCs and those who are transit-dependent. All Subcommittee members fully understand and strongly agree with the need for the new member(s) who can represent the interests and voices of the EPCs.

While the Subcommittee still has some reservations about the use of the terminology "Equity Priority Communities," after extensive review of other similar committee member structures and discussions of the various EPCs in the County, as well as having efficient size of the COC in mind, the subcommittee reached consensus and recommended adding two regular four-year memberships to represent the EPCs. Staff will work with the COC and TAM Board on the implementation and recruitment of the two new positions.

- Develop a one-year high school student mentorship/internship program in partnership with Marin Transit that focuses on low-income and transit-dependent students. The student will also be invited to participate in COC meetings as a Student Advisor during the program.

Member Vogt shared his passion about mentoring and supporting high school students from EPCs with the hope to inspire transportation and transit professionals, including bus drivers/maintenance technicians for Marin Transit. His passion was shared and fully supported by staff and the whole Subcommittee. Information about other youth programs in the County and the region were shared during the discussions. Staff has also communicated with Marin Transit staff, who is excited and fully committed to be part of the effort. Staff also consulted with County Counsel to confirm how students under 18 can participate and provide input in COC meetings.

After the review of all information and options, the Subcommittee agreed on the recommendation to develop a one-year mentor/internship program, during which any COC member/alternate can volunteer to be a mentor and the student selected will also be offered internship opportunities at both TAM and Marin Transit and can also provide input during the COC meetings as Student Advisor.

- Offer an optional \$50 per meeting stipend and reimbursement of travel cost that members/alternates can request for the full attendance of each COC meeting.

It is common for public agencies to offer compensation including, but not limited to, any stipend, grant, or reimbursement of personal expenses that is associated with carrying out the duties of serving on a board and/or committee. While TAM currently is not offering stipends to its Board and Committee members, as part of the equity review effort, with legal input from County Counsel, staff suggested, and the Subcommittee discussed the options of offering an optional stipend and travel cost reimbursement to the members/alternates. The Subcommittee also reviewed the County's effort to make the 58 County boards and committees more ethnically and income diverse in late 2023 and stipend options discussed as part of that effort.

With all the information reviewed, the Subcommittee agreed to recommend a \$50 discretionary stipend and travel cost reimbursement that any members/alternates can request for the full attendance of each COC meeting.

FISCAL IMPACTS

Minimum fiscal impact with the implementation of the discretionary meeting stipends. Potential annual cost could be under \$5,000 if 14 members/alternates claim the stipends and allowable travel cost reimbursements for 6 meetings per year.

NEXT STEPS

Once the TAM Board approves the COC's recommendation, staff will work with the COC and various agency and community partners to develop the implementation plan and recruit for the new positions and solicit applications for the student mentee.

The COC Bylaws will be amended to reflect all the changes.

ATTACHMENTS

None.



DATE: January 16, 2024
TO: Transportation Authority of Marin Citizens' Oversight Committee
FROM: Anne Richman, Executive Director
Derek McGill, Director of Planning
SUBJECT: Countywide Transportation Plan and Community Based Transportation Plan (Discussion), Agenda Item No. 8

RECOMMENDATION

For discussion only.

BACKGROUND

TAM staff has begun the development of Marin County's first Countywide Transportation Plan (CTP) and a countywide Community Based Transportation Plan (CBTP). This planning process is expected to continue over the next year, culminating in an adopted CTP/CBTP by the end of 2024.

The CTP is expected to build consensus and provide a shared direction for Marin's transportation system, in alignment with broader social, economic, and environmental goals in the county, region and state. The CTP is intended to develop a set of overarching strategies, specific policies, and targeted projects/programs that are competitive for federal, state and regional funding and establish the partnerships necessary to implement the shared short-term (10-year) and long-term (25-year) vision for our transportation system. The CTP/CBTP will incorporate findings from the various previously developed CBTPs for the county and identify priorities and a countywide strategy to address equity. Finally, the CTP/CBTP will guide TAM's policy-making, and advance safety, equity, climate resiliency, transit recovery and priority, and transportation/land use integration in the county.

