MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

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Webinar ID: 879 7268 3373

Monday, March 1, 2021

Until further notice the Marin County Transit District meetings will not be providing an in-person meeting location for the public to attend. Members of the Board of Directors and staff may participate in this meeting electronically or via teleconference. Members of the public are encouraged to participate remotely as described below.

How to watch the meeting:

Zoom: To join Webinar visit **https://www.zoom.us/j/87972683373**

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Teleconference: Members of the public wishing to participate via teleconference, can do so by dialing in to the following number at **10:00 A.M. March 1, 2021**: **+1 669 900 6833**; Access Code: **879 7268 3373**.

How to provide comment on agenda items:

- To provide written public comment prior to or during the meeting, please email **info@marintransit.org** (if intended to be read aloud as public comment, please state "Public Comment" in subject line). Please email your comments no later than **9:30 A.M. Monday, March 1, 2021** to facilitate timely distribution to the Board of Directors. Please include the agenda item number you are addressing and include your name and address. Your comments will be forwarded to the Board of Directors and will be placed into the public record.

- During the meeting (only): Use the comment form available at **https://www.marintransit.org/meetings** to submit your meeting-related comments on this agenda. Your comments will become part of the public record.

- During the meeting (only): Ensure that you are in a quiet environment with no background noise (traffic, children, pets, etc.) To raise your hand on Zoom press ***9** and wait to be called upon by the President or the Clerk to speak. You will be notified that your device has been unmuted when it is your turn to speak. You will be warned prior to your allotted time being over. Your comments will also become part of the public record.

MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS
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AGENDA

Monday, March 1, 2021

10:00 a.m. Convene as the Marin County Transit District Board of Directors

1. Open Time for Public Expression (limited to three minutes per speaker on items not on the Transit District's agenda)

2. Board of Directors' Matters

3. General Manager's Report
   a. General Manager's Oral Report
   b. Monthly Monitoring Report: December 2020
   c. Healthy Transit Plan Monthly Metrics Report

4. Consent Calendar
   a. Minutes for February 1 and February 10, 2021
   b. Marin Transit Second Quarter of FY 2020/21 Performance Report
   c. Marin County Transit District Second Quarter FY 2020/21 Financial Report
   d. Resolution 2021-02 Low Carbon Transit Operations Program
   e. Second Amendment to Agreement with Mark Thomas & Company for On-Call General Engineering Services
   f. Extend Fixed Route Service Agreement with Marin Airporter for the First Option Year
   g. Extend Fixed Route Service Package 2 Agreement with MV Transportation for the First Option Year
   Recommended Action: Approve.

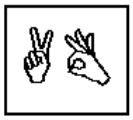
5. Approve Contract Amendments with Service Providers to Support Ongoing Response to COVID-19
   Recommended Action: Approve contract amendment #7 with Marin Coordinating Council (Vivalon/Whistlestop) for an amount not to exceed $185,000; approve contract amendment #5 with MV Transportation for an amount not to exceed $159,000; and, approve contract

amendment #2 with Marin Airporter for an amount not to exceed $54,000, to account for ongoing added costs in response to the COVID-19 pandemic.

6. 2020/21 Youth Pass Distribution Update
   Recommended Action: Information only.

7. Marin Transit Social Justice and Racial Equity Statement
   Recommended Action: Adopt Marin Transit Social Justice and Racial Equity Statement.

Adjourn



All Marin Transit public meetings are conducted in accessible locations. Copies of documents are available in accessible formats upon request. If you require Translation Assistance, American Sign Language Interpreters, Assistive Listening Devices or other accommodations to participate in this meeting, you may request them by calling (415) 226-0855 (voice) or contact the California Relay Service by dialing 711 to connect to the telephone listed above. **Requests must be received no less than five working days prior to the meeting to help ensure availability.** For additional information, visit our website at **http://www.marintransit.org**

Late agenda material can be inspected in the office of Marin Transit, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The office is located at 711 Grand Avenue, Suite 110, San Rafael, CA 94901.

In case of Zoom outage dial 515-604-9094. Meeting ID: 142-334-233

Todas las reuniones públicas de Marin Transit se llevan a cabo en lugares accesibles. Están disponibles copias de los documentos en formatos accesibles, a solicitud. Si usted requiere ayuda con la traducción, intérpretes de Lenguaje Americano de Señas, dispositivos de ayuda auditiva, u otras adaptaciones para participar en esta reunión, puede solicitarlas llamando al (415) 226-0855 (voz) o comunicarse con el Servicio California Relay marcando al 711 para conectarse al número de teléfono mencionado. **Las solicitudes deben recibirse a más tardar cinco días laborables antes de la reunión para ayudar a asegurar la disponibilidad.** Para obtener información adicional, visite nuestro sitio web en **http://www.marintransit.org**

Material de agenda de última hora puede ser inspeccionado en la oficina de Marin Transit, entre las horas de 8:00 am y 5:00 pm. La oficina está ubicada en 711 Grand Avenue, Suite 110, San Rafael, CA 94901.

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town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: General Manager Report – Monthly Report: December 2020

Dear Board Members:

RECOMMENDATION: This is a recurring information item.

SUMMARY: The attached monthly report provides an overview of Marin Transit operations for the monthly period ending December 31, 2020. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall ridership in December 2020 decreased by 55.4 percent compared to December 2019. Ridership on fixed-route services decreased significantly by 52.3 percent. Ridership on Marin Access services decreased by 74.2 percent. There were no yellow bus services due to school closures throughout the entire month. December 2020 was the tenth month of ridership affected by the ongoing COVID-19 global pandemic.

Separate quarterly and annual reports provide additional detailed analyses of system performance and trends, including route-level statistics and financials. These reports are available on the District's website at https://marintransit.org/service-performance-and-reports.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Nancy E. Whelan

Nancy Whelan
General Manager

Attachments

Monthly Monitoring Report 02/03/2021

FISCAL YEAR

2021

Year-to-Date Ridership Trends

Fixed-Route Passengers (incl. Yellow Bus) by Month

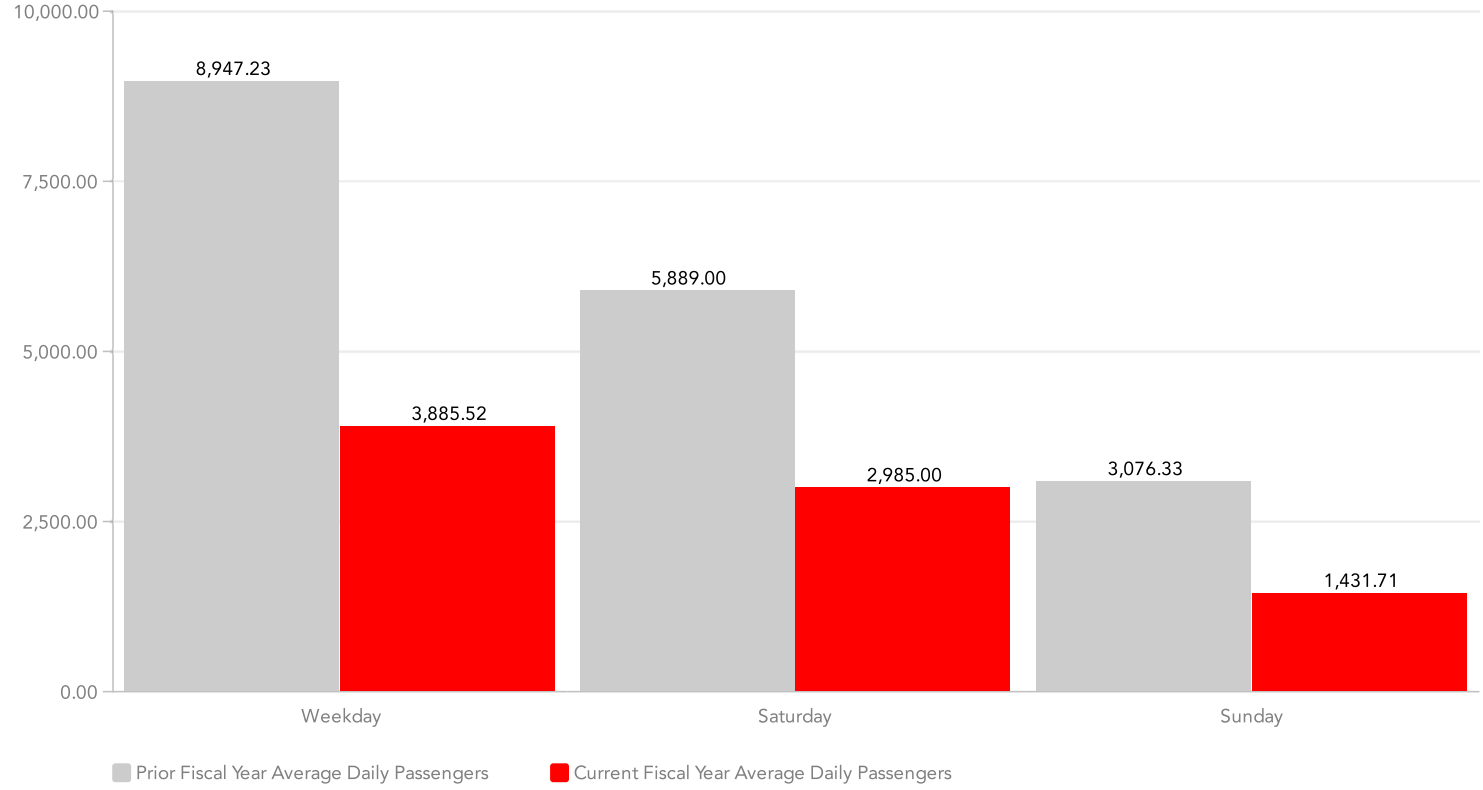
Demand Response Passengers by Month

Monthly Statistics

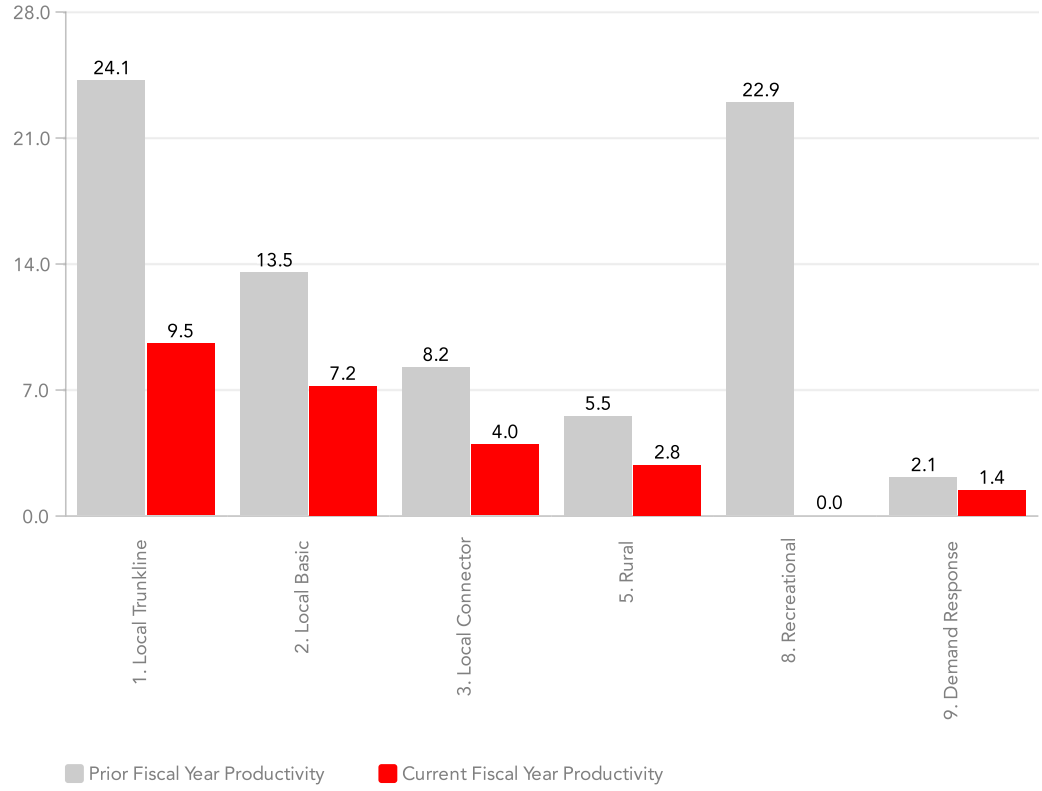
MONTH

December

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

1. Local Trunkline:
   Routes 35, 36, 71X
2. Local Basic:
   Routes 17, 22, 23, 23X, 29, 49
3. Local Connector:
   Routes 219, 228, 233, 245, 251, 257
5. Rural:
   Routes 61, 68
8. Recreational:
   Routes 66/66F
9. Demand Response:
   Local Paratransit, Novato Dial-A-Ride, Rural Dial-A-Ride

Monthly Customer Feedback Report

December 2020

Month:	December 2020							
	Program							
Category	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide	Total
Commendation	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Service Delivery Complaint	**8**	**0**	**0**	**0**	**2**	**0**	**0**	**10**
Accessibility	0	0	0	0	0	0	0	0
Driver Conduct Complaint	2	0	0	0	1	0	0	3
Driving Complaint	3	0	0	0	1	0	0	4
Early Trip	0	0	0	0	0	0	0	0
Equipment Issue	0	0	0	0	0	0	0	0
Farebox	0	0	0	0	0	0	0	0
Late Trip	0	0	0	0	0	0	0	0
Missed Connection	1	0	0	0	0	0	0	1
Missed Trip	0	0	0	0	0	0	0	0
No-Show	1	0	0	0	0	0	0	1
Off-Route	0	0	0	0	0	0	0	0
Pass-Up Complaint	1	0	0	0	0	0	0	1
Service Structure Complaint	**1**	**0**	**2**	**0**	**0**	**0**	**0**	**3**
Bus Stop Improvement Request	0	0	0	0	0	0	0	0
Fares	1	0	0	0	0	0	0	1
Other Complaint	0	0	0	0	0	0	0	0
Scheduling Complaint	0	0	1	0	0	0	0	1
Service Improvement Suggestion	0	0	1	0	0	0	0	1
Safety Complaint	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Total Service Hours	9,063	3,547	1,371	2,205	2,067	-	18,253	18,253
Commendations per 1,000 Hours	0.0	0.0	0.0	0.0	0.0	-	0.0	0.0
Complaints per 1,000 Hours	1.0	0.0	1.5	0.0	1.0	-	0.0	0.7

Total Passengers	74,975	14,112	3,817	15,232	2,979	400	111,515	111,515
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Complaints per 1,000 Passengers	0.1	0.0	0.5	0.0	0.7	0.0	0.0	0.1

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March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Healthy Transit Plan Monthly Metrics Report

Dear Board Members:

RECOMMENDATION: This is a recurring information item.

