



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
EXECUTIVE COMMITTEE

June 16, 2008
2:00 p.m.

TRANSPORTATION AUTHORITY OF MARIN
TAM ROOM on LOBBY LEVEL
750 LINDARO STREET
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: None

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
Denise Merleno, Recording Secretary

Chair Kinsey called the meeting to order at 2:15 p.m.

1. Chair's Report (Discussion)

Chair Kinsey began his report by announcing that Marin Transit (MT) welcomed its new General Manager, David Rzepinski at its board meeting today. He everyone to attend a county-sponsored welcome reception for Mr. Rzepinski tomorrow afternoon (June 17th). The Chair, as Marin's Metropolitan Transportation Commission (MTC) commissioner, reported that the commission is making progress on the significant policy decisions associated with the Regional Transportation Plan (RTP) which is scheduled to be adopted in January 2009. He stated that he went to Portland, Oregon with staff from MTC and the Association of Bay Area Governments (ABAG) to look at the Portland transit oriented development model. They have a good rail program including light rail, streetcars, and a commuter rail program that is just now being launched. As part of this group, he received an informative presentation on the financing of streetcars. Most important, from the Chair's viewpoint was the housing and mixed use infill within the urban area. MTC is considering making a commitment of transportation money to a TOD program.

He finalized his report by stating that, at the request of Commissioner Breen, the Executive Committee could adjourn in memory of MTC Commissioner Bob Blanchard., representative from Sonoma County, who passed away this past week.

2. Commissioner Comments (Discussion)

Commissioner Breen requested an update on the discussion that has been taking place over congestion pricing on Doyle Drive. He also asked for thoughts and comments as to how to process to the full TAM Board the work that the SMART Working Group of TAM has done.

Chair Kinsey responded to the first part of Cmmr. Breen's request by stating that Commissioners Boro and McGlashan attended along with the Chair a meeting in Mayor Newsom's office last week regarding Doyle Drive where little progress was made. He said that the project, as of today, will cost \$1 billion with an excess of \$120 million in shortfalls. The proponents continue to seek the support of the bridge district for collection of the toll. The Chair then offered the floor to Commissioners McGlashan and Boro for their comments.

Commissioner McGlashan shared Chair Kinsey's sentiment as to tenor and outcome of the meeting. He said that he discovered at that meeting that Mayor Newsom had tried many different courses of action to find additional funding without much success. However, Cmmr. McGlashan believes that the money that was found could be hurtful to TAM in the long run, and Chair Kinsey confirmed this to the group. Cmmrs Boro and McGlashan pointed out, as directors of the Golden Gate Bridge Board, the Board's position that it did not want to be used as a tolling mechanism. Cmmr. McGlashan commented that he was stunned by MTC's claim that the \$100 million cost of using a gantry system to collect tolls from all cars on Doyle would equal the revenue collected by the toll, so an all directions tolling system was not being recommended. That claim was modified to 42 cents of every dollar collected would go to operating and capital costs. Cmmr. McGlashan said that before he would consider using the GGB as a collection agency, he would need to see a financial analysis of a single gantry system.

Commissioner Boro said that there is no plan to toll the drivers in the Marina who use Doyle Drive to access 19th Avenue. He added that there is no expenditure plan or time line. He reiterated Cmmr. McGlashan's comment that the current funding ideas for this project would divert significant funding intended for TAM and Sonoma County Transportation Authority.projects. He suggested that the San Francisco County Transportation Authority (SFCTA) and MTC should consider holding a public hearing, advertise their intentions, and then seek approval of the project in Sacramento. He also requested that future meetings should be attended by policy makers only. He finalized his comments by reporting that the Bridge District held a public hearing at the Civic Center last week to hear comments on increasing the ongoing bridge toll as well as the supplemental fifty-cent toll which is needed to secure federal grant money.

Chair Kinsey noted that while many of the comments made herein took on a frustrated tone, everyone was in agreement that the project does need to move forward.

