



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
EXECUTIVE COMMITTEE

May 12, 2008
2:00 p.m.

TRANSPORTATION AUTHORITY OF MARIN
750 LINDARO STREET
SAN RAFAEL, CALIFORNIA

MEETING MINUTES
TAM Executive Committee
May 12th, 2008

Members Present:

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

Commissioner Members Absent:

Joan Lundstrom, City of Larkspur

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 that MTC will be sponsoring an MTC commissioner workshop on May 27-28 to discuss the preliminary funding prioritizations of the Regional Transportation Plan (RTP). He also mentioned the benefits of the new TAM office location.

2. Commissioner Comments

Commissioner Breen asked about the status of the Sir Francis Drake Blvd. project in West Marin given the concerns raised by the Town of Fairfax. ED Steinhauser explained that it is the responsibility of the project sponsor, the County's Department of Public Works, to scope the project, go through the public process and finalize the project scope, cost, and schedule. TAM has no authority to step in. However, she added that, as with other projects, the TAM Board holds the right to request a status report on this project which TAM staff scheduled with County DPW staff to provide at the June 26 meeting.

3. Executive Director's Report

ED Steinhauser presented the following items in her Executive Director's Report: BAAQMD Call for Projects, MTC Workshop, an update on the Doyle Drive project, and a request for the Committee to consider changing the date of the June TAM Executive Committee meeting.

BAAQMD Call for Projects

ED Steinhauser reported that the Bay Area Air Quality Management District issued a call for projects for their regional TFCA funds. She stated that staff distributed the application material to the staff in various jurisdictions and would be happy to render assistance in developing candidate projects. She noted that the deadline for submitting applications is June 30.

In response to a question from Commissioner McGlashan who asked what the key factor for success is, ED Steinhauser said that capital projects seem are more favorable, with the ideal candidate showing substantial conversion to low emission options for travel.

Chair Kinsey suggested that TAM sponsor a workshop made available to town staff in order to assist them in the application process.

Commissioner Boro requested that a copy of the Call letter, without the detail, be distributed to all TAM Commissioners.

MTC Workshop

ED Steinhauser reported that MTC is sponsoring a workshop in Marin on May 19th to present investment options to the public and discuss other aspects of the RTP, currently under development. She said that the placement of future revenues into various categories within the region will take place between now and July. Last week, MTC's Planning Committee hosted a discussion in which she participated regarding the key elements to that strategy. Some of the elements advocated for include sufficient funding to maintain the current local streets and roads and transit system, recognition that STIP and HOT lane revenues should be decided on at the local level, and that many of the fund sources that flow into the categories would, ideally, be aggregated at the county level to allow flexibility for counties to determine their own priorities.

Doyle Drive Project Meeting

ED Steinhauser finalized her report by stating that a recent meeting of the various agency lead staff occurred regarding the funding of Doyle Drive with participants from the North Bay counties, San Francisco and MTC in attendance. A discussion took place over the current funding plan and next steps. She reported that Mayor Newsom will be calling for another meeting next month to review options for funding the project, activity at the State level which could bring in additional funding, and activity at the federal level.

TAM Executive Committee meeting in June

ED Steinhauser requested that this committee consider changing the date of its June meeting from June 9 to June 16 to accommodate staff being out of town. Most committee members were receptive. Staff will poll the committee members by e-mail.

4. Approval of Minutes from March 10, 2008 Meeting

Commissioner Dillon-Knutson motioned to approve the draft minutes which was seconded by Commissioner Breen.

Commissioner Fredericks requested that a sentence in the Executive Director's Report be changed from, "Commissioner Fredericks suggested that ED Steinhauser may want to pass on a list of bills..." to, "Commissioner Fredericks suggested that ED Steinhauser may want to distribute a list of bills..."

The motion, with the amendment offered by Commissioner Fredericks, was approved unanimously.