SUMMARY: In accordance with Marin Transit Board of Directors' Resolution No. 2020-05, staff collects and reports health metrics related to the COVID-19 pandemic on a monthly basis.

The data collection period for this report is January 10, 2021 – February 9, 2021.

Table 1: Healthy Transit Plan Metrics Report

Customer Facing	% Properly Wearing Face Coverings	100%
	% Vehicle Capacity for Safe Distancing	100%
Employee Facing	% Properly Wearing Face Coverings	100%
	% of Contact Tracing for Infected Employees	100%

This information has been transmitted to the Metropolitan Transportation Commission and is available on the Metrics Dashboard at http://dashboard.healthytransitplan.com/.

In addition to the Healthy Transit Plan Metrics, staff are providing a summary of pass-up activity through the end of the reporting period. Pass-ups are defined as those instances when a bus must leave a passenger at the curb because the bus is already at capacity. To comply with public health guidance, Marin Transit limits capacity on large buses to nine passengers and on small buses to four passengers. These capacity limits allow for six feet of physical distancing between passengers.

Pass-up activity initially declined when Marin Transit introduced back up Supplemental Service (Routes 117, 122, 135, and 171) on August 10. More passengers returned to the system as the County of Marin began to re-open and citizens resumed more activities outside of their home. This initially led to increased pass-up activity. Pass-up activity

has declined in recent weeks as the coronavirus has surged, and public health officials encouraged people to stay home under the Regional Stay Home Order effective December 17.

Pass-up Activity Trends

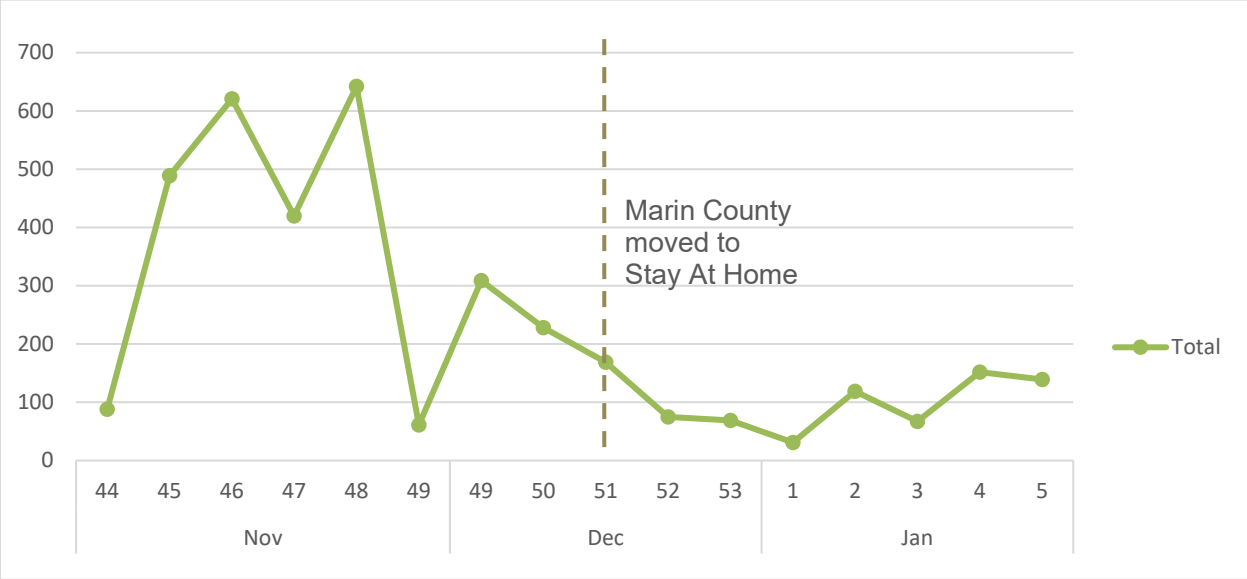

Table 2 summarizes complaints related to compliance with COVID-19 mitigation policies. Complaints may include issues pertaining to pass-ups, overcrowding, properly worn face mask covering (driver or passenger), and vehicle cleanliness.

Table 2: Summary of COVID-19 Related Complaints

Date	Route	Complaint
1/11/21	245	Pass-up
2/03/21	219	Improper mask wearing on customer

Marin Transit staff refer complaints to the appropriate contractor for investigation and follow up with the driver when they can identify that individual.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Nancy Whelan
General Manager

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, February 1, 2021 at 10:00 A.M.

Roll Call

Present: **President Colin, Vice President Arnold, Second Vice President Moulton-Peters, Director Connolly, Director Lucan, Director Rodoni, Director Rice**

Absent: **None**

Director Colbert was in attendance as a non-voting member.

Until further notice the Marin County Transit District meetings will not be providing an in-person meeting location for the public to attend. Members of the public are encouraged to participate remotely via Zoom.

President Colin opened the meeting at 10:01 A.M.

1. Open Time for Public Expression (limited to three minutes per speaker on items not on the Transit District's agenda)

   Board President Colin asked if any member of the public wished to speak. Seeing none she called for Board of Directors' Matters.

2. Board of Directors' Matters

   President Colin asked if any member of the Board wished to speak. Seeing none she called for the General Manager's Report.

3. General Manager's Report

   a. General Manager's Oral Report
   b. Monthly Monitoring Report for November
   c. Healthy Transit Plan Monthly Metrics Report

   General Manager Nancy Whelan reported on the Blue Ribbon Transit Recovery Task Force meeting that took place on January 28, 2021. The Metropolitan Transportation Commission (MTC) called for the meeting to request input from small transit operators on the Transit Network Manager concept.

   On January 27, MTC approved the first distribution of $180 million from the Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA) to compensate five Bay Area operators that received less CARES Act funding than they should have due to inaccurate revenue loss forecasts. MTC will allocate the second batch ($803 million) in late February or March. This second allocation will be based on analysis of anticipated revenue losses, expenses, and service needs of transit dependent riders.

On January 25, 2020, Governor Newsom announced the state will shift its vaccine strategy to an age-based approach rather than based on occupation, health status, or crowded living conditions. Bay Area transit operators sent a letter to the Governor to urge him to prioritize transportation workers for vaccination.

Overall ridership in November 2020 decreased by 58.5 percent compared to November 2019. Ridership on fixed-route services decreased by 55.9 percent and decreased by 73.8 percent on Marin Access on demand services. There were no yellow bus services due to school closures. November 2020 was the ninth month of ridership impacted by the ongoing COVID-19 global pandemic.

In accordance with Marin Transit Board of Directors Resolution No. 2020-05, staff collects data on health metrics related to the COVID-19 pandemic and the General Manager provides a report to the Board each month. Ms. Whelan presented data collected for the period December 10, 2020 – January 9, 2021.

Director Rice asked Ms. Whelan about the low fare revenue numbers and whether these numbers are in proportion with ridership. Ms. Whelan confirmed that the low fare revenue is proportionate to the low ridership trends. The District forecasts a loss of $1.6 million dollars in fare revenue over the budgeted amount for the current fiscal year.

Director Rice asked whether schools continue to distribute free and reduced price youth passes. Operations Manager Kelly Zalewski confirmed that Marin Transit extended the validity periods for last year's Youth Pass and the College of Marin Pass. Director Rice emphasized the importance of retaining the free and reduced fare passes as a transportation option for students.

4. Consent Calendar

a. Minutes for January 11, 2021
b. Marin Transit 2021 Legislative Program
c. Marin Transit 2020 Accomplishments and 2021 Look Ahead
d. Purchase of two HVAC units for 600 Rush Landing at a cost not to exceed $56,000

Director Rice requested that staff provide an analysis of fare revenue and subsidies on all routes. She also requested that staff develop an estimate of the cost of a moratorium on fares, as part of the pandemic response.

President Colin stated that the Board will discuss fare revenue and the response to the pandemic at an upcoming workshop or meeting.

Second Vice President Moulton-Peters expressed appreciation to staff for the report on Item 4c, Marin Transit 2020 Accomplishments and 2021 Look Ahead.

Rodoni expressed support for Director Rice's fare revenue analysis on all

routes and requested the District return to the Board with an analysis of the cost of collecting fares.

Recommended Action: Approve.

M/s: Director Arnold – Director Moulton-Peters

Ayes: President Colin, Vice President Arnold, Second Vice President Moulton-Peters, Director Connolly, Director Lucan, Director Rice, Director Rodoni

Noes: None

Absent: None

Abstain: None

5. Update on Regional Transit Coordination

Staff Report

General Manager Nancy Whelan and Director of Operations and Planning Robert Betts presented the Bay Area transit operator's Regional Transit Coordination Update (Update). Bay Area transit agencies developed the Update to provide each agency's Board of Directors with a common base of information on coordination efforts during the pandemic and of the collaboration at MTC's 32-member Blue Ribbon Transit Recovery Task Force (BRTRTF). The overarching goal of the BRTRTF is to improve the Bay Area's regional transit network and coordination.

The BRTRTF is considering the creation of a Transit Network Manager to coordinate transit services across the Bay Area. Assemblymember Chiu introduced a related spot bill in January and expects to develop a legislative proposal this spring or summer that will incorporate some or all of the BRTRTF's work.

General Manager Nancy Whelan summarized the January 28, 2021 BRTRTF meeting of the Blue Ribbon Transit Recovery Task Force and the comments from participating small transit operator staff and executive directors.

Director Arnold attended the January BRTRTF meeting and praised the coordination work.

Director Lucan asked whether the task force is discussing the idea of consolidating smaller transit agencies. General Manager Nancy Whelan confirmed that the BRTRTF is discussing potential consolidation for operators in Sonoma and Solano Counties. Director Lucan inquired whether a Transit Network Management Board is an appropriate venue for simplifying Bay Area transit coordination efforts. Ms. Whelan responded that Marin Transit staff question whether an additional Board may simplify coordination efforts.

Director Moulton-Peters asked for clarification on the timeline of the Transit Network Manager proposal. Ms. Whelan replied that Assemblymember Chiu's proposed legislation will be informed by the results of the BRTRTF's work. The deadline for the bill to pass the legislature is September 2021.

Director Moulton-Peters asked whether there are actionable items related to improved coordination between Marin Transit and Golden Gate Transit that staff can begin to advance. Mr. Betts and Ms. Whelan summarized the regular ongoing coordination and integration efforts conducted by the District and Golden Gate Transit.

President Colin asked whether the task force is considering smaller regional networks. General Manager Nancy Whelan replied that the BRTRTF has identified subregional areas with high transfer rates as candidates for improving efficiency. Mr. Betts noted that the District's riders primarily transfers to the SMART train and Golden Gate Transit.

Director Connolly noted that MTC is also discussing coordination, governance, and impacts on the needs of local transit operators.

Recommended Action: Information only.

6. Measure AA Yellow Bus Program Funding

Staff Report

Operations Manager Kelly Zalewski provided an overview of the Measure AA yellow bus program funding and funding recipients. Ms. Zalewski noted that, three of the participating yellow bus programs did not operate regular home to school transportation in FY 2020/21 due to the COVID-19 pandemic. Thus, they do not have any eligible expenses for reimbursement this year and cannot certify that they met the District's eligibility criteria for the program. Under Marin Transit's Measure AA school transportation program, these yellow bus services will not be eligible for funds in FY 2021/22.

There is no certainty regarding which yellow bus programs will operate in FY 2021/22. Staff recommends that Marin Transit issue a letter to each participating school bus program to notify them that: 1. Their programs will continue to be eligible for funding even if they did not operate in FY 2020/21; and 2. Marin Transit will allocate FY 2021/22 funds to all eligible programs; and 3. Funds may be available in FY 2021/22 for school bus programs to re-mobilize or assign to other high-priority needs resulting from the pandemic.