Regarding how the SMART Working Group of TAM would handle the information collected in their meetings, Chair Kinsey said that the group was established, not to make a recommendation to TAM, but to have SMART present information and have the group provide feedback to SMART staff based on the information they provided. The working group decided to meet later this afternoon to receive responses to questions which arose out of the financial plan presented at a previous meeting. An informational item has been placed on the June TAM Board agenda so that all commissioners and the public are able to understand the SMART program and what it encompasses. In July, it is anticipated that SMART will have taken an action to place a measure on the ballot. If they have, they would be

welcome to come to the July TAM Board meeting to make a presentation in order for TAM to take a position of support or opposition.

Cmmr. McGlashan's commented that some commissioners may need to take the matter up with their city/town councils and that both he and Lillian Hames, SMART's General Manager, are happy to meet with any of the councils as requested. He expressed concern that this might be a difficult task to accomplish by the July TAM meeting.

Cmmr. Fredericks said that she will provide a report on the SMART Working Group at her next council meeting and frame it to solicit any outstanding questions. She'll then ask if they are prepared to provide her with a sense of the council rather than a vote.

Cmmr. Lundstrom said that she would prefer to postpone agendizing taking a position on SMART until September because she believes her council still has questions that need to be answered prior to making a decision to support or oppose SMART.

Cmmr. Breen questioned TAM's role beyond the original purpose which was to determine if information on the SMART program was available and to advise SMART if it was not so that they could produce it.

ED Steinhauser stated that the staff report for the board meeting on the working group would include the topics that were covered, what information was missing and what supplemental information was provided by SMART staff. The intended end result would be to assist an elected official or member of the public to arrive at a position of support/opposition after reviewing that information.

3. Executive Director's Report (Discussion)

ED Steinhauser presented the following items in her Executive Director's Report: Doyle Drive,

She stated that when MTC publishes the RTP in July they will have to state whether or not they are committing to funding major projects. As a result, if there is a solution to funding the Doyle Drive project, we may see some movement at that time.

The Congestion Management Agencies (CMAs) have formed a climate action working group to identify joint measures that can be taken across the participating counties to address global emission reduction. Guest speakers will be invited to share their knowledge and explain what they're doing. On Thursday, Bruce Riordan will speak on his efforts with MTC to address air quality issues. Another speaker will be Susan Shaheen, of UC Berkeley, who is collecting information throughout the Bay Area to assist the Governor in determining how he should be treating climate action policy.

She finalized her report by advising the committee of additions to the TAM staff roster. She indicated that, at the June TAM meeting, she will be introducing Mr. Dan Cherrier, a new TAM employee. Mr. Cherrier has been hired to fill the vacant, board approved position of Associate Project Delivery Manager. Mr. Kevin Swanson will join TAM as a summer intern provided and paid for by MTC.

4. Approval of Minutes from March 10, 2008 Meeting (Action)

Commissioner Breen motioned to approve the draft minutes which was seconded by Commissioner Boro. The motion was approved by unanimous vote.

5. Hwy 101 Gap Closure (Discussion)

Connie Preston, a consultant to TAM, reported that the traffic shifts which have occurred on Hwy 101 in central San Rafael are working well and without incident. That configuration will be in place for another two months. The I-580 connector work is expected to be complete in early fall when it will open to two lanes of traffic. The next traffic shift will occur in August when the northbound lanes will be shifted back to their original alignment, after which work will begin in the middle section of the highway to rebuild the freeway.

Segment 4 is approximately 36% complete but issues with the design have arisen particularly in the Linden Lane area. Budget issues have surfaced due to these changes and staff will be asking the Board to recommit most of the bid savings back to the project so that it may be completed with all the features that were originally intended.

In response to a question from Chair Kinsey as to the timelines for segments 3 and 4, Ms. Preston responded that Segment 3 should be completed by December 2008. However, the timeline for Segment 4 could be extended by several months.

6. Marin-Sonoma Narrows Memorandum of Understanding (MOU) and Cooperative Agreements with Caltrans (Action)

Bill Gamlen presented this item which requested the committee to recommend that the TAM Board:

- 1) authorize the Executive Director to enter into the MOU with Caltrans and the Sonoma County Transportation authority for the management and coordination of the Marin Sonoma Narrows Project;
- 2) authorize the Executive Director to execute two Cooperative Agreements with Caltrans for engineering design of construction documents and for all right-of-way needs, for individual projects B1-Southerly Interchange and B3-San Antonio Curve Correction; and
- 3) authorize the Executive Director to make minor changes as needed to finalize the cooperative agreements as long as the intent of the agreement remains as described in this staff report.

