



MEETING OF THE
TRANSPORTATION AUTHORITY OF MARIN
EXECUTIVE COMMITTEE

March 10, 2008
2:00 p.m.

TRANSPORTATION AUTHORITY OF MARIN
THE BORO ROOM
In the Lobby of
750 LINDARO STREET
SAN RAFAEL, CALIFORNIA

MEETING MINUTES

Members Present: 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: Steve Kinsey, Chair

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

Vice-Chair Boro called the meeting to order at 2:10 p.m.

1. Chair's Report

Vice-Chair Boro reported that there would be no Chair's Report given the Chair's absence.

2. Commissioner Comments

Commissioner Dillon-Knutson said that she would be speaking on the topic of transportation to the Novato Chamber Leadership Group on March 12.

3. Executive Director's Report

ED Steinhauser welcomed everyone to 750 Lindaro Street - TAM's new office location and the new meeting location for TAM's Executive Committee meeting. She presented the following items in her

Executive Director's Report: TAM's Loan from MTC, the upcoming California Transportation Commission meeting and the March 8 Greenbrae/Twin Cities workshop.

TAM's Loan from MTC

Under the energy bill passed in November 2007, there was a requirement included that says if a project is being funded with CMAQ (Congestion Mitigation Air Quality) funds, 80% of the funding must come from CMAQ money. This is a new requirement that was implemented to encourage more usage of CMAQ funds, but has had the opposite effect in freezing the use of CMQ on many projects. It creates a wrinkle in the CMAQ loan staff was able to obtain from MTC to help fund the Gap Closure project. She added that there are approximately \$100 million in projects on a region wide basis that are being affected by this clause. MTC is working diligently to help find a solution, but if they do not, TAM may need to investigate borrowing the needed funding from the market.

California Transportation Commission (CTC) Meeting

The CTC will meet later this week to consider funding in the State Transportation Improvement Program (STIP) and \$66 million is being recommended for the Marin Sonoma Narrows (MSN) to fix flooding at San Antonio Creek and to build a carpool lane for that segment of the highway. Support letters are being gathered from Assemblyman Huffman, Senator Migden as well as Chair Kinsey writing one on behalf of TAM. ED Steinhauser said that she will attend the meeting and report back to the group.

Greenbrae/Twin Cities Workshop

TAM had a very successful workshop last Saturday for the Greenbrae/Twin Cities corridor improvements with approximately 50 people in attendance for the morning session and 40 people in the afternoon session. Displays of the project were available for people to review and pose questions; a formal presentation was made after which there was a breakout session for attendees to speak with a small group of team members for a better understanding of the project components. Once further input is received from the Larkspur and Corte Madera councils next week, staff will return to the TAM Board with some recommended alternatives to take into the environmental document phase. This will likely occur in April or May. In 2006, 20 options were being considered for this corridor. That number has been reduced to 2 options southbound and 2 options northbound with some variations at the Madera on/off ramps.

Commissioner Lundstrom said that she attended the workshop, agreed with ED Steinhauser that there was a good mix of participants.

Karen Nygren said that she took the drawings obtained at the workshop and drove through the area to visualize the various options. She added that she believes that there could be significant impacts on the wetlands area near Madera Avenue and urged the council members from both communities to drive through the areas to see this for themselves.

4. Approval of Minutes from February 13, 2008 Meeting

ED Steinhauser noted that staff would make a correction in the draft minutes to a statement made by Vice-Chair Boro about the Hwy 101/I-580 improvements being included as a candidate during agenda item 7 on the Regional Transportation Plan (RTP) – Marin Submittal of Candidate Projects. The minutes as presented read, "Vice-Chair Boro noted that Item 27 "I580/US 101 IC improvements and new fwy-to-fwy connectors from WB I580 to **NB** US 101 without metering..." They will be corrected to

read, "...from WB I580 to **SB** US 101 without metering...". Note the City of San Rafael requested this project not be included in the RTP.

Commissioner Lundstrom stated that the title of agenda item 6 in the draft minutes is listed as the "Southern Marin Transit Study" and that it should be changed to reflect the correct title of the study which is, "Central/Southern Marin Transit Study."

Commissioner Breen motioned to approve the draft minutes with the corrections noted herein and Commissioner Lundstrom seconded the motion. The vote was unanimous.

5. Hwy 101 Gap Closure

Connie Preston, a consultant to TAM, provided an update on the Hwy 101 Gap Closure including the Puerto Suello Hill segment and the upcoming staging on the Central San Rafael portion of the Gap Closure Project.