Director Arnold asked about the status of the Novato school bus program. Ms. Zalewski replied that the Novato School District is part of Marin Transit's Supplemental Program. Staff are working with the Novato School District to prepare for the return of middle school sessions.

Director Moulton-Peters acknowledged Ms. Zalewski's work on the yellow bus program and expressed appreciation for her efforts on behalf of Mill Valley.

President Colin and Director Rice congratulated Ms. Zalewski and expressed appreciation for her staff report and her work on the school bus program

Recommended Action: Approve.

M/s: Director Rice – Director Moulton-Peters

Ayes: President Colin, Vice President Arnold, Second Vice President Moulton-Peters, Director Connolly, Director Lucan, Director Rice, Director Rodoni

Noes: None

Absent: None

Abstain: None

Adjourn President Colin adjourned the meeting at 10:45 A.M.

SINE DIE

_____
PRESIDENT

ATTEST:

_____
CLERK

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Wednesday, February 10, 2021 at 4:00 P.M.

Roll Call

Present: **President Colin, Vice President Arnold, Second Vice President Moulton-Peters, Director Connolly, Director Lucan, Director Rodoni, Director Colbert**

Absent: **Director Rice**

Until further notice the Marin County Transit District meetings will not be providing an in-person meeting location for the public to attend. Members of the public are encouraged to participate remotely via Zoom.

President Colin opened the meeting at 4:01 P.M.

1. Open Time for Public Expression (limited to three minutes per speaker on items not on the Transit District's agenda)

   Board President Colin asked if any member of the public wished to speak. Seeing none she called for Board of Directors' Matters.

2. Board of Directors' Matters

   President Colin asked if any member of the public wished to speak. Seeing none she called for the Board to convene in Closed Session.

   CONFERENCE WITH REAL PROPERTY NEGOTIATORS

   California Government Code section 54956.8.

   Real Property Address: 3000 Kerner Blvd, San Rafael, CA

   Agency Negotiators: Brian Case, Deputy County Counsel, Marin County; Deborah Miller, Partner, Shute, Mihaly and Weinberger; Nancy Whelan, General Manager, Marin Transit

   Negotiating Party: Jason and Irene Strahm, co-trustees of the Jason R. Strahm and Irene W.P. Strahm Revocable Trust

   Under Negotiation: Price and terms of payment

   Report from Closed Session

   Board President Colin reported that the Board provided instructions to staff.

3. Purchase of Property at 3000 Kerner Blvd, San Rafael for $3.25 million and associated activities

   Staff Report

General Manager Nancy Whelan reported on the property needs of the District and presented an overview of the property at 3000 Kerner Blvd. Deborah Miller, Partner, Shute, Mihaly and Weinberger defined the terms of the purchase and sale. The acquisition of this Property combined with the District's 600 Rush Landing site fulfills much of the Board's evaluation criteria for site selection. Staff expects that the addition of the 3000 Kerner Blvd property will increase competition for contract operations.

Recommended Action: Approve the purchase of property at 3000 Kerner Blvd, San Rafael for $3.25 million and associated activities; authorize spending for due diligence, closing, and related costs; determine that the acquisition and use of the property is exempt from the California Environmental Quality Act (CEQA); and adopt two FY20-21 budget amendments in the amounts of $3.9 million and $1.1 million, respectively, each funded with the District's Capital Reserves.

M/s: Director Arnold – Director Moulton-Peters

Ayes: President Colin, Vice President Arnold, Second Vice President Moulton-Peters, Director Connolly, Director Lucan, Director Rodoni, Director Colbert

Noes: None

Absent: Director Rice

Abstain: None

Adjourn President Colin adjourned the meeting at 5:08 P.M.

SINE DIE

_____
PRESIDENT

ATTEST:

_____
CLERK

marin transit

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brian colbert
alternate
town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin Transit Second Quarter of FY 2020/21 Performance Report

Dear Board Members:

RECOMMENDATION: Accept report.

SUMMARY: As part of the District's service monitoring process, staff have prepared a quarterly performance report alongside the quarterly financial report. Attached is the report for the second quarter of FY 2020/21.

The quarterly report provides route-level statistics and performance measures with financial data and an in-depth analysis of trends. The report discusses of any relevant external factors such as service changes.

Additional detailed analyses of system performance and trends are provided in an annual system performance report. This report is available on the District's website at https://marintransit.org/service performance reports in addition to the monthly reports.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Aida Banihashemi
Planning Manager

Attachments

Quarterly Performance Report for FY 2020/21 Q2

This report summarizes the operational performance of Marin Transit services for the second quarter of FY 2020/21 from October 1, 2020 through December 31, 2020. The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A and Measure AA.

The Governor issued a Shelter-in-Place order for the State of California that began on March 16, 2020 in response to the COVID-19 global pandemic. The order advised the public to limit travel to essential trips only, including on public transportation. This led to a precipitous decline in travel demand and in overall ridership throughout the second quarter of FY 2020/21. Marin Transit continues to provide regular service. However, the pandemic has led to significant disruptions to Marin Transit operations, ridership, and corresponding fare revenue on fixed route and paratransit services. Marin Transit suspended yellow bus service in the Ross Valley. Muir Woods Shuttle service and all Supplemental School Routes have also been suspended with the closure of Marin County schools and the Muir Woods National Monument. Staff continue to communicate with school districts and the National Park Service to identify when these services may resume.

Report Format

The data presented in this report is generated directly from TransTrack, Marin Transit's data management system. TransTrack enables Marin Transit to consolidate and analyze all operational data from the District's transit programs and contractors as one system. The reporting tools capture all costs associated with service operations and are not limited to contractor costs. This reporting format most accurately represents the District's actual costs of providing service.

Route performance is presented relative to typology-based targets. The Board updated the targets on April 2, 2018 as part of a larger performance monitoring plan update. These typology-based targets aim to match routes and service levels to the markets they are intended to serve. All performance and financial data are consistent with the District's reporting for the National Transit Database.

Performance Goals

Performance goals at the route level are measured in both productivity (unlinked passengers per hour and per trip) and cost-effectiveness (subsidy per unlinked passenger trip). **Table 1** below summarizes route level performance goals by typology. Note that there are currently no productivity or cost-effectiveness goals identified for the Yellow Bus or Partnership service typologies.

Table 1: Productivity and Subsidy Goals by Service Typology

Service Typology	Routes	Unlinked Passenger Trips per Hour (at or above)*	Subsidy per Passenger Trip (at or below)
Local Trunkline	35, 36, 71, 71x	20	$4.50
Regular Local	17, 22, 23, 23X, 29, 49	18	$6.50
Local Connector	219, 228, 233, 245, 251, 257	8	$9.00
Supplemental	113, 115, 117, 119, 125, 135, 139, 145, 149, 151, 154, 171	20 per trip	$3.00
Rural	61, 68	6	$12.00
Recreational	66 (Muir Woods Shuttle)	25	$3.00
Demand Response	Local DAR, Novato DAR, Dillon Beach/Tomales DAR, Point Reyes DAR	2	$35.00

*Productivity targets are based on full capacity available. Due to the COVID-19 pandemic, the Marin County Public Health Officer has limited boarding to 25% of seated capacity.

Performance Summary

In the second quarter of FY 2020/21, Marin Transit carried a total of 345,017 passengers systemwide. This represents a decrease of 57.9% in ridership compared to the second quarter of the previous fiscal year and a 2.2% increase from the first quarter of this fiscal year. On fixed-route transit services, Marin Transit carried 334,126 riders. This is a 55.2% decrease from FY 2019/20 and a 2.6% increase from the first quarter of this fiscal year. Marin Access services carried 10,888 trips on demand response and mobility management programs. This reflects a decrease of 73.5% compared to the last fiscal year and a decrease of 10.2% compared to the prior quarter in FY21. The tables at the end of this report provide a breakdown of all route-level statistics.

Local Trunkline (Routes 35, 36, 71 and 71x)

In the second quarter of FY 2020/21, Local Trunkline services carried 127,458 passengers. Supplemental Routes 135 and 171 provide added service to Routes 35, 71, and 71x and carried an additional 33,836 passengers. Collectively, these routes represent a 43.8% decrease compared to the second quarter of FY 2019/20 and 4.7% increase compared to first quarter of FY21. No routes met the productivity target of 20 passengers per hour or the $4.50 per passenger subsidy target. Local Trunkline and backup supplemental services accounted for 33% of fixed route service in revenue hours and 48% of fixed route ridership in the second quarter of FY2020/21.

Marin Transit added Route 71 in December 2020 to provide additional service on Highway 101. Route 71 runs on weekdays and weekend serving all stops and bus pads along the Highway 101 corridor between Novato and Marin City.

Local Basic (Routes 17, 22, 23, 23x, 29, and 49)
Local Basic services carried a total of 106,366 passengers during the second quarter of this fiscal year. Supplemental Routes 117 and 122 provide backup service to Routes 17 and 22 and carried an additional 6,250 passengers. Combined, these routes account for a decrease of 52.3% compared to last fiscal year, and a 0.7% decrease from the first quarter of this fiscal year. No routes met the subsidy target of $6.50 per passenger or the performance target of 18 passengers per hour. Local Basic routes and their backup routes represent 30% of fixed route revenue hours and 32% of fixed route ridership in the second quarter of FY2020/21.

Local Connector (Routes 219, 228, 233, 245, 251, and 257)
During the second quarter of the fiscal year, Local Connector services carried 44,449 total passengers. This is 55.5% lower than the previous year and a 5.1% increase from the first quarter of this fiscal year. No routes met the productivity target of 8 passengers per hour or the subsidy target of $9.00 per passenger. Local Connector routes accounted for 23% of fixed route service in revenue hours and provided 13% of fixed-route ridership in the second quarter of FY2020/21.

Supplemental School (Routes 113, 115, 119, 125, 139, 145, 149, 151, and 154)
Supplemental school services were suspended due to the COVID-19 pandemic Shelter in Place order and school closures except for Route 145. This route resumed service in November 2020 and carried a total of 636 passengers in the second quarter.

Supplemental Back Up Service (Routes 117, 135, and 171)
Marin Transit created three new supplemental routes (117, 135, and 171) to provide temporary backup services to alleviate COVID-19 boarding capacity limitations. This backup service went into effect on August 10, 2020. In addition to the Canal corridor and Highway 101 bus pads, the District provides backup service in Mill Valley and Strawberry. Supplemental back-up service carried a total of 40,086 passengers during the second quarter of FY 2020/21. There are no performance targets established for this temporary service. Backup services accounted for 10% of fixed route service in revenue hours and carried 12% of all fixed route ridership in this quarter.

Rural (West Marin Stagecoach Routes 61 and 68)
In the second quarter of the fiscal year, the two Stagecoach routes carried 13,312 passengers. This is a 46.8% decrease from the prior year and a 10.4% decrease

compared to first quarter of FY21. Neither route met the subsidy goal of $12.00 per passenger or productivity goal of 6 passengers per hour. Stagecoach ridership represented 4% of fixed route ridership in the second quarter of FY2020/21.

Partnership Services (Route 122 – College of Marin Express)
Route 122 was suspended due to the COVID-19 pandemic and resumed service on August 10, 2020 when the District established the supplemental backup routes. In the second quarter of FY 2020/21, Route 122 carried 1,289 passengers. This represents a 72.8% decrease from the second quarter of the previous year.

Yellow Bus
Ross Valley School District yellow bus service was suspended due to the COVID-19 pandemic Shelter in Place order and school closures.

Recreational (Route 66-Muir Woods Shuttle)
The Muir Woods Shuttle service has been suspended since March 16, 2020 due the COVID-19 pandemic and did not operate during the second quarter of FY 2020/21.

Marin Access
Mobility Management programs offered by Marin Access include demand response services, Catch-A-Ride, and Volunteer Driver programs.

In the second quarter of FY 2020/21, local paratransit carried 8,300 passengers. The service productivity average of 1.8 passengers per hour did not meet the 2.0 standard. The number of passengers represents a 71.1% decrease in ridership compared to the prior fiscal year. With a subsidy per passenger of $89.90, the service did not meet the subsidy target of $35.00 per passenger.

The Novato Dial-a-Ride service carried 522 passengers and met its 2.0 productivity standard at 2.4 passengers per hour. Ridership was 64.6% lower than in the previous fiscal year. The service did not meet the subsidy target of $35.00 per passenger.

The Dillon Beach/Tomales Dial-a-Ride provides curb-to-curb pick-up and drop-off between Dillon Beach, Tomales, and Petaluma, and operates on Wednesdays only. During the second quarter of the fiscal year, the service carried 56 passengers, a 46.7% decrease compared to last year. The service productivity average of 0.9 passengers per hour did not meet the 2.0 passengers per hour target, and the service did not meet its subsidy target of less than $35.00 per passenger.

In July 2016, Marin Transit added a new general public dial-a-ride service between Point Reyes Station and Novato. The service currently runs twice per month on the first and

third Monday. In the second quarter of the fiscal year, the service carried 28 passengers, 58.8% lower than the second quarter of last year. At 0.4 passengers per hour, the rural dial-a-ride did not meet its 2.0 productivity target and did not meet the subsidy target of less than $35.00 per passenger trip.

The Volunteer Driver Program completed 216 trips in the second quarter of FY 2020/21. This represents a 93.5% decrease compared to the previous fiscal year.

