



MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
EXECUTIVE COMMITTEE

April 14, 2008  
2:00 p.m.

TRANSPORTATION AUTHORITY OF MARIN  
OFFICES OF THE CITY OF SAN RAFAEL  
COMMUNITY DEVELOPMENT CONFERENCE ROOM  
1400 FIFTH AVENUE, 3<sup>RD</sup> FLOOR  
SAN RAFAEL, CALIFORNIA

**MEETING MINUTES**

Members Present:

Steve Kinsey, Chair  
Al Boro, City of San Rafael  
Joan Lundstrom, City of Larkspur  
Alice Fredericks, Town of Tiburon  
Peter Breen, Town of San Anselmo  
Carole Dillon-Knutson, City of Novato  
Charles McGlashan, Marin County Board of Supervisors

Commissioner Members Absent:

Staff Members Present:

Dianne Steinhauser, Executive Director  
Bill Gamlen, Project Delivery Manager  
Bill Whitney, Project Delivery Manager  
David Chan, Programming Manager  
Eric Schatmeier, Planning Manager  
Li Zhang, Finance Manager  
Carey Lando, Sr. Transportation Planner  
Denise Merleno, Recording Secretary

*Chair Kinsey called the meeting to order at 2:10 p.m.*

**1. Chair's Report**

Chair Kinsey reported the Bay Area Council has recently reported that the economy has replaced transportation as the top concern in the North Bay. He noted that it is his belief that federal and state funding for future transportation projects will not be as readily available as in the past. He reported that the Marin Transit District (MTD) is in the final stages of selecting a general manager.

**2. Commissioner Comments**

None.

### **3. Executive Director's Report**

ED Steinhauser presented the following items in her Executive Director's Report: TAM's Bicycle/Pedestrian Advisory Committee (BPAC), her participation in a statewide working group to examine the State Transportation Improvement Program (STIP), Self-Help Counties Coalition meeting, California Transportation Commission's approval of funding for Transportation Corridor Improvement Fund (TCIF) projects, and the analysis of noise levels along Hwy 101.

#### BPAC

She reported that TAM had a very successful initial meeting of TAM's BPAC. A number of sponsors presented their candidate projects for funding under TDA Article 3 to the committee, the committee recommended priorities after much discussion, and staff expects to bring a recommendation to the TAM Board in May.

#### STIP Working Group

She stated that she is participating in a statewide working group of agencies and Caltrans staff to examine problems with the STIP which is a compendium of projects and programs submitted by counties and regional agencies for the use of County shares of gas tax. The STIP has been short on funds over the past few years and the group has decided that the state needs to find additional fund sources. She added that the state needs to support local efforts to create fund sources on their own if the state is not able to develop them. She will report back to this group on the various cost and funding working papers produced in this statewide working group.

#### Self-Help Counties Coalition

The Self-Help Counties Coalition met to continue the abovementioned group's discussion on the lack of sufficient revenues. The May revise of the State budget is due in the coming weeks and is trending upwards of \$14-18 billion in terms of shortfall, per Shaw/Yoder, TAM's legislative analyst. Staff will report on the latest legislative activity including SB 375 at the April TAM Board meeting.

#### California Transportation Commission

ED Steinhauser stated that the CTC approved the statewide \$3.088 billion of Transportation Corridor Improvement Fund projects (TCIF) which is part of Proposition 1B passed in November 2006 and focuses on a number of trade/freight corridors in the state. In the Bay Area, recipients include the Port of Oakland, improvements on I-880, improvements on I580 over the Altamont, and I-80 to Sacramento.

#### Analysis of Noise Levels along Hwy 101

She finalized her report by noting that she was requested by Supervisor Susan Adams to consider the noise levels and the feasible abatement available in the area of Los Ranchitos opposite the Civic Center. TAM staff worked with one of its consultant and Caltrans to see if the Gap Closure project work affected that area and it was determined that the neighborhood falls outside the sphere of influence of that project.

Chair Kinsey recognized David Schonbrunn, a member of the public, who stated that MTC and SACOG partnered with agencies from the San Joaquin Valley to prepare a joint submission, and as a result, received funding way out of proportion to the level of port visits coming into Oakland vs. ports in southern California. He suggested that this example of interregional cooperation is a good way to get things accomplished.

Commissioner Fredericks suggested that ED Steinhauser may want to pass on a list of bills to review since the Marin County Coalition of Mayors and Councilmembers has a priority to support advocacy for

transportation infrastructure funding. ED Steinhauser said that she will follow through with that suggestion.

