



REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS HELD MONDAY, NOVEMBER 19, 2007, AT 10:00 A.M.

Roll Call

Present: Director McGlashan; Director Brown; Director Adams; Director Heller;
Director Albritton (Alternate)

Absent: Director Kinsey; Director Arnold; Director Swanson

1. Open time for public expression, limited to three minutes per speaker, on items not on the Transit District's agenda.

No member of the public spoke at this time.

2. Board of Directors' Matters.

No Board of Directors' matter were announced at this time.

3. Transit Planning Manager's Oral Report.

[Service Monitoring Report Aug & Sept 2007](#)

[August Monitoring Report](#)

[Sept Monitoring Report](#)

[MT Monthly Monitoring 2007-08](#)

Ms. Van Doren stated that staff have been working with a contracted marketing consultant to prepare a Strategic Marketing Plan. A first internal market assessment was conducted based on extensive interviews of stake holders and on focus groups consisting of riders and non-riders. The consultant has presented several alternatives for Marin Transit branding concepts and provided staff with areas to consider focusing our marketing efforts. A draft Strategic Marketing Plan will be presented at the January 2008 Board meeting.

Ms. Van Doren received a Draft Implementation Plan for the Marin Transit Taxi Study from the consultants at IBI on Friday. The plan includes a timeline and costs for implementing the taxi services strategies which will be provided to this Board at the January 2008 meeting. Marin Transit staff are currently developing a procurement package to acquire four accessible taxi vehicles as part of the project.

Ms. Van Doren announced that staff are working with Golden Gate Transit to coordinate with their current efforts to survey both riders and non-riders. Staff will work with GGT to coordinate with the on-board survey portion to obtain information from local transit riders which will assist Marin Transit in next year's update of the Short Range Transit Plan.

Alan Zahradnik of Golden Gate Transit is expected to give a presentation to the Board at a future meeting on GGT's fare box procurement process and options for passes with the new fare boxes. Marin Transit staff have been working with GGT on their fare collection bid procurement process to ensure consistency across local transit services.

Ms. Van Doren reported that she been working with other local transit agencies in the region on developing a strategic vision for transit to be included in the Regional Transportation Plan being developed by the Metropolitan Transportation Commission (MTC). She stated that the group is developing a draft vision statement.

Farhad Mansourian, Director of Public Works, reported that this past Friday, the Golden Gate Bridge, Highway and Transportation District Board of Directors voted 18 to 1 to approve the proposed amendment to Marin Transit local service contract. He thanked Directors Brown and McGlashan for their role in assisting with the adoption of the amendment.

Director Albritton commented on Golden Gate Transit's passenger study, and commended its focus on rider demand.

4. Set Public Hearing to Consider Service Improvements for Shuttle Route 221 and Stagecoach Routes 61 and 68.

[Staff Report](#)

M/s Director Brown - Director Albritton (Alternate) Recommended Action: Accept report and set Public Hearing for December 17, 2007 at 10:00 a.m.

Vote: Motion carried 5-0

AYES: Director McGlashan; Director Brown; Director Adams; Director Heller; Director Albritton (Alternate)

ABSENT: Director Kinsey; Director Arnold; Director Swanson

Ms. Van Doren explained these service change proposals are based on staff's recommendations that are aimed at improving our services and that major changes require a public hearing be held. She reported that staff is excited about the prospects of the route and schedule changes to the Route 221 to serve more employment sites, Marin General Hospital, the Larkspur Ferry Terminal, and Redwood High School from Greenbrae.

5. Resolution to Terminate California Public Entity Insurance Authority (CPEIA) Joint Powers Agreement.

[CPEIA Termination - Staff Report](#)

[Resolution](#)

M/s Director Brown - Director Adams Recommended Action: Approve resolution.

Vote: Motion carried 5-0

AYES: Director McGlashan; Director Brown; Director Adams; Director Heller; Director Albritton (Alternate)

ABSENT: Director Kinsey; Director Arnold; Director Swanson

Director Heller questioned whether Marin Transit was moving to another Joint Powers Agreement (JPA) due to this action. Ms. Van Doren explained that Marin Transit had already transitioned to another JPA last summer, and that this item is purely procedural.

6. Lease and Sublease Agreements with the Transportation Authority of Marin (TAM) for Relocation of Marin Transit to the San Rafael Corporate Center.

Staff Report

M/s Director Adams - Director Heller Recommended Action: Accept report pending final lease and sublease agreements and authorize General Manager to execute sublease agreement.