DISCUSSION/ANALYSIS

On May 25, 2023, the TAM board authorized a contract with Fehr & Peers to develop a CTP/CBTP in an amount not to exceed \$525,000. Since that time, staff has been working to develop elements of the CTP/CBTP, including forming committee and working groups, creating an outreach plan (discussed at the TAM board in September 2023), and holding an initial Board workshop (October 2023).

Context:

The CTP/CBTP is expected to build on a wide range of previous planning efforts, including the following:

- The 1973 Countywide Plan, which charted a course for protected open space and agricultural areas, by focusing on an urban spine centered on a contiguous public transit system currently delivered by Marin Transit, SMART and the Golden Gate Bridge, Highway and Transit District (GGBHTD).
- The passage of the ½-Cent Transportation Sales Tax in 2004, Measure A, and renewed in 2018 as Measure AA, which has provided TAM with the critical revenue to support significant improvements to our local roads, transit systems, and communities through programs such as Safe Routes to Schools (SRS2), as well as provided opportunities to leverage and attract regional, state and federal funding.

- The 2017 Strategic Vision Plan, TAM's most recent visioning exercise, influenced funding programs such as Regional Measure 3 (RM3), Measure AA, and California Senate Bill (SB) 1.
- Regional, state and federal plans and policies to achieve meaningful climate action, safety, and increasing equity in transportation, among other policy goals.

Emerging issues such as climate adaptation, demographic trends, equity, infrastructure technology, land use and transportation integration, safety and transit, will also inform and influence plan development. This CTP/CBTP is expected to create opportunities to advance mobility and accessibility for our communities, and to best position Marin County for limited, competitive regional, state and federal funds.

Outreach:

A CTP Ad-hoc Committee of the Board, a technical advisory committee, and an equity working group have each been assembled to inform policy and technical elements of the CTP/CBTP development as appropriate. Three Board workshops are anticipated to support the process, with the first one conducted in October 2023. The remaining two Board workshops are being planned at key milestones in 2024.

The Citizens' Oversight Committee (COC) will also serve as an engagement point for the planning process, with multiple presentations anticipated in 2024 at key milestones.

To facilitate the development of a shared vision of Marin's transportation system, TAM will conduct a robust, and multi-pronged outreach and engagement strategy for the CTP/CBTP, in alignment with the Metropolitan Transportation Commission's (MTC's) guidance. Public outreach will center on meeting people where they are and expanding beyond the scope of previous engagement efforts to include communities or topic areas to extend and deepen engagement. The analysis and recommendations included in the CTP/CBTP will be guided by an outreach process that prioritizes dialogue and collaboration with Marin County residents and other stakeholders.

Deliverables:

While these topics will be discussed further as the plan is developed, major deliverables of the CTP process are:

- Transportation Vision, Goals and Strategies
- Needs Assessment & Prioritization
- Implementation Planning
- Draft and Final Plans

FISCAL CONSIDERATION

The CTP/CBTP effort is fully funded with federal planning funds from MTC, and the contract not to exceed amount of \$525,000 is expected to be spent over the next two fiscal years.

NEXT STEPS

The deliverables of the CTP/CBTP are expected to be brought to the COC throughout the process, including upcoming discussions on the vision for the CTP, needs assessment and prioritization and implementation planning.