The Catch-a-Ride program provided 1,136 one-way trips. This is a decrease of 70.1% compared to the prior year.

Marin Transit launched an on-demand microtransit service called Marin Transit Connect in FY 17/18. This pilot program carried a total of 630 passengers in the second quarter of the FY 2020/21, an 83.4% decrease from the prior year. There are currently no board-adopted performance targets for the Connect service. At the beginning of FY 19/20, staff provided a one-year evaluation report of the Connect pilot program that suggested performance targets of 4 passengers per hour and $15 per passenger trip. Connect performance continued to improve in FY19/20. At this time, the program is not meeting outlined targets, that is primarily due to low utilization from first-last mile commuters. Commuters were the largest rider group prior to the pandemic and have significantly reduced their travel due Shelter-in-Place orders. In July 2020, Marin Transit expanded the Connect service area from limited areas of Northern and Downtown San Rafael to 2.5 sq. miles surrounding all of Marin's SMART rail stations.

Ridership Trends

In the second quarter of FY 2020/21, most ridership occurs on Local Trunkline and Supplemental Backup routes that serve the Highway 101 corridor from Marin City to Novato and the Canal to San Rafael Transit Center corridor. These transit corridors have historically been the busiest in Marin County and serve dense, lower-income, and minority communities. Residents in these corridors are more likely to be essential workers who rely on public transportation. The District is also seeing lower declines in ridership on West Marin Stagecoach routes and rural dial-ride services, likely because transit riders who live in more rural areas of the county do not have as many transportation options.

The 57.9% decrease in overall ridership is generally in line with the trends among bus transit agencies throughout the country and in the Bay Area. According to the National Transit Database, nationwide bus ridership declined 56.2% during the second quarter of FY 2020/21 compared to the prior year. The District continued to experience a slow and

steady rebound in ridership until mid-November. COVID-19 cases were at their highest levels yet during the last half of the second quarter of FY2020/21, which explains in part why ridership levels again trended downward.

Regionally, Marin Transit fixed route services continue to perform relatively well compared to other North Bay transit agencies. In the second quarter of FY2020/21, Golden Gate Transit carried 152,690 passengers, representing less than half of Marin Transit's fixed route ridership (334,126), while SMART carried 25,410 passengers. Given the significant drop in commuter transit market due to COVID-19 lockdowns, Golden Gate Transit experienced a 79.1% decrease while SMART reported an 85.9% decrease in the second quarter of 2019/20. At 55.2%, Marin Transit experienced a relatively lower decline in the fixed route ridership in this quarter compared to other Bay Area transit agencies that provide local countywide transit services. Napa Valley Transportation Authority, SamTrans, and Solano County Transit experienced a 77%, 61%, and 69% decline in bus ridership, respectively.

Compared to the prior year, demand for Marin Access mobility management and demand response programs declined by 73.5% during the second quarter of FY 2020/21. Most Marin Access programs serve older adults who belong to a high-risk COVID-19 age cohort, and demand response ridership has not recovered to the extent that fixed route bus service has.

Table 2 below compares these factors, and qualitatively evaluates their potential impact on ridership.

Table 2: Factors Impacting Ridership Comparison

Factor		FY 2019/20 Q2	FY 2020/21 Q2	Impact
Calendar	School Days	51	0	▼▼▼
	Weekdays	66	66	--
	Weekends & Holidays	30	29	--
	Muir Woods Shuttle	33	0	▼▼▼
Service Disruptions (cancelled/missed service)		193	41	▲▲▲
Rainfall (inches)		17.3	2.5	▲
Gas Prices		$3.89	$3.13	▼

While the current loss of ridership and associated fares is unprecedented, the District continues to maintain the remaining fixed route services and run supplemental backup services to allow for adequate social distancing. The District currently plans to reinstate supplemental school routes as schools reopen for in-class learning. However, staff is not certain how limited boarding capacity will affect future service and operations as the economy reopens. Staff will closely monitor service and ridership levels and continue to respond to changing circumstances as needed. Staff anticipates adjustments to reflect changes to Marin County COVID-19 tier assigned by the California Department of Public Health. Staff may also adjust services as more of the population is vaccinated.

FY 2021 Marin Access Outreach and Travel Training

Travel Navigator Reporting Month: October and November 2020

Date(s)	Program	Description	Attendees
There were no Marin Access outreach or Travel Training events due to COVID-19.			

Travel Navigator Reporting Month: December 2020

Date(s)	Program	Description	Attendees
12/16/2020	Marin Access Passenger Portal Info Session	Presentation to Marin Access riders interested in learning more about the MAPP	0
12/17/2020	Marin Access Passenger Portal Info Session	Presentation to Marin Access riders interested in learning more about the MAPP	0
12/22/2020	Marin Access Passenger Portal Info Session	Presentation to Marin Access riders interested in learning more about the MAPP	0
12/29/2020	Marin Access Passenger Portal Info Session	Presentation to Marin Access riders interested in learning more about the MAPP	1
12/29/2021	Navigating Transit Presentation	Presentation to Kaiser COCSD / Social Work staff via Zoom	5

QUARTER
Q4 2020

Fixed-Route

Fixed-Route Passenger Statistics by Route

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
1. Local Trunkline	35	75,067	▼54.2%	6,363	▲11.0%	11.8	▼16.8
	36	37,567	▼60.2%	3,436	▲1.2%	10.9	▼16.9
	71	14,824	▼47.7%	2,184	▲17.0%	6.8	▼8.4
	Rollup	**127,458**	**▼55.6%**	**11,984**	**▲9.0%**	**10.6**	**▼15.5**
2. Local Basic	17	23,878	▼61.5%	3,402	▼8.6%	7.0	▼9.6
	22	17,853	▼66.3%	3,010	▼31.9%	5.9	▼6.1
	23	23,702	▼51.1%	2,785	▲0.2%	8.5	▼8.9
	23X	5,997	▼48.1%	651	▼7.8%	9.2	▼7.1
	29	4,273	▼54.2%	647	▼12.1%	6.6	▼6.1
	49	30,663	▼50.7%	3,602	▼3.6%	8.5	▼8.1
	Rollup	**106,366**	**▼56.9%**	**14,098**	**▼12.4%**	**7.5**	**▼7.8**
3. Local Connector	219	6,021	▼54.5%	1,583	▼3.0%	3.8	▼4.3
	228	8,203	▼56.8%	2,414	▼4.5%	3.4	▼4.1
	233	4,744	▼52.1%	1,077	▼1.9%	4.4	▼4.6
	245	6,087	▼53.7%	1,087	▼0.8%	5.6	▼6.4
	251	12,592	▼53.5%	2,393	▼0.3%	5.3	▼6.0
	257	6,802	▼61.3%	1,913	▲0.0%	3.6	▼5.6
	Rollup	**44,449**	**▼55.5%**	**10,467**	**▼1.9%**	**4.2**	**▼5.1**
4. Supplemental	113	0	▼100.0%	0	▼100.0%		
	115	0	▼100.0%	0	▼100.0%		
	117	6,250	▼2.2%	1,214	▲879.7%	5.1	▼46.4
	119	0	▼100.0%	0	▼100.0%		
	125	0	▼100.0%	0	▼100.0%		
	135	22,972		1,605		14.3	
	139	0	▼100.0%	0	▼100.0%		
	145	636	▼89.5%	321	▲349.0%	2.0	▼82.5
	149	0	▼100.0%	0	▼100.0%		
	151	0	▼100.0%	0	▼100.0%		
	154	0	▼100.0%	0	▼100.0%		
	171	10,864		1,864		5.8	
	Covid	0		0			
	Rollup	**40,722**	**▼24.3%**	**5,005**	**▲313.6%**	**8.1**	**▼36.3**
5. Rural	61	2,976	▼47.8%	1,545	▲32.0%	1.9	▼2.9
	68	10,336	▼46.4%	2,527	▼5.7%	4.1	▼3.1
	Rollup	**13,312**	**▼46.8%**	**4,072**	**▲5.7%**	**3.3**	**▼3.2**
6. Partnership Services	122	1,819	▼72.8%	689	▼5.3%	2.6	▼6.6
	Rollup	**1,819**	**▼72.8%**	**689**	**▼5.3%**	**2.6**	**▼6.6**
7. Yellow Bus	Hdn Valley	0	▼100.0%	0	▼100.0%		
Rollup		**334,129**	**▼57.1%**	**46,320**	**▲3.0%**	**7.2**	**▼10.1**

* Change compared to same quarter of prior year

Fixed-Route

Fixed-Route Financial Statistics by Route

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
1. Local Trunkline	35	$998,730	▲11.3%	$75,516	▼52.3%	$12.30	▲$7.79	7.6%	▼10.1%
	36	$537,393	▲2.1%	$38,223	▼56.5%	$13.29	▲$8.65	7.1%	▼9.6%
	71	$353,175	▲15.4%	$17,760	▼49.3%	$22.63	▲$13.06	5.0%	▼6.4%
	Rollup	**$1,889,298**	**▲9.2%**	**$131,499**	**▼53.2%**	**$13.79**	**▲$8.74**	**7.0%**	**▼9.3%**
2. Local Basic	17	$366,219	▼37.2%	$25,916	▼62.9%	$14.25	▲$5.96	7.1%	▼4.9%
	22	$322,124	▼30.4%	$20,252	▼68.4%	$16.91	▲$9.39	6.3%	▼7.5%
	23	$429,949	▲2.0%	$25,988	▼50.2%	$17.04	▲$9.42	6.0%	▼6.3%
	23X	$101,834	▼6.4%	$6,674	▼38.2%	$15.87	▲$7.38	6.6%	▼3.4%
	29	$100,937	▼10.9%	$5,116	▼44.7%	$22.42	▲$11.27	5.1%	▼3.1%
	49	$387,513	▼4.2%	$29,338	▼48.8%	$11.68	▲$6.10	7.6%	▼6.6%
	Rollup	**$1,708,576**	**▼18.4%**	**$113,283**	**▼57.0%**	**$15.00**	**▲$7.57**	**6.6%**	**▼5.9%**
3. Local Connector	219	$165,814	▼4.0%	$6,632	▼60.5%	$26.44	▲$14.66	4.0%	▼5.7%
	228	$247,458	▼3.7%	$10,503	▼54.5%	$28.89	▲$16.57	4.2%	▼4.7%
	233	$110,394	▼3.2%	$5,423	▼45.6%	$22.13	▲$11.63	4.9%	▼3.8%
	245	$113,568	▲1.9%	$6,299	▼48.3%	$17.62	▲$10.07	5.5%	▼5.4%
	251	$249,643	▼1.5%	$12,655	▼45.6%	$18.82	▲$10.33	5.1%	▼4.1%
	257	$199,087	▲0.5%	$7,955	▼55.5%	$28.10	▲$17.85	4.0%	▼5.0%
	Rollup	**$1,085,964**	**▼1.9%**	**$49,466**	**▼52.1%**	**$23.32**	**▲$13.28**	**4.6%**	**▼4.8%**
4. Supplemental	113	$0	▼100.0%	$0	▼100.0%				
	115	$0	▼100.0%	$0	▼100.0%				
	117	$153,783	▲665.8%	$7,863	▲186.8%	$23.35	▲$20.64	5.1%	▼8.5%
	119	$0	▼100.0%	$0	▼100.0%				
	125	$0	▼100.0%	$0	▼100.0%				
	135	$195,390		$22,095		$7.54		11.3%	
	139	$0	▼100.0%	$0	▼100.0%				
	145	$39,759	▲250.8%	$1,066	▼55.1%	$60.84	▲$59.35	2.7%	▼18.2%
	149	$0	▼100.0%	$0	▼100.0%				
	151	$0	▼100.0%	$0	▼100.0%				
	154	$0	▼100.0%	$0	▼100.0%				
	171	$235,286		$13,245		$20.44		5.6%	
	Covid	$0		$0					
	Rollup	**$624,216**	**▲229.5%**	**$44,269**	**▲45.3%**	**$14.24**	**▲$11.29**	**7.1%**	**▼9.0%**
5. Rural	61	$186,131	▲45.6%	$2,187	▼64.4%	$61.81	▲$40.47	1.2%	▼3.6%
	68	$308,260	▲3.2%	$8,570	▼55.3%	$28.99	▲$14.51	2.8%	▼3.6%
	Rollup	**$494,390**	**▲15.9%**	**$10,758**	**▼57.5%**	**$36.33**	**▲$20.29**	**2.2%**	**▼3.8%**
6. Partnership Services	122	$83,802	▼17.2%	$2,334	▼93.5%	$44.79	▲$35.04	2.8%	▼32.8%
	Rollup	**$83,802**	**▼17.2%**	**$2,334**	**▼93.5%**	**$44.79**	**▲$35.04**	**2.8%**	**▼32.8%**
7. Yellow Bus	Hdn Valley	$0	▼100.0%	$0	▼100.0%				
Rollup		**$5,889,307**	**▼3.1%**	**$351,614**	**▼63.7%**	**$16.57**	**▲$10.01**	**6.0%**	**▼10.0%**