#### **4. Approval of Minutes from March 10, 2008 Meeting**

Commissioner Boro motioned to approve the draft minutes which was seconded by Commissioner Lundstrom. The motion was approved by a vote of 6-0 with Chair Kinsey abstaining.

#### **5. Hwy 101 Gap Closure**

Connie Preston, a consultant to TAM, noted that one lane of the I-580 connector is scheduled to open on April 27. A media day will be held on April 25 to conduct extensive outreach with the press on the traffic shift in that area. Currently, motorists on Hwy 101 have 2500 ft. to cross merge with I-580 traffic. For approximately two months, this will be reduced to 1000 ft for the merge. This shorter distance will be in place until the existing connector is torn down and the crossover for the northbound traffic is built.

She reported that work on the retaining and sound walls on the west side of the freeway over Puerto Suello Hill is ongoing so that the existing wall can be torn down and the freeway widened.

Chair Kinsey added that the key challenge is that the merge weave which will be shortened by more than 50% and that staff has been encouraged to conduct sufficient outreach in order to get the word out.

In response to a concern expressed by Commissioner Lundstrom that traffic could increase on Sir Francis Drake as a result of the above mentioned work, Ms. Preston agreed to notify the City of Larkspur of the plan for work in the corridor and share the communications plan.

#### **6. Hwy 101 Greenbrae/Twin Cities Corridor Improvements Update (Discussion)**

Bill Whitney, and Dina Potter, a consultant from Jacobs, Carter & Burgess presented this item. The study is looking at Hwy 101 from south of Tamalpais Drive in Corte Madera to the Greenbrae Corridor at Sir Francis Drake Boulevard. The improvements include the adjacent roads accessing Hwy 101, and transit improvements and bike/pedestrian improvements within the corridor. The area is not only used as a regional arterial but also as the main road for local residents. Existing conditions have a number of nonconforming conditions that would not comply with today's standards including the weave at Sir Francis Drake and Lucky Drive and the northbound weave where motorists enter the freeway at Industrial Drive but are then forced to exit the highway through the Sir Francis Drake intersection before re-accessing the highway. The team presented background information: in 2002 the CMA sponsored a planning level study of this interchange area for potential improvements. Two alternatives were taken to the councils of Corte Madera and Larkspur back in 2002 and a preferred alternative was selected. This study was used to seek additional funding. In 2004, Marin County received \$65 million from Regional Measure 2 (RM2), a congestion relief measure derived from a toll increase. . Carter & Burgess (C&B) was the engineering firm selected in 2006 to conduct a context sensitive design approach to the study which engages stakeholders early in the process to take into account their issues as the project moves forward. Interviews were conducted with these stakeholders as well as public workshops held. A purpose and needs statement was developed as a result of that outreach.

C&B developed over 20 improvement options which were analyzed against the purpose and need statement and whittled down to 8 options, which were presented to the public in March 2007. After a year of detailed analysis and additional coordination, especially with Caltrans, in March 2008 an additional public workshop was held and staff spoke with the councils of Larkspur and Corte Madera. The result of this outreach narrowed the possible options to four – two southbound and two northbound.

Staff was prepared to go into the environmental phase with these four options but the Highway 101 Greenbrae/Twin Cities Corridor Ad Hoc Committee requested that additional screening be done, to possibly narrow further the options to be studied. Mr. Whitney stated that he will be bringing a request to amend the existing contract with C&B in order to conduct this work. He added that a study session open to the public will be held prior to the April 24 Board meeting.

Chair Kinsey expressed his appreciation to the commissioners who participated in these workshops and thanked Mr. Whitney and his consultants for their extensive efforts to engage the community in this project.

Commissioner Lundstrom noted that this is a multijurisdictional project with impacts affecting Corte Madera, Larkspur and partly an unincorporated section of Marin. She added that it's also a multi-issue complex with consideration needed for the creek, bus paths and student pedestrian paths. For those reasons, she, along with the rest of the subcommittee, was supportive of additional screening.

After opening the floor for public comment, Karen Nygren requested that the northbound improvements be looked at in conjunction with the southbound improvements rather than as separate options to see how they will interrelate.

David Schonbrunn said that he expected to hear the preferred alternatives at this meeting and was surprised to hear that an additional series of studies were to be conducted. He added that he believes that the biggest issue at hand with this project is an educational and political one rather than an engineering one as the merchants in Corte Madera are not convinced that a problem currently exists. He concluded his comments by stating that it would be more helpful to the public if details on the auxiliary lanes were clearer in the schematics.