5. Hwy 101 Gap Closure

Connie Preston, TAM's Project Manager on the Hwy 101 Gap Closure, reported that the traffic shifts on Hwy 101 to allow the reconstruction of the highway, will occur in early June. She also reported that the demolition of the existing 580 connector has been completed. Regarding Segment 4, the contractor is working on the retaining walls and bridges at Linden Lane and Lincoln Avenue. The Lincoln undercrossing, which has been closed, will open on Friday, May 16, at which point Linden Lane will close until September in order to finish the work there.

6. Programming of TDA Article 3 Funds

David Chan presented this item which asks the Committee to recommend to the TAM Board to postpone the programming of TDA Article 3 funds, with the exception of the Bolinas Multi-Use path project. The intended programming would have been made as follows: in the amount of \$18,000 to the Bolinas' Multi-Use Path Project, \$690,000 to Marin's Pathway Major Maintenance Project, and \$305,000 to Marin's Sir Francis Drake Boulevard Westbound Class II Bicycle Lane Project. The action will be revisited in October 2008 to determine if adequate funding exists to complete construction of the Highway 101 Gap Closure Bicycle/Pedestrian facility over Puerto Suello Hill. At that time, the TAM Board may choose to program the TDA funds to the Puerto Suello Hill bike/ped facility if it cannot be completed with other available funds.

Mr. Chan reported that a call for projects was issued for the Transportation Development Act (TDA) Article 3 funds which may be used for activities relating to pedestrian and bicycle facilities. Four projects were evaluated by TAM's staff and its BPAC and ranked accordingly: 1) Bolinas Multi-Use Path Project, 2) Marin County's Sir Francis Drake Boulevard Westbound Class II Bike Lane, and 3) Marin County's Multi-Use Pathway Major Maintenance Project.. It was recommended that the Mill Valley Sycamore Avenue Bike Route Connection not be recommended for funding at this time.

ED Steinhauser noted that there is \$1.14 million in funding available, a higher than usual amount of funds. Typically, TAM receives approximately \$300,000 per year. This exception is due to the fact that previously allocated funds were returned. She went on to explain the funding needs of the Gap Closure. Due to rising costs associated with the Gap Closure project, additional funds need to be made available. The contingency has been expended on the redesign of a retaining wall as well as other issues such as dealing with hazardous waste and changes to drainage. She suggested that it would be prudent at this time to hold funding available to TAM to make sure the Puerto Suello Hill bike/ped facility, in which TAM has substantially invested already, can be finished. A number of the project changes are for the bike/ped facility and so TDA Article 3 funds could be used to help complete the

facility. The TDA projects listed above would remain on a list at TAM for future TDA or other funding as it becomes available.

She stated that staff and its consultants are looking for work elements on the Gap Closure that could be postponed such as lighting and landscaping. They are also looking at the possibility of taking some of the work from this project and constructing it on the adjacent connector project under the same contractor. Lastly, they are attempting to identify additional funds. Staff has been successful in supporting the return of state and federal money to the project that Caltrans had mistakenly deleted. Even with these options, staff recommends holding the TDA funds for six months.

ED Steinhauser noted staff's support for one project to go forward, a project ready for construction and needing a small amount of funds. She referred the group to a letter from the Bolinas Community Public Utility District that requested a postponement exception in order to move forward with their project.

Chair Kinsey stated that he supports staff's recommendation to hold the TDA funding with the exception that he would like to recommend to the full TAM Board to grant the \$18,000 to the Bolinas' Multi-Use Path Project since aside from this money, the project is ready to go to bid. He added that he will be reluctant, in the future, to allow the money to be moved away from the projects for which it is intended.

Commissioner Boro suggested that Caltrans needs to take responsibility if it has been determined that it designed an inadequate structure.

ED Steinhauser noted that staff has worked diligently with Caltrans to address needed changes to the project, including the major retaining wall design error and added that most errors are related to field conditions that are different than what was anticipated at design.

Chair Kinsey suggested that the Gap Closure ad-hoc committee discuss this matter further at its next meeting.

Commissioner Fredericks motioned to recommend to the full TAM Board postponing programming of all TDA Article 3 Funds with the exception of \$18,000 for the Bolinas Multi-Use Path Project which was seconded by Commissioner Boro. The vote was unanimous. Chair Kinsey directed staff to take this recommendation to the full TAM Board.