* Change compared to same quarter of prior year

Marin Access

Marin Access Passenger Statistics by Service

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
9. Demand Response	**Dillon DAR**	56	▼46.7%	65	▲8.3%	0.9	▼0.9
	Local Para	8,300	▼71.1%	4,598	▼66.8%	1.8	▼0.3
	MTC	630	▼83.4%	1,510	▲17.1%	0.4	▼2.5
	Novato DAR	522	▼61.0%	219	▼64.1%	2.4	▲0.2
	PtReyesDAR	28	▼58.8%	32	-	0.9	▼1.3
	Rollup	**9,536**	**▼72.0%**	**6,424**	**▼59.5%**	**1.5**	**▼0.7**
Catch-A-Ride	**CAR_Gen**	698	▼67.6%	0			
	CAR_LowInc	438	▼73.4%	0			
	Rollup	**1,136**	**▼70.1%**	**0**			
Volunteer Driver	**VolDrvr**	177	▼93.1%	2,561	▼16.8%	0.1	▼0.8
	VolDvrWM	39	▼95.0%	801	▼40.2%	0.0	▼0.5
Rollup		**10,888**	**▼73.5%**	**9,786**	**▼51.7%**	**1.1**	**▼0.9**

Marin Access Financial Statistics by Service

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
9. Demand Response	**Dillon DAR**	$5,039	▲31.9%	$130	▼71.2%	$87.64	▲$55.56	2.6%	▼9.3%
	Local Para	$765,685	▼38.4%	$19,919	▼62.4%	$89.85	▲$48.41	2.6%	▼1.7%
	MTC	$148,093	▲16.8%	$3,066	▼59.2%	$230.20	▲$198.79	2.1%	▼3.9%
	Novato DAR	$26,860	▼47.7%	$1,865	▼19.9%	$47.88	▲$11.25	6.9%	▲2.4%
	PtReyesDAR	$2,444	▲19.5%	$64	▼78.4%	$85.00	▲$59.24	2.6%	▼11.8%
	Rollup	**$948,121**	**▼33.5%**	**$25,044**	**▼60.6%**	**$96.80**	**▲$56.73**	**2.6%**	**▼1.8%**
Catch-A-Ride	**CAR_Gen**	$53,037	▼20.7%	$2,342	▼26.6%	$72.63	▲$43.08	4.4%	▼0.4%
	CAR_LowInc	$27,737	▼21.1%	$1,455	▼40.0%	$60.00	▲$40.12	5.2%	▼1.7%
	Rollup	**$80,774**	**▼20.8%**	**$3,797**	**▼32.4%**	**$67.76**	**▲$42.40**	**4.7%**	**▼0.8%**
Volunteer Driver	**VolDrvr**	$20,105	▼1.2%	$0		$113.59	▲$105.62	0.0%	-
	VolDvrWM	$9,969	▼12.7%	$0		$255.64	▲$240.94	0.0%	-
Rollup		**$1,058,970**	**▼32.1%**	**$28,841**	**▼58.3%**	**$94.61**	**▲$58.37**	**2.7%**	**▼1.7%**

* Change compared to same quarter of prior year

Systemwide Total

Systemwide Passenger Statistics Summary

	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
Values	345,017	▼57.9%	56,107	▼14.0%	6.1	▼6.4

Systemwide Financial Statistics Summary

	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
Values	$6,948,277	▼9.0%	$380,454	▼63.4%	$19.04	▲$10.98	5.5%	▼8.1%

* Change compared to same quarter of prior year

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kate colin
president
city of san rafael

judy arnold
vice president
supervisor district 5

stephanie moulton-peters
2nd vice president
supervisor district 3

damon connolly
director
supervisor district 1

eric lucan
director
city of novato

katie rice
director
supervisor district 2

dennis rodoni
director
supervisor district 4

brian colbert
alternate
town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin County Transit District Second Quarter FY 2020/21 Financial Report

Dear Board Members:

RECOMMENDATION: Accept report.

SUMMARY: The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the second quarter of Fiscal Year 2021.

Unaudited revenues and expenditures are shown on a full accrual basis consistent with Generally Accepted Accounting Principles (GAAP) for special districts. All known revenues and expenditures for the period are reported even if they have not been received or are awaiting payment. These include recorded estimates for property tax and other significant transactions.

Second quarter operations expenses were below budget (43% of the annual budget, Attachment A, page 2). This was primarily due to lower demand for Marin Access services. Total operations revenue was consistent with the adopted budget, but the type of revenue received varied significantly from the adopted budget. Capital revenue and expenses were below budget due to significant vehicle expenditures that are anticipated in the second half of the fiscal year (Attachment A, page 9).

Transit Operating Expenses
FY 2020/21 transit operating expenditures through the second quarter (Attachment A, Page 2) are $14.8 million, 43 percent of the annual budget of $34.9 million. Operation expenditures are $2.6 million below the mid-year budget amount primarily due to lower demand for Marin Access services. Marin Access expenses were 35 percent of the annual budget (Attachment A, page 7). With these expenditures, Marin Transit delivered 47 percent of budget fixed route service hours and 18 percent of budgeted demand response service hours as identified in Table 1.

Transit Operating Revenue
Marin Transit's FY2020/21 operating revenues through the second quarter (Attachment A, Page 1) are $17.0 million or 50 percent of the annual budget of $34.3 million. Marin Transit received significantly more federal funding that replaced lower fare revenue and sales tax funding.

Capital Budget
Through the second quarter, Marin Transit's expenditures in the Capital Budget (Attachment A, Page 1) were $1.1 million or ten percent of the $10.7 million budget. The District has significant capital expenditures in the second half of the fiscal year, including the purchase of replacement vehicles and an anticipated facility purchase. Capital revenues typically tie closely to expenditures as they tend to be on a reimbursement basis. Attachment C includes a complete Capital Report for all major Marin Transit capital projects for the current period.

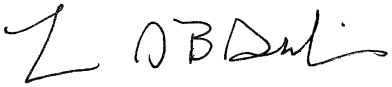
Facility Operations Budget
The facility operations expense were 38 percent and 48 percent of budget respectively (Attachment A page 1 and page 3). While expenses were under budget, the District anticipates some additional expenses in the second half of the fiscal year due the timing of expenses from the property manager and anticipated maintenance for the HVAC system.

Table 1: FY 2020/21 Year to Date (YTD) thru Second Quarter Service Operations

Service	Budgeted Annual Revenue Hours	Revised - Budgeted Annual Revenue Hours	YTD thru Q2 Actual Revenue Hours	% of Annual
Regular Local and Trunk Line	114,899	112,523	53,602	48%
Community Shuttles	43,700	43,700	21,202	49%
Local and School Supplemental Service[1]	6,700	23,800	10,022	42%
Muir Woods Shuttle	6,500	1,820	0	0%
West Marin Stagecoach Service	16,400	17,450	8,255	47%
Fixed Route Subtotal	*188,199*	*199,293*	*93,081*	*47%*
Rural Dial A Ride	400	400	198	50%
Transit Connect	8,500	8,500	3,977	47%
Novato Dial-A-Ride	2,600	2,600	442	17%
Local Paratransit Service	60,400	60,400	8,809	15%
Regional Paratransit Service	7,400	7,400	1,040	14%
Yellow School Bus Service	6 buses	6 buses	0	-
Service	**Annual Estimated Trips**	**Revised Estimated Annual Trips**	**YTD thru Q2 Actual Trips**	**% of Annual**
Catch A Ride	14,300	14,300	2,289	16%
Volunteer Driver	14,000	14,000	429	3%
Note: 1) Includes College of Marin service and supplemental service added to reduce pass-ups				

FISCAL/STAFFING IMPACT: There are no fiscal impacts from this report.

Respectfully submitted,



Lauren Gradia
Director of Finance and Capital Projects

Attachment A: FY2020/21 Second Quarter Financial Report
Attachment B: FY2020/21 Budget Amendments
Attachment C: Capital Project Report

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Summary

	FY20 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue					
Capital	15,853,562	8,455,992	8,694,494	1,060,739	12%
Facility Operations	124,706	173,808	173,808	84,480	49%
Vehicle Operations	35,725,681	35,124,123	34,328,178	17,049,205	50%
Total Revenue	51,703,950	43,753,923	43,196,480	18,194,424	42%
Expenditures					
Capital	15,858,925	10,523,834	10,762,336	1,060,739	10%
Facility Operations	28,885	90,414	90,414	34,327	38%
Vehicle Operations	31,037,461	35,117,071	34,871,908	14,828,408	43%
Total Expenditures	46,925,271	45,731,319	45,724,658	15,923,474	35%
Net Revenue Over Expenditures	4,778,679	(1,977,396)	(2,528,178)	2,270,950	-90%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Operations Summary - Admin, Local, Rural, Marin Access, Yellow Bus

	FY20 Actual	Total Budget · Original	Total Budget · Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	3,233,295	3,430,831	3,157,591	674,686	21%
Advertising & Other Revenue	395,462	420,240	420,240	205,304	49%
Fee for Service	1,897,214	2,074,256	2,074,256	684,475	33%
Interest	353,735	200,700	200,700	73,581	37%
Measure A	1,699,572	727,065	727,065	1,044,011	144%
Measure A Interest	85,000	0	0	0	-
Measure AA	11,212,364	11,995,237	11,995,237	804,595	7%
Measure B	956,701	1,075,000	1,075,000	724,101	67%
Property Taxes	4,755,734	4,471,001	4,471,001	2,428,320	54%
Redevelopment Area (RDA) Fees	54,204	45,500	45,500	34,574	76%
State Transit Assistance (STA)	2,047,902	1,498,871	1,498,871	779,951	52%
Transit Development Act (TDA)	5,225,171	3,817,097	3,817,097	1,908,549	50%
Other State	18,958	16,300	16,300	11,082	68%
FTA Funds	3,475,476	5,713,288	5,713,288	7,706,886	135%
National Park Service	370,399	538,738	16,033	0	0%
Cost Center Revenue Transfers	(55,505)	(900,000)	(900,000)	(30,908)	3%
Total Revenue	35,725,681	35,124,123	34,328,178	17,049,207	50%
Salaries and Benefits	2,470,182	2,675,000	2,675,000	1,258,592	47%
Consultant Services	268,196	560,508	560,508	106,902	19%
Professional Service-Legal	25,385	100,000	100,000	9,733	10%
Security and Maintenance	261,864	312,130	312,130	100,729	32%
Customer Service	637,447	659,555	659,555	342,769	52%
Mobility Management Support Programs	9,812	72,000	72,000	0	0%
Grants to External Agencies	435,485	435,485	435,485	0	0%
Office Supplies	359,293	739,694	739,694	335,474	45%
General Insurance	47,662	63,000	63,000	63,052	100%
Contract Service Operation	24,172,094	26,442,927	26,050,929	11,697,188	45%
Membership & Prof Development	22,955	52,318	52,318	8,300	16%
Mileage and Travel	16,015	25,000	25,000	171	1%
Marketing	126,142	199,042	199,042	41,620	21%
Communication	158,029	228,670	228,670	148,923	65%
Fuel	2,111,976	2,820,333	2,967,168	823,499	28%
Vehicle Leases	19,019	25,472	25,472	0	0%
Office - Rental and Overhead	137,817	142,000	142,000	69,927	49%
Partner Agency Pass Through	85,000	0	0	0	-
Cost Center Transfers	(326,912)	(436,063)	(436,063)	(178,470)	41%
Total Expenses	31,037,461	35,117,071	34,871,908	14,828,408	43%
Net Revenue Over Expenditures	4,688,220	7,052	(543,730)	2,220,799	-408%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Facility Operations

	FY20 Actual	Total Budget · Original	Total Budget · Revised	Current Period Actual	Percent Total Budget Used
Rental Revenue	124,706	173,808	173,808	84,480	48.61%
Total Revenue	124,706	173,808	173,808	84,480	48.61%
Consultant Services	9,632	14,000	14,000	13,702	97.87%
Custodial Service Janitorial	0	10,000	10,000	0	0.00%
Landscaping	0	5,000	5,000	0	0.00%
Security Services	0	3,000	3,000	1,882	62.73%
Utitlities	12,547	34,200	34,200	11,818	34.56%
Small Furniture/Equip	0	5,000	5,000	0	0.00%
Insurance	742	5,200	5,200	3,038	58.42%
Total Expenses	22,921	76,400	76,400	30,440	39.84%
Sal/Ben Transfer	4,700	12,000	12,000	3,185.00	26.54%
Overhead Transfer	1,264	2,014	2,014	702.00	34.86%
Total Expenses	28,885	90,414	90,414	34,327	37.97%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Detail: Administration