ATTACHMENTS

Attachment A – Staff Presentation



Item 8 - Attachment A

Countywide Transportation Plan & Community Based Transportation Plan

Transportation Authority of Marin
Citizens' Oversight Committee

January 16, 2024

CTP Background and Timeline



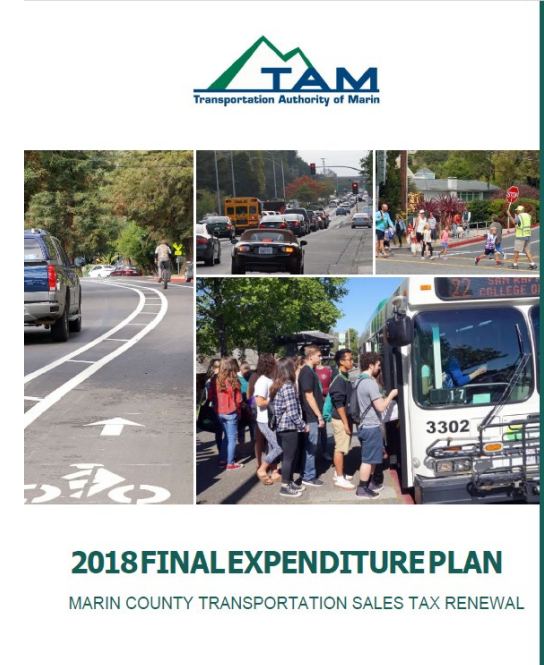
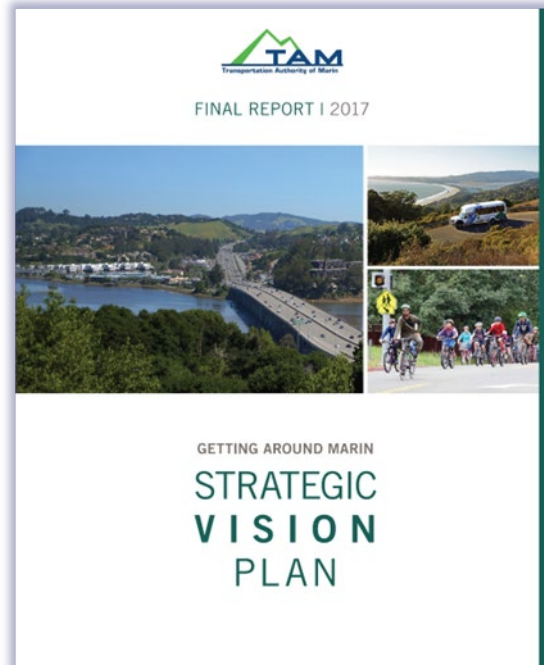
Purpose of CTP & CBTP

- ✓ **2050 Transportation Vision**
- ✓ **Set strategic priorities**
- ✓ **Guide TAM decision-making**
- ✓ **Align planning with funding decisions and project delivery**
- ✓ **Advance equity, land use-transportation connectivity, safety, transit recovery and priority, and climate resiliency**

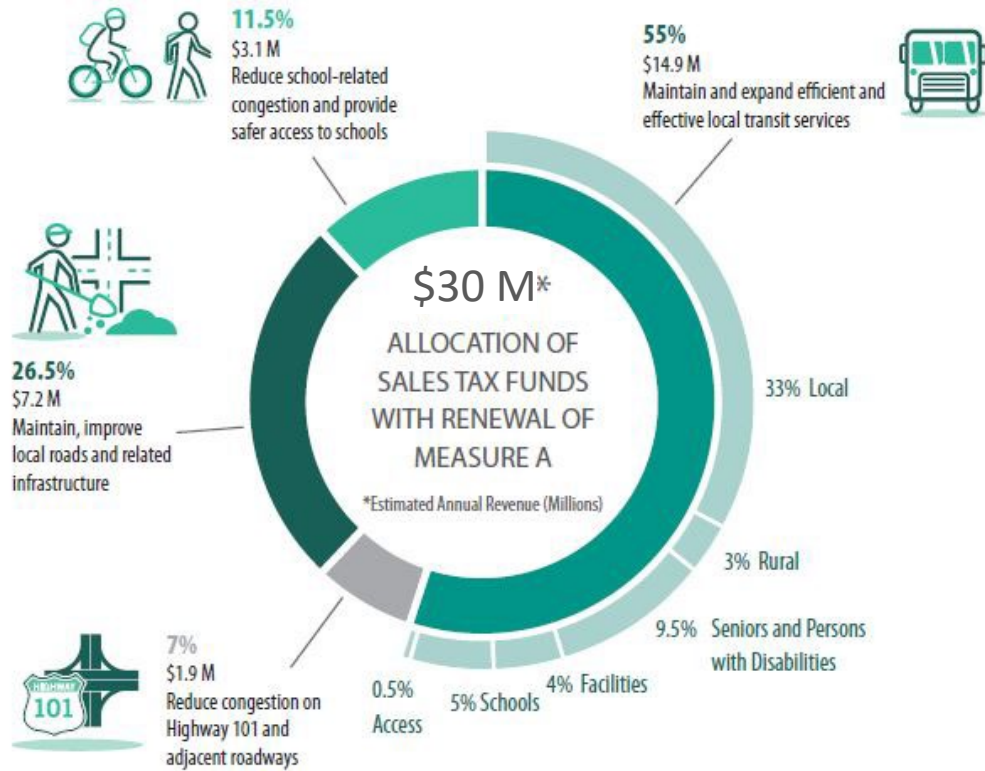
- ✓ **Identify emerging areas and future transportation needs**
- ✓ **Broaden understanding of community transportation goals**
- ✓ **Advance CBTP process**
- ✓ **Convene partner agencies and build consensus**
- ✓ **Strengthen partnerships needed to deliver the plan**
- ✓ **Align local, county planning with regional and state guidance where feasible**
- ✓ **Strengthen Marin's position in competitive regional, state, and federal funding**