Regarding Segment 4, the Puerto Suello Hill Segment, she noted that in the interest in making up for time lost during the heavy rains, the contractor is working diligently and doing concrete pours every three days for the retaining walls which will support the new lane and the soundwalls.

She then provided a PowerPoint presentation on the Central San Rafael portion of the gap closure. She cited the various segments of the Gap Closure Project including Segment 1 – the Corte Madera Creek Project and Cal Park Hill, both of which are completed; Segment 3 – the Central San Rafael Project and Segment 4 – the Puerto Suello Hill Project are still under construction.

Segment 3 encompasses the area between Hwy 101/I580 Connector north to the Coleman pedestrian overcrossing. A December 2008 completion date is anticipated for this portion of the project and currently the project is about 58% complete in terms of the time and funding. There are five stages to the project. The first stage was completed in September 2006 and realigned Francisco Boulevard West. The new Hwy 101/580 connector is currently under construction and is stage two of the project. Stage three is currently under construction to the west of the freeway building the new structural section for the southbound traffic and raising it to grade. Once that stage is completed, the connector will be open to traffic, one lane only for several months, and with a different alignment. Starting in May, there will be work in the median to construct a median crossover so that northbound traffic will be driving in an area where southbound traffic currently exists.. From June to August, there will be a big traffic shift where the northbound traffic will shift west and the currently southbound traffic will also shift further west than it is now, in order for the work in the northbound lanes to take place where the freeway grade will be raised two to up to three feet in some areas. Traffic coming from I580 will merge onto Hwy 101 with a slight detour as well. In August, the northbound traffic will shift back to its current location on a raised grade and southbound traffic will remain where it is with work continuing in the median. The last step is to stripe the lanes after which the HOV lane will be opened.

She spoke about the outreach plan objectives to keep the public, media, and stakeholders informed of project status and construction impacts and secondarily to encourage and provide information on alternative commute solutions to help reduce congestion.

She noted that her firm is preparing to conduct a media blitz in April beginning with a "Media Day" in the field before the 580/101 connector opens.

Staff will be making the same presentation to the TAM Board at the end of March.

6. Safe Routes to School Contract – Scope and Schedule (Discussion)

Carey Lando presented this discussion item asking the Committee to review and comment on the Draft Safe Routes to School (SR2S) Request for Proposals' Scope of Services. She stated that after Measure A passed and provided a consistent funding source for Marin's successful Safe Routes to Schools (SR2S) Program, TAM hired the consulting team led by Parisi Associates to manage and implement the program starting in 2005. The Parisi Associates SR2S contract was for two years with an option, exercised last year, to extend by one year. The one-year extension expanded the work scope and included new items such as School Pool coordination, benchmarks for expansion into new schools and preparation of new Travel Plans, creation of materials for and increased presence in middle and high schools, and Street Smarts program coordination.

With the Parisi Associates contract ending June 30, 2008, with the option to extend having already been exercised, staff is preparing the RFP process for continuation of Marin's successful SR2S program. To ensure a smooth transition between contracts, staff proposed the following RFP process timeline:

The proposed RFP release: Late March, early April
Proposals due: Late April
Evaluation Process, Selection: Early May
Recommendation to TAM Executive Committee and Board: May or June
New Contract Begins: July 1, 2008

In response to a question from Vice-Chair Boro who asked if the existing can reapply, Ms. Lando replied in the affirmative.

Commissioner Breen requested that item no. 5 of the list of requisites for the proposal should be changed to read, "...Public Works Departments and City/Town Engineers..." Ms. Lando agreed to make the change.

Commissioner Lundstrom asked that carpooling and public transit be included as a component. She requested that in the list of Stakeholder groups, the School Officials line item should be changed to read, "School Officials including those **communities**..." so that it will encompass both public and private schools. Ms. Lando agreed to make the suggested changes.

ED Steinhauser noted that this item was included on the agenda to gather comments on the scope and schedule from this committee but that the final RFP will be announced to the full TAM board with staff returning to the board for the contract approval.

7. Announcement of Strategic Plan Update – Topics and Schedule (Action)

ED Steinhauser reported that while staff updates the revenues and expenditures annually, the Expenditure Plan for Measure A requires an update of the overall plan every two years, due this year..