		FY20 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Interest	4070400	353,735	200,700	200,700	73,581	37%
Development Fees	4079950	22,103	20,500	20,500	12,383	60%
Residual ABX 126	4079954	32,101	25,000	25,000	22,191	89%
PropTax-CurrntSecured	4080101	4,143,282	4,200,000	4,200,000	2,100,000	50%
County Fee-SV2557	4080102	(55,828)	(66,499)	(66,499)	(31,246)	47%
Property Tax-Unitary	4080103	38,244	39,000	39,000	0	0%
PropTax-CurrntUnSecur	4080104	86,244	80,000	80,000	74,333	93%
Educ Rev Augm Fund-Redist	4080105	441,482	120,000	120,000	265,018	221%
PropTax-Supp CY SECR	4080106	92,303	90,000	90,000	14,879	17%
PropTax-Supp Unsecured	4080107	3,583	1,000	1,000	1,083	108%
PropTax-Redemtion	4080108	3,291	2,000	2,000	2,157	108%
Property Tax-Prior Unsecured	4080109	3,133	5,500	5,500	2,096	38%
National Park Service	4089901	154	150	150	0	0%
Other State	4119940	239	300	300	217	72%
Total Revenue		5,164,066	4,717,651	4,717,651	2,536,693	54%
Property Tax Transfer	4700001	(467,196)	(3,495,075)	(3,495,075)	(273,503)	8%
Net Revenue		4,696,870	1,222,576	1,222,576	2,263,190	185%
Expense						
Salaries	5010200	1,586,784	1,710,720	1,710,720	911,910	53%
Employee Benefits	5020000	883,398	964,280	964,280	346,681	36%
Consultant Services	5030301	119,669	200,000	200,000	43,884	22%
Professional Svcs - Legal	5030303	25,385	100,000	100,000	9,733	10%
Prof Svcs - Accounting and Audit	5030305	28,535	35,898	35,898	0	0%
Security Services	5030701	140	-	0	0	-
Office Supplies	5049901	7,784	13,000	13,000	1,107	9%
Small Furn/Equip	5049902	2,123	10,000	10,000	8,913	89%
Software	5049903	69,213	65,000	65,000	64,048	99%
Copier Suppl & Srvc	5049904	8,784	9,725	9,725	4,158	43%
Postage	5049905	2,349	3,278	3,278	1,611	49%
Computers	5049906	10,065	21,500	21,500	2,739	13%
COVID- Supplies and Cleaning	5049911	3,057	-	0	561	-
Communication - Phone	5050201	28,111	32,500	32,500	12,945	40%
Insurance - Gen Liability	5060301	47,662	63,000	63,000	63,052	100%
Membership & Prof Development	5090101	22,955	52,318	52,318	8,300	16%
Mileage and Travel	5090202	16,015	25,000	25,000	171	1%
Marketing	5090801	12,747	13,506	13,506	1,079	8%
Office Rental	5121200	137,817	142,000	142,000	69,927	49%
Subtotal Expense		3,012,593	3,461,726	3,461,726	1,550,819	45%
Salary/Benefit Transfers	5100100	(2,345,658)	(2,497,265)	(2,497,265)	(1,232,721)	49%
Transfer Overhead	5100101	(658,288)	(629,039)	(629,039)	(275,708)	44%
Total Expense		8,648	335,423	335,423	42,391	13%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Detail - Local

		FY20 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Advertising Revenue	4060301	237,238	265,740	265,740	122,774	46%
Lease of Property	4070301	158,224	154,500	154,500	82,530	53%
Local Government Payments	4090101	30,000	-	0	0	-
Measure A Sales Tax	4092001	1,699,572	565,432	565,432	882,378	156%
Measure A Sales tax - Interest	4092003	85,000	-	0	0	-
Measure AA - Sales Tax	4092005	7,703,546	8,899,994	8,899,994	417,838	5%
State Transit Assist. -Pop. Based	4110101	944,383	607,097	607,097	292,958	48%
Transit Develoment Act (TDA)	4110102	5,225,171	3,817,097	3,817,097	1,908,549	50%
State Transit Assistance - Lifeline	4110103	391,151	-	0	0	-
State Transit Assist. - Rev Based	4110104	650,000	831,774	831,774	426,993	51%
SREC Credits	4119911	-	-	0	8,084	-
Fed-FTA 5307 Urbanized Area	4139910	-	70,520	70,520	0	0%
Fed-FTA 5307 CARES	4139914	1,500,608	3,000,000	3,000,000	6,122,675	204%
National Park Service	4139951	370,245	538,588	373,010	0	0%
Special Fares - Paid By Another	4020000	510,430	646,250	15,883	0	0%
Fare Revenue	4140100	1,964,027	1,786,534	1,786,534	588,970	33%
Total Revenue		21,469,595	21,183,525	20,387,580	10,853,749	53%
Property Tax Transfer	4700001	39,176	1,500,000	1,500,000	194,310	13%
Program Revenue Transfer	4700002	66,604	80,000	80,000	-	0%
Total Transfers		105,780	1,580,000	1,580,000	194,310	12%
Net Revenue		21,575,375	22,763,525	21,967,580	11,048,059	50%
Expense						
Consultant Services	5030301	45,392	210,000	210,000	44,714	21%
Fare Processing Charges	5030310	14,523	17,510	17,510	5,871	34%
Customer Service	5030320	310,030	330,000	330,000	177,991	54%
Custodial Service	5030602	12,133	22,613	22,613	0	0%
Security Services	5030701	248,254	287,560	287,560	100,729	35%
Fuel	5040101	1,405,450	1,852,562	1,983,935	629,273	32%
Electrical Power	5040160	28,906	60,000	60,000	16,472	27%
Small Furn/Equip	5049902	3,983	5,000	5,000	0	0%
Software	5049903	38,311	42,000	42,000	37,584	89%
COVID- Supplies and Cleaning	5049911	45,828	300,000	300,000	93,925	31%
Communication	5050200	59,692	114,740	114,740	89,655	78%
Purchased Transportation	5080101	17,191,268	18,315,607	17,770,564	8,776,781	49%
Marketing	5090801	72,320	98,403	98,403	24,885	25%
Expense Transfer - GGT Pass Thru	5100404	85,000	0	0	0	-
Subtotal Expense		19,561,090	21,655,996	21,242,326	9,997,880	47%
Sal/Ben Transfers	5100100	1,587,426	1,589,698	1,589,698	858,805	54%
Transfer Overhead	5100101	426,859	422,368	422,368	191,374	45%
Total Transfers		2,014,285	2,012,066	2,012,066	1,050,179	52%
Total Expense		21,575,375	23,668,062	23,254,392	11,048,059	48%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Detail - Rural

		FY20 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	-	27,059	27,059	27,059	100%
Measure AA - Sales Tax	4092005	900,000	564,320	564,320	28,341	5%
Fed-FTA 5311 Rural	4139920	231,638	220,302	220,302	110,151	50%
Fed-FTA 5311 CARES	4139923	239,772	109,772	109,772	795,149	724%
Fare Revenue	4140100	81,649	81,423	81,423	24,943	31%
Total Revenue		1,453,059	1,002,875	1,002,875	985,643	98%
Transfers						
Property Tax Transfer	4700001	362,105	995,407	995,407	11,115	1%
Total Transfers		362,105	995,407	995,407	11,115	1%
Net Revenue		1,815,164	1,998,282	1,998,282	996,758	50%
Expense						
Consultant Services	5030301	4,472	15,450	15,450	1,153	7%
Fuel	5040101	199,554	241,500	256,962	80,099	31%
Small Furn/Equip	5049902	132	5,000	5,000	1,642	33%
COVID- Supplies and Cleaning	5049911	-	-	0	1,503	-
Communication-AVL	5050205	13,756	17,652	17,652	12,887	73%
Communication-Data	5050206	831	1,093	1,093	416	38%
Purchased Transportation	5080101	1,457,241	1,535,051	1,688,096	833,770	49%
Marketing	5090801	8,073	34,132	34,132	4,336	13%
Subtotal Expense		1,684,060	1,849,879	2,018,386	935,805	46%
Transfers						
Sal/Ben Transfers	5100100	103,321	109,503	109,503	49,838	46%
Transfer Overhead	5100101	27,783	32,205	32,205	11,115	35%
Total Transfers		131,104	141,708	141,708	60,953	43%
Total Expense		1,815,164	1,991,587	2,160,094	996,758	46%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Detail - Special / Marin Access

		FY20 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	-	134,574	134,574	134,574	100%
Measure AA - Sales Tax	4092005	2,137,479	1,930,923	1,930,923	352,296	18%
Measure B	4099950	956,701	1,075,000	1,075,000	724,101	67%
State Transit Assistance -Pop. Based	4110101	62,368	60,000	60,000	60,000	100%
State Prop Tx Relief HOPTR	4119910	18,719	16,000	16,000	2,781	17%
Fed-FTA 5307 Formula	4139910	687,028	697,574	697,574	73,659	11%
Fed-FTA 5307 CARES	4139914	315,743	1,500,000	1,500,000	559,614	37%
Fed-FTA 5310 Mobility	4139915	500,687	115,120	115,120	45,638	40%
Fare Revenue	4140100	224,988	342,960	342,960	60,773	18%
GGBHTD Pymt local Paratransit	4601003	1,036,216	1,148,187	1,148,187	388,503	34%
GGBHTD Pymt for Reg. Paratransit	4601004	738,501	819,586	819,586	295,972	36%
Total Revenue		6,678,429	7,839,924	7,839,924	2,697,910	34%
Transfers						
Property Tax Transfer	4700001	1,561	80,000	80,000	36,167	45%
Program Revenue Transfer	4700002	(66,604)	(80,000)	(80,000)	0	-
Total Transfers		(65,043)	-	0	36,167	
Net Revenue		6,613,386	7,839,924	7,839,924	2,734,077	35%
Expense						
Consultant Services	5030301	36,094	63,000	63,000	9,802	16%
Fare Processing Charges	5030310	586	-	0	0	-
Customer Service	5030320	327,417	329,555	329,555	164,778	50%
Fuel	5040101	478,066	666,271	666,271	97,655	15%
Small Furn/Equip	5049902	431	5,000	5,000	0	0%
Software	5049903	145,414	183,315	183,315	88,343	48%
COVID- Supplies and Cleaning	5049911	21,283	75,076	75,076	29,339	39%
Communication-MERA Radio	5050204	20,291	21,598	21,598	20,204	94%
Communication-Data	5050206	15,587	15,450	15,450	12,816	83%
Purchased Transportation	5080101	4,457,843	5,144,938	5,144,938	1,799,787	35%
Purchased Trans. - Regional	5080102	639,654	785,074	785,074	286,850	37%
Marketing	5090801	32,809	50,000	50,000	11,321	23%
Misc-Exp Transit User Training	5098001	7,242	12,000	12,000	0	0%
Gap Grant	5098002	2,570	60,000	60,000	0	0%
Total Expense		6,185,288	7,411,276	7,411,276	2,520,894	34%
Transfers						
Sal/Ben Transfers	5100100	337,378	312,866	312,866	174,066	56%
Transfer Overhead	5100101	90,721	92,015	92,015	39,117	43%
Total Transfers		428,099	404,880	404,880	213,183	53%
Total Expense		6,613,386	7,816,156	7,816,156	2,734,077	35%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Detail - Yellow Bus

		FY20 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Fares - Pd by Anthr Agency	4030000	151,010	151,000	151,000	0	0%
Local Government Payments	4090101	92,497	106,483	106,483	0	0%
Measure AA - Sales Tax	4092005	471,339	600,000	600,000	6,120	1%
Fare Revenue - Yellow Bus	4140105	301,192	422,665	422,665	0	0%
Total Revenue		1,016,038	1,280,148	1,280,148	6,120	0%
Transfers						
Property Tax Transfer	4700001	8,849	19,668	19,668	1,003	5%
Total Transfers		8,849	19,668	19,668	0	0%
Net Revenue		1,024,887	1,299,816	1,299,816	7,123	1%
Expense						
Consultant Services	5030301	5,595	-	0	700	-
Fare Processing Charges	5030310	13,330	18,650	18,650	779	4%
Custodial Service	5030602	1,337	1,957	1,957	0	0%
Small Furn/Equip	5049902	136	1,800	1,800	0	0%
Software	5049903	400	-	0	0	-
Communication-AVL	5050205	11,550	15,852	15,852	0	0%
Communication-Data	5050206	8,210	9,785	9,785	0	0%
Yellow Bus School Service	5080103	426,087	662,256	662,256	0	0%
Marketing	5090801	193	3,000	3,000	0	0%
Measure AA Yellow Bus Grants	5098008	435,485	435,485	435,485	0	0%
Leases and Rentals - Passenger Vehicles	5120401	19,019	25,472	25,472	0	0%
Total Expense		921,342	1,174,257	1,174,257	1,479	0%
Transfers						
Sal/Ben Transfers	5100100	81,603	101,681	101,681	4,641	5%
Transfer Overhead	5100101	21,943	29,905	29,905	1,003	3%
Total Transfers		103,546	131,586	131,586	5,644	4%
Total Expense		1,024,888	1,305,843	1,305,843	7,123	1%