Outcomes of CTP & CBTP

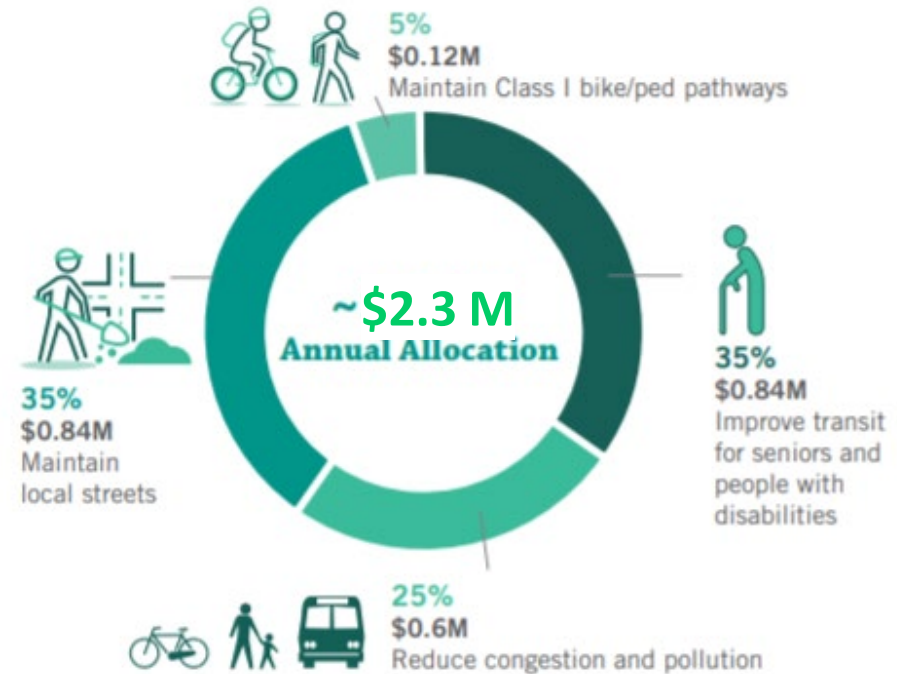
Previous Plans



Measure A and Measure B Expenditure Plans



Measure AA



Measure B

CTP Committees and Working Groups

- ✓ **CTP Technical Advisory Committee**
 - Public Agency Staff
- ✓ **CTP Equity Working Group**
 - Equity focused groups, aging and disabled, teachers/workers, tribal, youth representation
- ✓ **CTP Ad-Hoc**
 - Board Sub Committee
- ✓ **Board Workshops**
 - Discussion Opportunity for Full TAM Board

CTP Schedule

- ✓ Two more Board Workshops planned
- ✓ Additional Board Discussions at key milestones