ED Steinhauser stated that the three elements of screening that have not been conducted to date is the cost of some of the improvements, an extensive look at environmental impacts, and the operation of specific intersections. This work needs to be done with staff returning to the TAM Board with the results prior to deciding on how to move forward.

Chair Kinsey concluded this item by stressing the importance, on staff's part, to illustrate the larger policy role embedded in this project to the TAM board members who have not actively participated in this process.

## **7. Recommend Approving a Program of Projects for the Allocation of FY 2008/09 TFCA Funds (Action)**

David Chan presented this item which requested the committee recommend to the full TAM Board a recommendation to approve a Program of Projects for the allocation of FY 2008/09 Transportation Fund for Clean Air (TFCA) Funds.

Mr. Chan reported that TFCA funds are collected in the form a \$4.00 surcharge on motor vehicle registrations. He noted that TAM issued a Call for Projects for FY 08/09 TFCA funds on February 15, 2008 for the \$467,359 available for funding new projects and received three applications for a total

requested amount of \$550,000. The three projects include Marin County's Bicycle Parking Program, TAM's Guaranteed Emergency Ride Home Program, and TAM's Vanpool Program. Staff is recommending funding a Program of Projects that include all three projects but at a reduced amount for the Bicycle Parking Program to accommodate the amount of funding available. Staff recommends funding at \$342,000 for the Bicycle Parking program, \$75,000 for the Vanpool program and \$50,000 for the Guaranteed Emergency Ride Home program.

At the request of Chair Kinsey, Mr. Chan explained that staff did not ask for the full amount that will eventually be needed for the Vanpool and Guaranteed Emergency Ride Home programs, due to restrictions imposed by the fund source, TFCA. He noted that the recommended funding is the maximum amount allowed by TFCA.

ED Steinhauser said that TAM approved the hiring of a consultant to study the structure of a Guaranteed Emergency Ride Home Program and how additional funds could be sourced to fund these programs. TFCA will pay for the "ride" portion of the Emergency Ride Home program but will not pay for the administration, set-up, or maintenance. Since the results are not in yet, staff has yet to make a final recommendation as to full funding of this important TDM element. But the request for TFCA funding is a place holder, to complement additional funding once it is found. Regarding the Vanpool Program, the ED anticipates using the TFCA funds to pay a portion of the lease cost for the vans with a goal to have employers or employer clusters sponsor the remaining costs of the vans. She added that TAM will retain the TFCA money and reprogram it at a later date if either of these programs does not come to fruition.

Commissioner McGlashan encouraged staff to discuss these programs with Supervisor Hal Brown who has discussed Transportation Demand Management (TDM) issues with major employers in Marin. He also expressed enthusiasm over the bike parking program.

Commissioner Boro stated that the question of how many people are actually riding bikes is often raised as well as who will monitor where the bike racks are placed and who will monitor the usage. In response, Commissioner McGlashan said that the lack of bike racks was one of the key roadblocks to bike use as identified by the Non-Motorized Transportation Pilot Program (NTPP) and that TAM could rely on the NTPP to obtain those metrics since it needs to report those findings to Congress.

In response to a question from Commissioner Breen who asked if the Vanpool program vans could be used to move people to the transit center rather than to a work location, ED Steinhauser said that staff would research the question and report back to the group.

Commissioner Lundstrom requested that staff consult with DPW staff as to where best to place bike racks. She suggested public and private schools, parks, libraries and city centers be given consideration as well.

ED Steinhauser said that staff will discuss with county staff, prior to the next TAM Board meeting, as to the manner in which they intend to implement the bike parking program. This will be reported to the full TAM Board.

Commissioner Boro encouraged staff to think beyond the large employers as to users of the Vanpool program and suggested staff should discuss it with the local Chambers of Commerce to help garner interest from smaller employers.

Commissioner McGlashan added to Commissioner Breen's comment and suggested that Sonoma employers would probably welcome the idea of a vanpool to transport its employees who live in Marin

and conversely, employers in San Francisco would be interested to have an employee-focused van move its staff to the ferry from their homes in Marin.

ED Steinhauser said that one of the advantages of a vanpool is that it is an exclusive ride from Point A to Point B, and so while staff will research the abovementioned suggestions; it has been shown that a vanpool becomes less attractive when additional transfers and additional times are added in.

Chair Kinsey said that he wants to be supportive but he raised the issue of TAM taking on a new role as an operator with regard to the vanpool program. He expressed concern over TAM's "scope creep" and over duplication of effort with regard to MTD's Mobility Manager position. He said that he'd like clarification as to how vanpool operations fits into TAM's realm of responsibility.