7. Review of Draft FY2008-2009 Budget

Li Zhang presented this item which requested the committee to provide comments on the Draft TAM FY2008-09 Budget and refer it to the TAM Board for further review and release for public comment.:

Regarding revenue, she reported that based on the disbursements received as of April 2008 and the worsening economic conditions, staff proposes to keep the FY2008-09 Measure A revenue at the same budgeted level of FY2007-08, which is \$20.8 million. Any revenue that comes in above the \$20.8 million level will be programmed in the 2009 Strategic Plan Update, allowing project sponsors to access these funds in FY2009-10.

Regarding expenditures, she cited that the salary/benefit line item has been increased by \$300,000 to accommodate two new positions, the Public Information Officer and the Associate Project Delivery Manager, that staff expects to fill in the near future. She added that the project delivery manager position will be funded nearly 100% thru project funding. The office furniture line item will be deleted

from next year's budget and the equipment line item will be reduced to approximately \$10,000. Staff is investigating the feasibility of obtaining a vehicle for agency use.

Ms. Zhang stated that there is little change in the Professional Services category other than the conclusion of the bike planning project which is expected later this year and two new studies being conducted – the feasibility of TDM efforts and Central/Southern Marin Transit Study.

In the Measure A category, she noted that the allocation for MTD under Strategy 1 will increase from \$9.7 to \$11.0 million due to MTD's request for excess revenue from FY2007/08. Under Strategy 2, Ms. Zhang reminded the group that beginning in June 2009, TAM will begin repaying the \$12 million MTC loan. In Strategy 3, staff expects an increase in expenditures in this Major Road the category which will reduce the Measure fund balance and the interest revenue. In Strategy 4, staff expects that the Safe Routes to School projects will be seeking reimbursement in FY2008/09.

Regarding the County CalPark RM2 Project under Interagency agreements, TAM acts as a pass-through agency whereby the county will request reimbursement for this project and TAM will request the funds from MTC who will provide reimbursement.

She finalized her report by stating that the total expenditures for FY 2008/09 are expected to increase by \$7 million over the current year.

ED Steinhauser referred to attached work-plans and reported that staff's work is divided amongst the five work plans: administrative, finance, programming, planning, and project delivery. Each activity on these work plans has a fund source associated with it, with the detailed workplans acting as a monitoring/tracking tool throughout the year. Staff intends to update these plans every six months, reporting on progress to the TAM board.

In response to a question from Commissioner Boro on the revenue overrun, Ms. Zhang said that most of the overrun for this year is due to unused funds in the Major Road category. She anticipates that these funds will begin to dwindle as these projects get underway.

In response to Chair Kinsey's question regarding why TPLUS funds are not being used, ED Steinhauser said that TPLUS coordination is "in limbo" until staff receives clarity from MTC on the regional programs, this money is held in reserve to be used later in the year.

Commissioner Dillon-Knutson motioned to present to the full TAM Board the Draft TAM FY2008-09 Budget for review and that it be released for public comment which was seconded by Commissioner Boro. The vote was unanimous. Chair Kinsey directed staff to take this recommendation to the full TAM Board.

8. Recommend the Approval to Exchange \$265,300 in Measure A Funds from San Rafael's Medway/Canal Project with \$265,300 in NTPP funds from Marin County's Bicycle Signing and Striping Project

David Chan presented this item which requested the committee to recommend to the full TAM Board the approval to swap \$265,300 in Measure A funds from the City of San Rafael's Medway/Canal Project with \$265,300 in NTPP funds from the County of Marin's Bicycle Signing and Striping Project.

Mr. Chan stated that in September 2007, TAM allocated \$400,000 in Measure A to the City of San Rafael for construction on the Medway/Canal Improvement Project as part of the Canal Neighborhood

Community-Based Transportation Plan. This allocation of Measure A funds fulfilled a commitment from TAM to the City of San Rafael on TE funds that were intended for the Medway/Canal Improvement Project but swapped to the Highway 101 Gap Closure Project, in exchange for Measure funds.