Attachment A

Marin Transit
FY2020/21 Q2 Budget Report
From 7/1/2020 Through 12/31/2020

Detail:Capital Budget

		Total Project Budget	FY2020/21 Budget	FY2020/21 Revised	FY2020/21 Actual	Total Project Expenditures
EA	Replace 2 Artics with 4 - 40ft Electric	4,366,507	1,000	1,000	3,186	5,406
PC	Purchase 16 Paratransit Replacements	1,472,000	1,471,000	1,466,234	427,006	432,772
SC	Purchase 9 Shuttle Replacements	1,161,000	1,160,000	1,155,025	11,495	17,470
XB	Purchase 4 Replacement XHFs	1,740,000	1,728,597	1,727,407	9,786	22,379
XC	Purchase 2 XHF Replacements	906,241	850,000	903,604	1,755	4,392
NR	Staff Car	49,000	49,000	49,000	0	0
	Subtotal Vehicles	***9,694,748***	***5,259,597***	***5,302,270***	***453,228***	***482,419***
BN	Novato Bus Stop Shelters	0	0	0	0	0
	Subtotal Bus Stop Improvements	***0***	***0***	***0***	***0***	***0***
FS	Facility - Improvements	1,187,842	1,187,842	1,187,842	51,939	51,939
YF	Yellow Bus Parking Facility	3,000,000	3,000,000	3,000,000	0	0
	Subtotal Facility	***4,187,842***	***4,187,842***	***4,187,842***	***51,939***	***51,939***
AY	AVL Replacement Equipment	180,000		32,225	15,245	163,020
ME	MERA	29,000	29,000	29,000	2,243	2,243
RT	Realtime Signs	212,394	210,394	184,167	127,849	156,076
	Subtotal Technology Projects	***421,394***	***239,394***	***245,392***	***145,337***	***321,339***
GG	Golden Gate Capital Costs (GG)	17,000	17,000	17,000	8,348	8,348
BM	Bus Stop Maintenance (BM)	120,000	120,000	120,000	52,364	52,364
VR	Major Vehicle Repairs (VR)	300,000	300,000	300,000	33,433	33,433
IF	Infrastructure Support (IF)	590,000	400,000	590,000	316,091	316,091
	Subtotal Ongoing Capital Expenses	***1,027,000***	***837,000***	***1,027,000***	***410,236***	***410,236***
	Total Expenditures	***15,330,984***	***10,523,833***	***10,762,505***	***1,060,740***	***1,265,932***

Attachment B

FY2020/21 Q2
Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2021-01	6/1/2020	Reduce GGT hours by 14,800 revenue (17/17x)	Operations	LCL	NA	5080104- Purchased Transportation GGT	10,237,536	(1,859,970)	8,407,566
			Operations	LCL	NA	5040150-Oil and Fuel GGT	836,927	(151,160)	685,317
		Increase Marin Airporter hours by 12,424 revenue hours (add 17/17x, and reduce 22 hours by 2,375)	Operations	LCL	NA	5080106- Purchased Transportation MA	6,196,803	656,975	6,853,778
			Operations	LCL	NA	5040151-Oil and Fuel Airporter	760,948	122,949	883,897
		Increase Stagecoach Hours by 1,050	Operations	STG	NA	5080105- Purchased Transportation	$1,509,363	$62,118	$1,571,481
			Operations	STG	NA	5040152-Oil and Fuel	$241,500	$15,462	$256,962
		Transfer seven 2015, 40ft Gillig Hybrids between contractors	Capital	CPT	IF	5230101 Vehicles	0	$190,000	$190,000
		Total Change for 2021-01						($1,153,626)	
2021-02	7/13/2020	Increase Project budget for 2- XHF Replacements	Capital	XC	NA	5230101 Vehicles	$850,000	$56,241	$906,241
2021-03	8/03/2020	Add 8,500 hours of SUP service to the MV contract to address COVID impacts	Operations	SUP,01	NA	5080105 – Purchased Transportation MV	$831,275	$761,480	$1,592,755
			Operations	MWS	NA	5080105 – Purchased Transportation MV	$854,122	($184,135)	$669,987
			Operations	STG	NA	5080105 – Purchased Transportation MV	$1,571,481	($58,450)	$1,513,031
			Operations	LCL	NA	5040152 – Oil and Fuel	126,846	$140,314	$267,160
			Operations	MWS	NA	5040152 -Oil and Fuel	105,000	($33,923)	$71,077
								($625,287)	

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2021-04	11/02/2020	Add 7,000 SUP service and 1,600 SUP School service to MV contract to address COVID Impacts, Reduce Muir Woods shuttle hours by 4,680.	Operations	SUP,01	NA	5080105 – Purchased Transportation MV	$1,592,755	$491,230	$2,083,985
			Operations	MWS	NA	5080105 – Purchased Transportation MV	$669,987	($531,962)	$138,024
			Operations	STG	01	5080105 – Purchased Transportation MV	$1,513,031	$149,377	$1,662,409
			Operations	SUP,05	NA	5080105 – Purchased Transportation MV	$0	$121,340	$121,340
			Operations	LCL	NA	5040152 – Oil and Fuel	$267,160	$75,670	$342,830
			Operations	MWS	NA	5040152 -Oil and Fuel	$71,077	($41,677)	$29,400
			Operations	SUP,05	NA	5040152 -Oil and Fuel	$0	$19,200	$19,200
			Operations	MWS	NA	4139952 Fed- National Parks Fare Payment	$172,500	($124,200)	$48.300
			Operations	MWS	NA	4139951 National Parks Payment	$538,588	($522,705)	$15,882
			Operations	MWS	NA	4140106 Muir Woods Shuttle Fares	$207,000	($149,040)	$57.960
2021-05	Pending	Roll forward of FY2020 Capital Project expenditures;	Capital	Capital	EA	Future Years	$4,366,007	($1,720)	$4,363,287
					PC	5230101 Vehicles	$1,471,000	($4,766)	$1,466,234
					SC	5230101 Vehicles	$1,160,000	($4,975)	$1,155,025
					XB	5230101 Vehicles	$1,728,597	($1,190)	$1,727,407
					XC	5230101 Vehicles	$850,000	($2,637)	$847,363
					AY	5230102 Equipment	0	$32,056	$32,056
					RT	5230102 Equipment	$210,394	($26,227)	$184,167

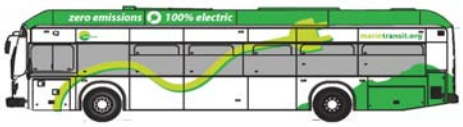
Capital Projects Report FY2020/21

This capital project report provides detail FY2020/21. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

	Total Project Budgets	Total Expended thru Q2 FY2021	Total Project Expenditures	
Vehicles	$9,694,748	$453,228	$482,419	
Bus Stop Improvements	$0	$0	$0	
Facility	$4,187,842	$51,939	$51,939	
Technology Projects	$421,394	$110,844	$286,846	
Ongoing Capital Expenses	$1,027,000	$410,236	$410,236	(annual)
	$15,330,984	$1,026,247	$1,231,440	

VEHICLES

Purchase Four 40ft Electric Vehicles (Replacement) **Total Project Budget** **$4,366,507**



Concept: Replace two 60ft Artics with four 40ft Electric Buses

Funding: $3,580,536 Federal Section 5307
$785,971 Measure A

Description: Purchase of four 40-foot Battery Electric Buses to replace two 60-foot Articulated buses beyond their useful life

Status: These vehicles will replace three 60-ft articulated buses in a seat for seat replacement. Board authorized the purchase of four 40ft Electric buses in October 2020. Vehicles are estimated to begin production in late August 2021 and be delivered in September 2021.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
EA	$4,366,507	$5,406	0%	Dec-21

VEHICLES

Purchase 16 Paratransit Vehicles (Replacements) **Total Project Budget** **$1,472,000**

Concept: Purchase 16 Paratransit Replacements

Funding: $1,207,040 Federal 5307
$263,738 Measure A
$1,222 Property Tax

Description: Purchase 16 Paratransit Vehicles to replace vehicles beyond their useful life.

Status: Board authorized the purchase of 15 paratransit vehicles in May 2020. The remaining vehicle replacement is being delayed to pilot a battery electric cutaway in the future. The paratransit vehicles were received in October 2020. Equipment installations are anticipated to be complete by March 2021

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
PC	$1,472,000	$432,772	29%	Dec-20

VEHICLES

Purchase 9 Shuttle Replacements **Total Project Budget** **$1,161,000**

Concept: Purchase Nine Shuttle Replacements
Funding: $952,020 Federal Section 5307
$208,980 State STA SB1
Description: Replace 9 Shuttles that are beyond their useful life

Status: Board authorized the purchase of nine replacement shuttle vehicles in May 2020. The vehicles were received in December 2020. Equipment Installations are anticipated to be complete by March 2021.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
SC	$1,161,000	$17,470	10%	Jan-21

VEHICLES

Purchase Four 30ft XHF Vehicles (Replacement) **Total Project Budget** **$1,740,000**

Concept: Purchase four 35ft XHF vehicles
Funding: $559,600 Federal Section 5307
$94,089 State Transit Assistance - Revenue Based
$313,147 State Transit Assistance - State of Good Repair
$576,670 Measure A
$151,494 Paul Sarbanes
Description: Purchase of four replacement 30-foot XHFs

Status: These vehicles will replace 4 cutaway vehicles beyond their useful life. This purchase was approved by your Board in April 2019. Delivery of these vehicles was expected this year, but is anticipated to be delayed due to COVID-19 impacts at the manufacturer's site. Delivery is now expected in February 2021.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
XB	$1,740,000	$22,379	10%	Jun-21

VEHICLES

Purchase Two 35ft XHF Vehicles (Replacement) **Total Project Budget** **$906,241**

Concept: Purchase two 35ft XHF vehicles
Funding: $697,000 Federal 5307
$56,241 State STA SB1
$153,000 Measure A
Description: Purchase of two replacement 35-foot XHFs

Status: Board authorized the purchase of two replacement XHFs in May 2020. Staff anticipates delivery of these vehicles in October 2021.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
XC	$906,241	$4,392	10%	Sep-21

VEHICLES

Staff Car **Total Project Budget** **$49,000**

Concept: Purchase an electric staff car
Funding: $2,000 Measure B
$2,000 CVRP Rebate
$45,000 State STA
Description: Purchase an electric staff car to replace a retired-active vehicle

Status: Board approved the purchase of a new electric staff car on May 4, 2020. This purchase is delayed until a charging station is installed at Marin Transit's office location, and staff return to the office.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Completion Date*
NR	$49,000	$0	0%	Jun-21

ADMIN AND OPERATIONS FACILITY

Maintenance Facility - Capital Improvements **Total Project Budget** **$1,187,842**

Concept: Acquire property and develop a maintenance facility
Funding: $1,084,589 Measure A/Capital Reserves
$103,253 FTA 5339
Description: Purchase land for a new facility and make improvements

Status: Marin Transit successfully completed the purchase of right of way at 600 Rush Landing Rd in Novato. Additional improvements are being planned for the site like enhanced fencing, lighting, and infrastructure for charging electric buses. Maintenance capacity at this site is being evaluated.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FS	$1,187,842	$51,939	5%	Jun-21

Yellow Bus Parking Facility **Total Project Budget** **$3,000,000**

Concept: Identify and purchase property for vehicles
Funding: $3,000,000 Capital Reserve
Description: Replace temporary leased parking with a permanent location
Status: Marin Transit is evaluating and identifying opportunities for land acquisition.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
YF	$3,000,000	$0	0%	NA

TECHNOLOGY PROJECTS

TECHNOLOGY PROJECTS **Total Project Budget** **$421,394**

Concept: District technology projects
Funding: $99,631 Measure A
$174,163 Lifeline - Federal Section 5307
$147,600 Federal Section 5307

Projects:		Total Project Cost	Expended to Date
AY	AVL Replacements	$180,000	$163,020
ME	MERA	$29,000	$2,243
RT	Realtime Signs	$212,394	$121,583

Description: Marin Transit provides technology acquisitions for vehicle operations, fare collection, and passenger information

Status: Marin Transit will continue the project to pay for fareboxes and on board equipment associated with vehicle replacements. AVL Replacements are underway and should be complete in February 2021. Real Time Signs contract has been awarded with work underway. The MERA radio project includes the capital bond payments.

ONGOING CAPITAL EXPENSES

Ongoing Capital Expenses **Annual Budget** **$1,027,000**

Concept: Ongoing capital expenses
Funding: $1,027,000 Measure A

Projects:		Total Project Budgets	Annual Budget	Expended in FY2021
GG	Golden Gate Capital Costs	$17,000	$17,000	$8,348
BM	Bus Stop Maintenance	$120,000	$120,000	$52,364
VR	Major Vehicle Repairs	$300,000	$300,000	$33,433
IF	Infrastructure Support	$590,000	$590,000	$316,091

Description: Ongoing capital costs associated with the Golden Gate operations

Status: Capital depreciation expenses for equipment owned by Golden Gate Transit are billed monthly. Major vehicle repairs, such as transmissions, are expended as needed. Infrastructure support includes small capital projects, staff support, and work on partner agency capital projects.

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alternate
town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Resolution 2021-02 Low Carbon Transit Operations Program

Dear Board Members:

RECOMMENDATION: Approve resolution for application to Caltrans for Senate Bill 862 program funds.

SUMMARY: Staff requests that your Board approve the attached resolution for FY 2020/21 Low Carbon Transit Operations Program (LCTOP) funds (#2021-02). This program is one of several established under Senate Bill (SB) 862, approved in 2014. SB 862 is commonly referred to as the Cap-and-Trade bill. LCTOP provides assistance to transit agencies to reduce their greenhouse gas emissions and improve mobility, with emphasis on benefiting disadvantaged communities.

Marin Transit will request $446,000 in LCTOP funds in FY 2020/21. Under the current fiscal year guidelines, Marin Transit will request revenue-based funds directly allocated to the District and a portion of the Marin County population-based funds it shares with the Golden Gate Bridge Highway & Transportation District and Sonoma-Marin Area Rail Transit (SMART). The three agencies divide the population-based funds based on their proportional shares of ridership and service levels in Marin County.