David Chan presented this item asking the TAM Executive Committee to recommend moving to the full TAM Board with the request to authorize staff to open a public comment period for the 2008 Strategic Plan update. He noted that staff will be examining the 20-year revenue projections and the plan for allocation of those revenues. A review of all policies within the body of the Plan will take place for changes that need to be made. Policies adopted since the last update will be incorporated into the

update. Finally, staff will review how the MTC loan will impact the Strategic Plan. Strategy 3.1 will be looked at closely in order to determine when TAM may need to seek financing for these Major Road projects. One policy that staff will study is one that requires the counsel or governing board of local jurisdictions with projects listed in the SP for major roads to adopt a cost and schedule for those projects. This would allow for a clear understanding that there could be a profound impact on Measure A in terms of when debt is issued as the demand for a project surfaces. Local certification of a project's scope, cost, and schedule provides assurance to TAM that it should pursue debt financing for those projects. Another policy that will be reviewed for inclusion in the SP is one that incorporates the criteria for crossing guard location selection. Another area which needs to be updated is Strategy 3.2 for Local Roads because the SP requires a review every two years of the population and road miles using the latest data.

In response to a question from Commissioner McGlashan about proposed changes to the SP being displayed for the public to review, Mr. Chan said that a complete draft of the updated SP will be available for review during the comment period.

ED Steinhauser added that an additional item that will be included in the updated SP is the TAM role for Transit. Currently, TAM approves the Short-Range Transit Plan (SRTP) for Marin Transit (MT). With a broad range of options in the SRTP for capital project investments, the MT Board has selected certain capital projects without TAM's knowledge even though TAM provides for 50% of the MT budget. MT staff has agreed to report back to TAM when they decide to proceed on a specific capital project. Staff will work with Farhad Mansourian on drawing up documentation on that process as well as performance reporting from Marin Transit.

Karen Nygren noted that with TAM being five years into the 20-year sales tax, it may be time to reflect on what voters thought they were going to get when they voted for Measure A vs. what accomplishments have been realized. She added that it would be a good idea to let the public know the reason why they're not getting everything they may have expected.

Vice-Chair Boro asked ED Steinhauser if it would be possible to talk about the original goals followed by what accomplishments have been made and the prognosis for the future. Staff agreed to consider this request.

In response to a question from Jim Schmidt, a member of the public, who asked if the draft update that will be released in April will include the 20-year projections, Mr. Chan responded in the affirmative.

Commissioner Fredericks made a motion to move forward to the full TAM Board with the request to authorize staff to open a public comment period for the 2008 Strategic Plan which was seconded by Commissioner Lundstrom. The vote was unanimous. Vice-Chair Boro directed staff to bring this item forward to the full TAM Board.

8. Local HIP Program Status (Discussion)

Carey Lando presented this item requesting that the Committee accept the Status Report on the local Housing Improvement Program (HIP) Program. She cited that some exciting developments have taken place over the past year including: 1) planning approval for the Kentfield Toussin Senior Affordable Housing project was received recently; 2) a potential new property owner and new developer on the Marinwood Village Reuse Project could help that project move forward; and 3) the San Clemente Family Housing project in Corte Madera has been completed and families will be moving in, in the near future. The Town of Corte Madera has submitted plans for the capital project – the improvements to

the Bayside Trail – directly across the street from San Clemente and staff is working with Town staff to make some connections to the apartment complex. The Town is also exploring the possibility of a new bus stop as part of that project.

She said that the ability to swap HIP funds with Measure A funds is what has made the HIP Program successful in Marin County.

Regarding the San Clemente project, Commissioner Breen requested that staff strongly advocates for a safe crossing across the expressway, and Ms. Lando stated that staff has already put in that request.

Commissioner Lundstrom moved to accept the report and Commissioner Dillon-Knutson seconded the motion. The vote was unanimous. Vice-Chair Boro directed staff to bring this item forward to the full TAM Board.

9. Local TLC Program Status (Discussion)

Carey Lando presented this item which requested that the Committee accept the Transportation for Livable Communities (Local TLC) Report.

She noted that there are two projects in this program: Town of Fairfax Center Boulevard Streetscape Redesign Project and the Unincorporated Marin Fireside Pedestrian and Traffic Safety Project.

She said that staff worked extensively with staff from the Town of Fairfax to review their project and to package it so that it met the spirit and intent of the funding program while meeting their budgetary limitations. This project is under construction with pouring of concrete on the sidewalks on the north side of Center Boulevard.

The Marin Fireside Pedestrian and Traffic Safety Project, associated with the affordable housing project in that area, would provide safe crossing for pedestrians and bicyclists. Currently, the development is moving forward and is nearing completion; the county staff is working closely with Caltrans to finalize details within the Caltrans right of way. It is anticipated that this project could be completed by the end of 2008.