In response to a question from Cmmr. Dillon-Knutson regarding the status of Caltrans' responding to concerns about the soundwalls, Mr. Gamlen reported that Caltrans held a public hearing on the EIR in December 2007, closed the public comment period, and is currently reviewing the comments and preparing their responses. ED Steinhauser added that there will be a comment period after the final EIS/ EIR Record of Decision is published which would give TAM staff, on behalf of the Board, an opportunity to work with them if the results are not satisfactory.

ED Steinhauser pointed out, in response to an inquiry from Cmmr. Fredericks, that it has become standard operating procedure for MOUs to be developed which define how multiple agencies will cooperatively collaborate on a project.

Responding to a question from Chair Kinsey if, in taking the lead in a project, there is the advantage of have more control over project details and management, Mr. Gamlen responded in the affirmative.

Don Wilhelm, a member of the public, referred the group to page 14 of the packet which lists the four areas of concern over language being used in the MOU and asked if those areas of been concern were addressed and incorporated into the final document?

Mr. Gamlen responded that responses to the concerns were addressed and incorporated.

Commissioner Lundstrom motioned to recommend to the full TAM Board 1) authorizing the Executive Director to enter into the MOU with Caltrans and the Sonoma County Transportation authority for the management and coordination of the Marin Sonoma Narrows Project; 2) authorizing the Executive Director to execute two Cooperative Agreements with Caltrans for engineering design of construction documents and for all right-of-way needs, for individual projects B1-Southerly Interchange and B3-San Antonio Curve Correction; and 3) authorizing the Executive Director to make minor changes as needed to finalize the cooperative agreements as long as the intent of the agreement remains as described in this staff report, which was seconded by Commissioner Dillon-Knutson. The vote was unanimous. Chair Kinsey directed staff to take this recommendation to the full TAM Board.

7. Measure A Strategy 4, Proposed 2008-09 Crossing Guard Program (Action)

Bill Gamlen presented this item which requested the committee to recommend that the TAM board approve: 1) increasing the number of crossing guard locations funded from 54 to 60 through the 2008-09 regular school year and 20 locations during the 2009 summer school session, and 2) authorize the Executive Director to execute amendments to the agreement with NUSD and the contract with ACMS to provide up to 60 guards during the 2008-09 regular school year and up to 20 guards during the 2009 summer school session for a combined not-to-exceed total of approximately \$651,500 (the final costs of both the NUSD agreement and the ACMS contract will be determined based on the final list of locations and negotiations between TAM and ACMS and between the NUSD and ACMS).

Mr. Gamlen explained that a survey was sent out to all public and private schools in Marin County in order to determine locations to consider for additional guards. Responses were received for 18 locations one of which was a repeat of one already on the list. Counts were conducted for those 17 locations and that data was added to the master list. This master list now has 65 locations which will serve as candidates for the 6 that will be funded for the coming school year. The MPWA and TAM's TAC will be reviewing the candidates this Thursday, and TAM staff will be coming to the full TAM Board with a final recommendation.

When asked why the list was not available now, staff responded that in deference to the roles of the TAC and MPWA, they were seeking their input and recommendation prior to coming back to the TAM board.

Commissioner Dillon-Knutson motioned to recommend to the full TAM Board: 1) increasing the number of crossing guard locations funded from 54 to 60 through the 2008-09 regular school year and 20 locations during the 2009 summer school session, and 2) authorize the Executive Director to execute amendments with the NUSD and ACMS to provide up to 60 guards during the 2008-09 regular school year and up to 20 guards during the 2009 summer school session for a combined not-to-exceed total of approximately \$651,500 (the final costs of both the NUSD agreement and the ACMS contract will be determined based on the final list of locations and negotiations between TAM and ACMS and between the NUSD and ACMS), which was seconded by Commissioner Boro. The vote was unanimous. Chair Kinsey directed staff to take this recommendation to the full TAM Board.