OCT 23	NOV - DEC 23	JAN - FEB 24	MAR- MAY 24	JUN- AUG 24	OCT- NOV 24
Purpose & Context	Vision & Strategies	Needs Assessment	Co-Benefit Evaluation	Draft CTP	Final CTP

Board Workshops

Workshop 1: Vision & Strategies (October 2023)

- ✓ **2050 Transportation Vision**
- ✓ **Identify policy goals and objectives**

Workshop 2: Needs & Co-Benefits (April 2024)

- ✓ Trade-off choices
- ✓ Set strategic priorities

Workshop 3: Implementation (June 2024)

- ✓ Consensus building tool to guide TAM decision-making
- ✓ Align planning with funding decisions and project delivery

What has changed since 2017?



Demographics

(Aging Population, Population & Job Shifts, Work Trends)



Environment

(Climate effects, GHG Reduction Targets, Sea Level Rise, Wildfires)



Equity

(Engagement, Capacity Building, Investment, Pricing)



Land Use- Transportation Connectivity

(Priority Areas & Sites, RHNA Housing Allocations, SMART)



Safety

(Vision Zero, Safe Systems Approach)



Travel Behavior & Vehicle Technology

(Commute Patterns, Transit Recovery, EV Adoption, New Data Sources, New Mobility Options, AV Technology)

What has changed since 2017?

- ✓ **2021 - Federal Infrastructure Investment and Jobs Act (IIJA)** – estimated to provide \$42 billion for CA
- ✓ **2018 - Regional Measure 3** – \$4.45 billion for Bay Area highway and transit improvements in the toll bridge corridors and their approach routes (SR 37, 101-580, R-SR Bridge, Ferries, North Bay Transit Access).
- ✓ **2018 - Measure AA** – \$35 million annually for transit service, local roads, safe routes to school, and 101 improvements.
- ✓ **2017 - CA Senate Bill 1** – \$5.4 billion annually over 10 years with estimated \$15 billion for local road maintenance and \$7.5 billion for transit operations and capital.

What We Heard So Far

- ✓ Think boldly, be visionary
- ✓ Support Equity Populations
 - ✓ Seniors, Families, Transit Dependents
- ✓ Maximize safety of pedestrians and cyclists
- ✓ Focus on Operations and Maintenance
- ✓ Support for highway improvements underway
- ✓ Support for growing transit services
- ✓ Congestion remains a community concern
- ✓ Need for resilient network for 21st century climate
- ✓ Multi-jurisdictional Planning is needed
- ✓ Cross Agency Collaboration is needed
- ✓ Align CTP with state and regional goals to maximize fund leverage
- ✓ Differences among areas of the County are important but many of the transportation challenges are the same

Board Visioning Discussion

CTP 2050 THEMES	HIGH	MODERATE
Maintain existing infrastructure	4	6
Close gaps in the network	8	4
Community building	3	8
Reduce GHG emissions	7	6
Transit ridership growth	8	4
Adapt network to climate change	7	5
Schools and local travel needs	9	4
Better access to new workforce housing	0	10
Leverage more external grant funds	4	8
Provide safe streets for all	8	5

Engagement Process & Overview

- ✓ **Two coordinated tracks: stakeholder engagement and public outreach**
- ✓ **Data-driven process**
- ✓ **Fit the right strategy with the right groups at the right time**
- ✓ **Meet the public where they are**
- ✓ **Focus on Equity Priority Communities**
- ✓ **Align with MTC's CTP and CBTP guidance**

Upcoming Engagement Activities

- ✓ **Upcoming Board Workshops**
- ✓ **Six Localized Pop-Up Events**
 - ✓ Accessible high traffic locations
 - ✓ Variety of interactive elements (i.e., Feedback walls, Live polls, Activities for kids)
- ✓ **Four Focus Groups** Community needs and challenges
 - Priorities, preferences, and improvements
 - West Marin, Environmental/Bike Groups, Business Community, TBD
- ✓ **Online Survey/Digital Media Campaign**
- ✓ **CTP Roadshow**

Your Questions & Comments