Marin County approached the City of Rafael with a proposal to swap \$265,300 in Measure A with \$265,300 in NTPP funds. Under this proposal, Marin County would receive \$265,300 in Measure A from the City of San Rafael for Marin County's Bicycle Signing and Striping Project and the City of San Rafael would receive \$630,600 in NTPP funds that include the original \$365,300 and the additional \$265,300 for the Medway/Canal Improvement Project. Since the Medway/Canal Improvement Project is already funded with federal NTPP funds, the project would not incur any additional administrative burden typically associated with federal funds.

He reported that the San Rafael City Council approved this swap at its meeting of May 5, 2008 on the condition that the TAM Board approve it as well.

Commissioner McGlashan motioned to recommend to the full TAM Board the approval to swap \$265,300 in Measure A funds from the City of San Rafael's Medway/Canal Project with \$265,300 in NTPP funds from the County of Marin's Bicycle Signing and Striping Project which was seconded by Commissioner Dillon-Knutson. The vote was unanimous. Chair Kinsey directed staff to take this recommendation to the full TAM Board.

9. Review of the Draft 2007 TAM Annual Report

Li Zhang presented this item which requested that the Committee review and provide comments on the TAM 2007 Annual Report; direct staff to finalize the report based on comments received and bring the final draft back for approval at the May TAM Board meeting.

She noted that the TAM work elements presented are essentially the same as what was in last year's report but TAM has expanded on that information. She added that the print and photos have been enlarged over last year. Staff proposes to produce 2,000 copies which is the same volume as was produced last year.

Commissioner Breen suggested incorporating ridership numbers in the transit section and ED Steinhauser said that staff will insert "bulleted" highlights on those numbers as well as other accomplishments under the various strategies.

Commissioner Boro motioned to direct staff to finalize the report based on comments received and bring the final draft back for approval at the May TAM Board meeting which was seconded by Commissioner Dillon-Knutson. The vote was unanimous. Chair Kinsey directed staff to take this recommendation to the full TAM Board.

10. Status of Marin Bike and Pedestrian Plan Updates (Discussion)

Carey Lando presented this discussion item and advised that TAM is nearing the end of the bike and pedestrian plan update with Alta Planning and Design. To date, approximately \$138,000 of the \$160,000 received from TDA Article 3 has been expended to pay for Alta's services as well as the TAM bike path inventory effort. TAM conducted four subregional workshops in Northern, Central, Southern and West Marin to gather larger Marin regional input on the bike and pedestrian system as a whole.

The Nonmotorized Transportation Pilot Program (NTPP) held two countywide workshops, one in 2006 and another in 2007. This information fed into each local agency plan update.

To date, five plans have been adopted by the local agencies, four plans have completed drafts and are awaiting approval of local Advisory Committee/agency staff, and two drafts are in process and are expected to be completed by the end of June.

Chair Kinsey stated that these plans have to be adopted on a five-year basis in order to be eligible for certain funding programs. The committee thanked Ms. Lando for her report.

11. TOD/PED Toolkit Outreach Status (Discussion)

Carey Lando presented this discussion item and reported that earlier in the year, staff presented an outreach plan to the committee for this toolkit. Since then, staff has negotiated with the consultant team who developed the plan and retained them to conduct outreach, via group presentations, to local agency staff and the public. She distributed a list of revised tentative dates for these presentations.

Chair Kinsey suggested that the Mayor/Council members meeting is being hosted by Mill Valley in June with the City preparing a presentation on priority development areas and the idea of transportation land use connections and that staff may consider presenting the kit at this meeting. Ms. Lando agreed to investigate this possibility. She distributed the final edition of the toolkit to the committee members. She finalized her report by noting that she will be visiting each of the local agencies next week to distribute these kits to the appropriate staff.

12. Open Time for Items Not on the Agenda

ED Steinhauser told the group that the website is under construction and that staff hopes to have an initial version some time in late June/ early July.

Seeing no others wishing to speak, the meeting was adjourned at 3:35 p.m.