ED Steinhauser responded by saying that she is very open to who may be most appropriate for implementation of the program, that this effort is a placeholder, and no other agency, including the County, has moved forward to implement such an effort. She emphasized that TAM is working with Marin Transit, the Golden Gate Bridge District and the North Bay Leadership Council to engender some habits under the TDM umbrella. She added that she is more interested in moving the idea forward than she is in which organization ultimately incorporates the program.

Chair Kinsey acknowledged ED Steinhauser's comments but maintained that this committee needs to consider whether or not this program falls within TAM's role.

David Schonbrunn thanked ED Steinhauser for her leadership in moving these projects forward. He complimented TAM for having a TFCA program that was truly in the spirit of TFCA.

Karen Nygren's comments centered on the bike parking program and suggested that managers of the various shopping centers throughout Marin be encouraged to allow bike racks to be placed on the premises.

Mr. Chan introduced Rick Ruvolo who is the consultant hired to assist in the development framework and funding options of the Guaranteed Emergency Ride Home program.

Commissioner McGlashan made a motion to move this item forward to the full TAM Board and Commissioner Dillon-Knutson seconded the motion. The vote was unanimous. Chair Kinsey directed staff to bring this item forward to the full TAM Board.

## **8. Associate/Senior Planner Position (Action)**

ED Steinhauser presented this item which requested that the Executive Committee recommend to the TAM Board approval of the Job Specification and salary range for an Associate/Senior Transportation Planner as a full time TAM employee. She reported that Carey Lando, a Senior Planner for the County of Marin on loan to TAM for the past four years, will be returning to work for the County which creates an opening for her position.

Gail Papworth, TAM's Human Resources Consultant, noted that the class that has been developed is called "Associate/Senior Planner" which represents two different levels of classification within this series; however, there is only one position which needs to be filled. She said that this type of structure will allow flexibility to hire the best candidate in the current tight labor market.

A salary range document was distributed to the group and Ms. Papworth responded to questions the Committee had regarding the numbers.

Commissioner Breen made a motion to move this item forward to the full TAM Board and Commissioner Fredericks seconded the motion. The vote was unanimous. Chair Kinsey directed staff to bring this item forward to the full TAM Board and suggested that it be placed on the Consent Calendar.

Commissioner McGlashan expressed to Ms. Lando his appreciation for her efforts on behalf of TAM and, in particular, for the integral role she played in the Marin City Community-Based Transportation Plan process.

## **9. Coordination of Planning Activity in Larkspur (Discussion)**

ED Steinhauser noted that this item was agendaized at the request of Commissioner McGlashan. She said that there are a number of entities that are conducting activities in the area of Larkspur Landing Circle and Commissioner McGlashan suggested that further discussion may be warranted as to those planning activities. The discussion of activities ensued at a recent Larkspur City Council discussion with SMART Board members McGlashan and Dillon-Knutson.

Commissioner McGlashan said that he was asking the members of this committee, as well as TAM staff, to "come to the table" as one agency in an attempt to share information on the various projects underway in the Larkspur Landing Circle area. He clarified that he is not asking TAM staff to coordinate this effort; as a matter of fact, he suggested that the City of Larkspur make a formal request to initiate this discussion.

Commissioner Lundstrom noted that the Larkspur Council concluded that Commissioner McGlashan is trying to establish a dialogue between the various transportation agencies. She also suggested that the Marin Airporter should be included in any discussion that takes place.

Commissioner Dillon-Knutson said that the Larkspur Landing Circle area is a major transportation hub and that she feels that all the players need to be sitting at the table.

Commissioner Boro said he would like a better understanding what would be expected if a meeting was held.

Commissioner Lundstrom suggested that both electeds and staff should be present to update everyone present as to the latest information.

Commissioner Breen voiced his strong support for a dialogue along these lines.

Chair Kinsey agreed that it would be a good idea to have a dialogue and believes that it would be best served if the City of Larkspur initiates this idea since it is the jurisdiction with the land use authority in the area and is experiencing other agencies conducting planning studies in its jurisdiction. He suggested that the Golden Gate Bridge District, SMART, TAM, ABAG, and MTC be invited to participate in the discussion and that the City lead the discussion focusing on the concerns of the town as well as to ask for some level of consideration as agencies independently develop their projects there.

Commissioner McGlashan said that in the City Council's last public meeting, there were four strong statements of interest directed at him as an ambassador to several agencies to help make this happen, so I believe that it is safe to assume that the City wants this to happen.