Vote: Motion carried 5-0

AYES: Director McGlashan; Director Brown; Director Adams; Director Heller; Director Albritton (Alternate)

ABSENT: Director Kinsey; Director Arnold; Director Swanson

Nancy Grisham with the County Counsel's Office indicated there might be various policy issues necessary to delegate to the General Manager regarding the lease. Typically, she said that her office would not take any position on policy issues, but instead would advise with regards to legal aspects of entering into a lease and sub-lease agreement. Ms. Grisham explained that during her initial review of the proposed lease, the language leaned more favorably toward the landlord.

Farhad Mansourian clarified that Marin Transit staff makes operational decisions, and not policy decisions. Therefore, if in this agreement, any policy issues arise, Mr. Mansourian will bring them back to this Board for review. However, if the concerns are operational, then County Counsel would be notified.

Director Adams asked about the leasing costs. Mr. Mansourian explained that currently, Marin Transit is housed within the Department of Public Works with basically zero rent costs. The Marin Transit Board has agreed that Marin Transit, the Transportation Authority of Marin (TAM), and the Sonoma Marin Area Rail Transit (SMART) should be co-located. Mr. Mansourian said that the estimated lease cost at the San Rafael Corporate Center is between \$100-\$150K per year, an amount that was in the Board-approved budget. Also included in the approved budget is funding for rent, office equipment, etc. Mr. Mansourian stated that Marin Transit staff have been working with TAM and SMART staff on securing an agreed upon site. He reported that TAM's Executive Director, Dianne Steinhauser, has taken the lead on procuring an appropriate space, and the County's Real Estate staff, Terry Toner, has been assisting with negotiations. Mr. Mansourian believes there are good economies of scale by co-locating all three agencies at the San Rafael Corporate Center. Now, this item is before this Board should the lease become final prior to the next meeting in December 2007. TAM has requested that your Board give authority to Marin Transit's General Manager to sign the lease agreement, ensuring the three agencies do not lose this lease opportunity.

Director Albritton asked if the County has an established leasing policy. Mr. Mansourian affirmed that the Department of Public Works' Real Estate division does have such a policy. Director Albritton also asked about the issue of Tenant Improvements (TI's). Mr. Mansourian explained that when the TI's were first presented, County staff surveyed the building and found many outstanding issues, particularly with regards to ADA accessibility. The County's policy is that no office space be leased until the space is fully ADA compatible. The major TI's have been addressed by the building owner.

Dianne Steinhauser, Executive Director of TAM, added that a lease commencement date of December 15th, 2007 is very critical for SMART, as their current lease is set to expire on December 1, 2007. SMART has a temporary arrangement whereby they will be able to stay in their current location for only an additional 15 to 30 days.

Ms. Steinhauser said that the TI's allowance is \$200K. She said that they will be making no additional TI's to the property, other than very minor ones which the three agencies have agreed upon. The three agencies will jointly share a credit of \$178K. The site's owner is continuing to show this property to other prospective tenants, and we do not want to lose this window of opportunity. SMART will be discussing these issues at their November 28th Executive Committee meeting, and TAM expects to do the same on November 29th.

Ms. Steinhauser stated the owner's timeline for tenant notification has been accepted by the three agencies. The insurance requirements have been removed. The final details will be worked out in meetings with the owner over the next week. Director McGlashan suggested Farhad Mansourian, Dianne Steinhauser, Nancy Grisham and Marin Transit staff meet right away to sort out any operational issues.

Ms. Steinhauser stated that the San Rafael Corporate Center no longer has a variety of spaces available. There are now only two unoccupied areas. She reported that the price for all of the Corporate Center spaces has climbed significantly. The particular space that the three agencies wish to rent costs approximately \$3.10 per sq-foot; a noticeable \$1 per sq-ft less than other comparable spaces in the area, which is an exceptionally good rate, especially given the TI's for which the three agencies receive credit. If approved, this would be a 5-year lease increasing annually by 3% for cost of living increases.

Director McGlashan asked Ms. Steinhauser to address how the San Rafael Corporate Center compares to other options in the marketplace. Ms. Steinhauser said that TAM staff has been working on this office location issue for two years now. They looked at 4 other buildings, most with major ADA issues. Lease rates have risen over the past 1 1/2-years, especially in prime office locations such as Larkspur and Corte Madera. Newer buildings help reduce the cost for addressing ADA issues. There were two possible other location options, one on Morphew St. in San Rafael and the other in the Hamilton Field properties in Novato. These locations have not been deemed ideal by the TAM Board due to their lack of bike, pedestrian, and transit access.

Director Adams supported the new space for Marin Transit. Marin constituents need to identify Marin Transit as being its own agency, and not as an agency run by the County.

The meeting was adjourned at 10:40 a.m.

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PRESIDENT

ATTEST:

CLERK

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