8. Review of TAM's Financial Management & Accounting Procedures (Action)

ED Steinhauser presented this item which requested that the Executive Committee review and comment on the draft Financial Management & Accounting Procedures and refer it to the TAM Board for further review and adoption.

She stated that this document was compiled at the recommendation of our financial auditors and is an amalgamation of procedures already in place along with a couple of new ones. She briefly reviewed the information and mentioned that staff added a new section on fixed assets. Also, she noted that staff worked with the State of California and, as a result, TAM is now expecting authorization to allocate a certain percentage of indirect costs to its projects using a multiplier rate of 1.5 (applied to staff hourly rate). She indicated that staff will be inserting a section on contracting procedures for review of the board at the June meeting.

Cmmr Breen requested that, on page 93, section 2b, language be changed to read, "Moderate fees are assessed to Cities/Towns..." and ED Steinhauser agreed to make this change.

Cmmr. Fredericks suggested adding a statement in the document which would advise board members of their role in assessing this document.

ED Steinhauser offered to reference some of the standards that staff followed in establishing the document such as indicating that a procedure is consistent with statutory requirements or complies with GAAP.

Cmmr. Lundstrom questioned whether procedures in the document conform to best standard practices for purposes of auditing. She suggested citing the basis for the establishment of the document.

Commissioner Boro motioned to recommend the draft Financial Management & Accounting Procedures to the TAM Board for further review and adoption 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. Safe Routes to Schools (SR2S) and Street Smarts Program Consultant Contract (Action)

Eric Schatmeier presented this item which requested that the Executive Committee recommend to the TAM Board: 1) the approval of the work scope and budget for the Safe Routes to School and Street Smarts Programs, and 2) authorize the Executive Director to enter into an agreement with Parisi Associates for a three year period, with up to two one-year extensions, in an annual amount not to exceed \$700,000.

Cmmr. Lundstrom commented that, in her view, the program is evolving and has been quite successful. She commented, also, that Mr. Parisi has been very helpful to the cities' DPW to look at pathways and streets. She said that she wants to ensure that MCBC also has programs for students who walk and cross the street on foot. She also expressed interest in seeing carpooling promoted.

Cmmr. Breen referred the group to the budget on page 114 of the packet and expressed concern about how much MCBC was being paid for their services.

ED Steinhauser replied that the baseline of this program is the education component which MCBC administers. There total funding is about 1/3 of the total program cost. Based on that, we feel that this is equitable given the all the programs and events they put on.

Cmmr. Boro asked how the success of this program is measured.

ED Steinhauser said that a parent survey and general statistical survey were conducted in FY2005-06 and in the summer of 2006 staff did a report to the board on how successful the program was in converting trips. Between 2001 and 2005 there has been a 21% conversion from single occupancy vehicles to another mode of travel. The next reporting will take place in the summer of 2009 after another round of surveys and statistical analysis have been conducted.

Cmmr. Boro suggested considering conducting a phone poll and to consider contacting teachers and administrators in addition to the parents.

Cmmr. McGlashan pointed out that the "Team Hours" column in the budget appeared to be double what the hours should be. Staff agreed to revisit the numbers and correct any errors.

Chair Kinsey stated that MTC is preparing to make a significant financial commitment to SR2S. He expressed support for the same team going forward (Parisi). The advocacy organizations are the same ones that administer the programs, which assure consistency.

Incorporating the changes to the budget spreadsheet, polling and reporting options, and adding language for pedestrians, Commissioner Boro motioned to recommend to the TAM Board 1) the approval of the work scope and budget for the Safe Routes to School and Street Smarts Programs, and 2) authorize the Executive Director to enter into an agreement with Parisi Associates for a three year period, with up to two one-year extensions, in an annual amount not to exceed \$700,000 which was seconded by Commissioner Lundstrom. The vote was unanimous. Chair Kinsey directed staff to take this recommendation to the full TAM Board.

10. Open Time for Items Not on the Agenda

Seeing no others wishing to speak, the meeting was adjourned at 3:45. p.m.