Commissioner Lundstrom said that the council would agendize the coordination effort.

Commissioner McGlashan asked that the County of Marin be invited because of their Central Marin Ferry Project and ED Steinhauser suggested inviting the Marin Transit District.

Karen Nygren questioned what will happen to local road congestion if a parking structure is built at the ferry station.

David Schonbrunn suggested a "next step" that could occur after this dialogue which would be an application to MTC for a station area planning grant and he added that TAM could manage the study which could be integrated into the Greenbrae study and others taking place in that area.

Chair Kinsey concluded this item by stating that the idea is to coordinate planning efforts and to allow Larkspur to design the dialogue.

Commissioner Boro said that he supports the idea but would like to see the city manager convene the Executive Directors of the various agencies in order to find a structure for the dialogue.

*Commissioner Boro left the meeting at 4:05 p.m.*

## **10. Quarterly Financial Report (Discussion)**

Li Zhang presented this item which provided timely information on TAM's financial situation. She stated that the consensus is that the economy is in a state of recession. Nonetheless, TAM received approximately \$17 million in sales tax revenue for the period July 2007 through March 2008 compared with \$16.9 million for the same period in the last fiscal year.

Regarding interest revenue, TAM generated approximately \$655,000 in interest revenue for the first and second quarter of the year, and expects another \$200,000 in interest revenue for the third quarter. She stated that staff anticipates the level of interest revenue will begin to decline due to upcoming use of TAM funds on the Gap Closure and Major Roads..

On the expenditures side, she noted that items related to the move are exceeding the budget and resulted in budget adjustments made at the end of March, in the administrative category. An additional \$60,000 is needed for office furniture since that line item was created two years ago, and since then, costs have risen and additional staff has been added. Additionally, a \$50,000 adjustment was made to the HR/IT Consultant support line item since the need for these services has been greater than originally anticipated. A \$50,000 adjustment to the Consultant Pool line item has been made due to the increased need for consultant services.

She stated that in total, budget adjustments do not increase the total budget authority and are less than 5% of the budget authority of each category. The Executive Director has exercised authority per the administrative code, to approve any budget transfers among categories if the dollar amount is equal or less than 5% of the total budget authority of the category from which funds will be reduced.

ED Steinhauser added that the moving expenses, including the furniture, are one-time expenses and that TAM's overhead is still considerably lower in comparison to similar agencies.

In response to a question from Chair Kinsey who asked at what point would increased revenues be considered into the budget, ED Steinhauser reported that increased revenue is included each year during the Strategic Plan Update process. Revenue is not held, but folded into the following year's revenue available to sponsors.

#### **11. Discussion of Bond Financing Schedule – Major Roads (Discussion)**

David Chan distributed two spreadsheets, the 2007 Strategic Plan Update (SPU) and the proposed 2008 Update. He stated that when the Strategic Plan Update was published in June 2007, staff predicted the need to engage in debt financing for Major Roads projects in FY 2008-09. This was based on the predictions of Marin's local agency project sponsors at the time, as to when the project would need its Measure A funds. In anticipation of that need, staff established the teams and protocol necessary to conduct debt financing, including a debt policy, a financial advisor, bond counsel and disclosure counsel. However, staff has since learned that the Major Roads projects originally intended for delivery in FY 2008-09 may, in actuality, take longer. This has prompted a revisiting of project schedules with the local sponsors.

The result of this revisiting is that debt financing for Measure A Major Roads capital projects will not be necessary in FY 2008-09, but rather, could be necessary in FY 2009-10 at the earliest.

David Schonbrunn suggested that the project delays mentioned above could open an interesting option for policy makers. He reasoned that if projects move forward on a "pay as you go" system, twice as much work gets accomplished.

Chair Kinsey reminded everyone that the amount of bond financing would not cover all of the projects under consideration, so TAM is already operating on a "pay as you go" with a limited bond financing program. He added that the cost escalation in the construction industry is such that the premium paid for financing is offset by the ability to move more quickly as soon as a project is ready to begin.

Mr. Schonbrunn amended his remarks and said that he would find it interesting for policy makers to think about placing a surcharge on projects that are funded by debt to encourage jurisdictions to accelerate delivery of a project.

#### **12. Hwy. 101 Congestion Pricing Study (Discussion) *Postponed to May 12 Meeting***

#### **13. Open Time for Items Not on the Agenda**

*Seeing no others wishing to speak, the meeting was adjourned at 4:30 p.m.*