In response to a question from Commissioner McGlashan about the Fireside crosswalk extending directly from the Fireside corner toward Manzanita or if it extends across Shoreline Highway and back, Ms. Lando said that there is no crossing currently on the same side to Manzanita. The initial concept was to provide a crossing from the development to the Park-N-Ride lot which is still on the table. He then asked if there will be a crosswalk from Fireside which crosses Shoreline toward Frantoio's, the Italian restaurant, and Ms. Lando responded affirmatively. Commissioner McGlashan noted that there is a nexus between this project and one of the NTPP projects which will build a trail next to Frantoio's and along the Caltrans gravel yard towards Coyote Creek which would then merge with a the trail coming from the north/south greenway.

Commissioner McGlashan motioned to accept the Transportation for Livable Communities (Local TLC) Report and Commissioner Breen seconded the motion. The vote was unanimous. Vice-Chair Boro directed staff to bring this item forward to the full TAM Board.

10. Marin-Sonoma Narrows MOU with Caltrans (Discussion)

Bill Gamlen presented this discussion item which provided the Committee with an update on the Marin-Sonoma Narrows Memorandum of Understanding (MOU) with Caltrans.

Mr. Gamlen reported that staff has been working with Caltrans and the Sonoma County Transportation Authority (SCTA) on the MOU which is intended to be a guiding document which establishes responsibilities for each of the agencies, touches on funding, and provides a mechanism to resolve issues for the project team. He added that specific elements for each project (the San Antonio Interchange and the San Antonio Curve) will be addressed in cooperative agreements with Caltrans and staff would be presenting those to the TAM Board. He said that the MOU was presented to the TAM Board in May 2007 and at that time the Board raised concerns. The first was the request to include language in the MOU which would allow TAM to pursue design exceptions. That language was proposed to Caltrans and they appear to be agreeable to it although staff has not yet received the final MOU. The second item of concern was language that Caltrans included at the end of the MOU which reserves their right to exercise power to direct the project if something arises that may jeopardize the project or state highway system. To resolve this concern, staff proposed language be included that states that the Executive Steering Committee (ESC) will be convened to allow it the opportunity to correct any deficiencies or issues that are perceived by Caltrans. Note the Executive Steering Committee is all three agencies' Executives convening to resolve issues. The third item of concern was in reference to the Policy Advisory Group (PAG) which was not included in the original MOU. Staff has proposed a section in the MOU that defines the PAG and its responsibilities. The final item of concern was to include a reference to the bicycle/pedestrian facilities in the project description, and staff has done so.

He concluded by saying that it is expected that the final MOU will be presented to the full TAM Board in March or April.

Vice-Chair Boro asked for a timeline of activities between May 2007 and March 2008 and Mr. Gamlen responded that the bulk of the second half of 2007 was spent on scoping the project, agreeing on cost estimates, and breaking out the four individual segments of this project. He continued to say that the first part of 2008 was spent convening the project leadership team which is the committee that directs the project management team, refining the MOU, and arriving at an agreement as to who will be doing the two segments that were defined in 2007.

In response to a question from Commissioner Breen who asked if Caltrans is aware that the ESC will have the capacity to resolve the difficult decisions, Mr. Gamlen responded in the affirmative. He added that there are three layers: 1) the ESC whose participants include the Executive Directors from TAM and SCTA as well as the District Director from Caltrans; 2) a project leadership team comprised of deputies from the three ESC entities; and 3) the project manager for the corridor is a Caltrans employee who reports to the project leadership team and he oversees the project management teams. A deputy project manager is a new layer of oversight and it will be either a representative from TAM or SCTA. He believes that there will be agreement and momentum moving forward.

Karen Nygren asked if the PAG will continue to exist after the EIR phase is completed and ED Steinhauser responded that that decision has not yet been made. Ms. Nygren added that many organizations are supportive of having the PAG continue after the EIR phase is completed and as this project enters the design phase.

Commissioner Dillon-Knutson motioned to accept the update on the Marin-Sonoma Narrows Memorandum of Understanding (MOU) with Caltrans and Commissioner Lundstrom seconded the motion. The vote was unanimous. Vice-Chair Boro directed staff to bring this item forward to the full TAM Board.

11. Open Time for Items Not on the Agenda

Seeing no others wishing to speak, the meeting was adjourned at 3:25 p.m.

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