Marin Transit will request that Caltrans program the funds to the purchase of four 40ft all-electric buses. The District also programmed LCTOP funds to this project in FY 2018/19 and FY 2019/20. Your board authorized the purchase of these replacement vehicles in October 2020 and the vehicles are expected to be delivered in September 2021. Marin Transit has federal 5307 funding to partially pay for these vehicles. These state funds will help cover the local match and the increased costs for electric vehicles. The four additional electric transit vehicles will increase Marin Transit's electric vehicle fleet to six and help meet the District's zero-emission fleet transition plan.

FISCAL/STAFFING IMPACT: The $446,000 in FY 2020/21 programmed funds represents just under 15 percent of the Board

approved total project budget of $3,240,000. The District previously requested that Caltrans roll forward the FY 2019/20 LCTOP funds ($553,396) and FY 2018/19 LCTOP funds ($500,805) to pay for the local match.

The District will spend any excess funds on vehicle charging infrastructure if the combined FY 2018/19 through FY 2020/21 LCTOP funds exceed the needed local match for the four electric buses.

Respectfully submitted,

Lauren Gradia
Director of Finance and Capital Programs

Attachment A: Resolution

RESOLUTION #2021-02

AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:
Purchase Four 40ft Electric Transit Vehicles
$280,000 Population-Based Funds and $166,000 Revenue-Based Funds

WHEREAS, the Marin County Transit District (the District) is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the District wishes to implement the LCTOP project(s) listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2019-20 LCTOP funds:

Project Name: ***Purchase Four 40ft Transit Buses***
Amount of LCTOP funds requested: ***$446,000***
Short description of project: ***Provide local matching funds for the purchase of Four 40ft Electric Transit Buses.***
Contributing Sponsors (if applicable): ***Metropolitan Transportation Commission (MTC) for population-based funds only.***

APPROVED AND PASSED this 1st day of March 2021

Agency Board Designee:

BY: _____

marin transit

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alternate
town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Second Amendment to Agreement with Mark Thomas & Company for On-Call General Engineering Services

Dear Board Members:

RECOMMENDATION: Authorize General Manager to execute an amendment to the contract with Mark Thomas & Company for On-Call General Engineering services to exercise the second option year through March 19, 2022.

SUMMARY:
The District's contract with Mark Thomas & Company (Mark Thomas) for General Engineering services expires on March 19, 2021 under the first amendment to the agreement. Staff requests that your Board authorize the General Manager to execute the second amendment to exercise the second and final option year through March 19, 2022.

Under this contract, Mark Thomas provides a broad and diverse range of professional services and expertise to plan, design, develop, implement, and maintain large and small transportation projects. To date, Mark Thomas has aided Marin Transit staff in completing projects to determine site feasibility for land acquisition, planning and design for the State of Good Repair Bus Stop Improvements Project, and design improvements to Marin Transit's facility at 600 Rush Landing to install electric bus chargers. A complete list of executed task orders is provided as an attachment to this letter.

FISCAL/STAFFING IMPACT:
This is a task order contract, and Marin Transit initiates each task by requesting that the Contractor propose an approach to a specific task. The Contractor's proposal includes the assigned personnel, estimated hours for each, and a total cost. The approved amounts per task order will be consistent with the annual budget approved by your Board. Mark Thomas' original proposal included rate pricing for two contract option years after the initial three-year period. This second amendment exercises the second option year and increase the rates charged under the agreement by three percent.

Respectfully submitted,

Anna Penoyar
Senior Capital Analyst

Attachments:
A. List of Task Orders Executed to Date
B. Second Amendment to Mark Thomas General Engineering Services Agreement

Attachment A: Task Orders Awarded from 3/20/2017 - 3/1/2021

Task Order	Amount
Task Order #1 - O&M Facility Approach	47,877.00
1.1 - Facility Feasibility	39,406.00
1.2 - Facility Design Review	15,894.00
1.3 - Not assigned	-
1.4 - Site Feasibility	25,356.00
1.5 - Preliminary Site Layouts	30,000.00
1.6 - Rush Landing Survey	26,390.00
1.7 - Rush Landing ESA	10,091.00
Task Order #2 - Encroachment Permit	5,065.00
Task Order #3 Bus Stop Improvements	65,223.00
3.1 Bus Stop Improvements	17,629.00
3.2 Bus Stop Improvements (RG)	11,778.00
Task Order #4 - RGTIP As Builts	6,973.00
Task Order #5 - Traffic Study	18,782.00
Task Order #6 - Planning (passenger counts)	15,780.00
6.1 - Planning (fleet)	24,396.00
Task Order #7 - Not Assigned	-
Task Order #8 - Muir Woods Infrastructure	42,230.00
Task Order #9 - Rush Landing Electrification and Improvements Design	99,730.00
Task Order #10 - Redwood & Grant Back up Power Study	35,886.00
Task Order #11 - Rush Landing Maintenance Feasibility	73,601.00
TOTAL	612,087.00

#202168

SECOND AMENDMENT TO AGREEMENT

BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND MARK THOMAS & COMPANY DATED MARCH 20, 2017

THIS AMENDMENT is made and entered into this 1st day of March, 2021, by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as “Marin Transit” or "District") and MARK THOMAS & COMPANY. (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the District and the Contractor entered into an agreement to provide General Engineering Services dated March 20, 2017 “Agreement” (#161737); and

WHEREAS, the initial request for proposal for the contract services included two one-year option years after the initial three-year contract period; and

WHEREAS, the first option year was executed on March 2, 2020; and

WHEREAS, the parties would like to extend the Agreement for one additional year as allowed under Section 5 “TIME OF CONTRACT” of the agreement; and

NOW, THEREFORE, the parties hereby agree to the following amendments as set forth below:

AGREEMENT

1) Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.

2) ☐ Updated Certificate of Insurance(s) attached hereto

3) Section 5 of the Agreement with the Contractor is amended to read as follows:

> **5. TIME OF CONTRACT:**
> This Agreement shall commence on March 20, 2021, and shall terminate on March 19, 2022. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

IN WITNESS WHEREOF, the parties have entered into this Amendment on the date above written.

MARIN COUNTY TRANSIT DISTRICT

By_____
General Manager

MARK THOMAS & COMPANY

DRAFT

#202168

By_____

DRAFT

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director
supervisor district 2

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director
supervisor district 4

brian colbert
alternate
town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Extend Fixed Route Service Agreement with Marin Airporter for the First Option Year

Dear Board Members:

RECOMMENDATION: Approve the contract extension with Marin Airporter through June 30, 2022 by exercising the first option year.

SUMMARY: Marin Transit's current contract for Operations and Maintenance of local fixed route bus service with Marin Airporter began on July 1, 2018. The term of the contract is three years with two additional option years. The base contract is scheduled to expire on June 30, 2021. Per section 104.E of the Operations and Maintenance contract, Marin Transit shall notify Marin Airporter at least 90 calendar days prior to the end of the last year of the Base Contract Term if we intend to exercise the first option year.

Staff recommends approving the contract extension for this additional year and extending the term of the contract until June 30, 2021. The draft letter to Marin Airporter confirming the contract extension is provided as an attachment to this report.

Marin Transit's ongoing monitoring and planning efforts will ultimately determine service levels for routes operated under this agreement during FY 2021/22. Based on current service levels, staff estimates that approximately 85,000 annual hours of service will be operated under this extension.

FISCAL/STAFFING IMPACT: The cost of the Marin Airporter contract is included in Marin Transit's annual budget in the Local Service budget. The contract allows for a three percent annual escalation. Rates for FY 2021/22 are $54.49 per revenue hour as shown in the table below. Marin Transit also pays a monthly fixed administrative fee, which will be $182,885 for FY 2021/22. Staff estimates that the District will spend approximately $6.83 million during the first option year of this agreement, based on anticipated service levels and the FY 2021/22 compensation rates.

Contract Year	1	2	3	Option 1	Option 2
Fiscal Year	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Cost per Revenue Hour	$49.84	$51.34	$52.89	$54.49	$56.13
Monthly Fixed Fee	$167,366	$172,387	$177,558	$182,885	$188,372

There is no staffing impact associated with this item.

Respectfully submitted,

Robert Betts
Director of Operations and Planning

Attachment:

1. Letter to Marin Airporter: Intent to Extend Contract into Option Year One

marin transit

711 grand ave, #110
san rafael, ca 94901

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marintransit.org

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brian colbert
alternate
town of san anselmo

March 1, 2021

Larry Leporte
Marin Airporter
8 Lovell Ave
San Rafael, CA 94901

RE: Intent to Extend Agreement into Option Year One

Dear Mr. Leporte,

Per section 104.E of our Operations and Maintenance contract, Marin Transit shall notify Marin Airporter at least 90 days prior to the end of the Base Contract Term if we intend to exercise the first option year.

Please accept this letter as notification of Marin Transit's desire to extend our Operations and Maintenance Contract into the first option year, FY 2021-22.

We value our longstanding partnership and look forward to continuing our agreement into the first option year.

Sincerely,

Robert Betts
Director of Operations & Planning

cc:
Nancy Whelan, General Manager, Marin Transit
Lauren Gradia, Director of Finance and Capital Projects, Marin Transit
Kelly Zalewski, Operations Manager, Marin Transit
Lawrence Forrest, Transit Manager, Marin Airporter

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brian colbert
alternate
town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Extend Fixed Route Service Package 2 Agreement with MV Transportation for the First Option Year

Dear Board Members:

RECOMMENDATION: Approve the contract extension with MV Transportation through June 30, 2022 by exercising the first option year.

SUMMARY: Marin Transit's current contract for Operations and Maintenance – Package 2 of supplemental and recreational service with MV Transportation began on July 1, 2018. The term of the contract is three years with two additional option years. The base contract is scheduled to expire on June 30, 2021. Per section 104.E of the Operations and Maintenance contract, Marin Transit shall notify MV Transportation at least 90 calendar days prior to the end of the last year of the Base Contract Term if we intend to exercise the first option year.

Staff recommends approving the contract extension for this additional year to extend the term of the contract until June 30, 2022. The draft letter to MV Transportation confirming the contract extension is provided as an attachment to this letter.

Marin Transit's ongoing monitoring and planning efforts will ultimately determine service levels for routes operated under this agreement during FY 2021/22. Based on current service levels, staff estimates that MV will operate approximately 30,000 annual hours of service under this extension.

FISCAL/STAFFING IMPACT: The cost of the contract to MV Transportation is included in Marin Transit's annual budget in the Local and Rural Service budget. The contract allows for both an annual escalation and adjustments based on the quantity of service operated. Rates for FY 2021/22 will be $60.26 per revenue hour with a fixed fee of $123,237. These rates are based on approximately 30,000 revenue hours of service as shown in the table below. Marin Transit also pays a monthly fixed administrative fee, which will be $123,377 for FY 2021/22. Staff expects the District will spend

approximately $3.3 million on services operated under this contract during the first option year based on planned service levels.

Contract Year	1	2	3	Option 1	Option 2
Fiscal Year	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
Annual Revenue Hours	29,373	26,121	35,933 (est.)	30,000 (est.)	30,000 (est.)
Cost per Revenue Hour[1]	$56.59	$57.00	$58.67	$60.26	$62.20
Monthly Fixed Fee[1]	$112,143	$115,617	$123,237	$123,377	$126,570

1. Rates are developed on a tiered system based on estimated annual revenue hours.

There is no staffing impact associated with this item.

Respectfully submitted,

Robert Betts
Director of Operations and Planning

Attachment:

1. Letter to MV Transportation: Intent to Extend Contract into Option Year One

marin transit

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san rafael, ca 94901

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director
supervisor district 4

brian colbert
alternate
town of san anselmo

March 1, 2021

Office of the General Counsel
MV Public Transportation, inc.
2711 N. Haskell Ave
Suite 1500, LB-2
Dallas, TX 75205

RE: Intent to Extend Agreement into Option Year One

Office of the General Counsel,

Per section 104.E of our Operations and Maintenance contract, Marin Transit shall notify MV Transportation at least 90 days prior to the end of the Base Contract Term if we intend to exercise the first option year.

Please accept this letter as notification of Marin Transit's desire to extend our Operations and Maintenance Contract into the first option year, FY 2021-22.

Based on our expected service levels in the upcoming year, we are assuming 30,000 annual revenue hours of service will be provided during the first option year. Based on this estimate, please assume the hourly rate in FY 2021/22 will be $60.26 and the fixed fee will be $123,377. We will let you know in advance of July 1, 2021 should these estimates change.

We value our longstanding partnership and look forward to continuing our agreement into the first option year.

Sincerely,

Robert Betts
Director of Operations & Planning

cc:
Nancy Whelan, General Manager, Marin Transit
Lauren Gradia, Director of Finance and Capital Projects, Marin Transit
Kelly Zalewski, Operations Manager, Marin Transit
Peter Edwards, General Manager, MV Transportation
Curtis Schleth, Operations Manager, MV Transportation

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supervisor district 4

brian colbert
alternate
town of san anselmo

March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Approve Contract Amendments with Service Providers to Support Ongoing Response to COVID-19

Dear Board Members:

RECOMMENDATION: Approve contract amendment #7 with Marin Coordinating Council (Vivalon/Whistlestop) for an amount not to exceed $185,000; approve contract amendment #5 with MV Transportation for an amount not to exceed $159,000; and, approve contract amendment #2 with Marin Airporter for an amount not to exceed $54,000, to account for ongoing added costs in response to the COVID-19 pandemic.

SUMMARY: Since March of last year, the COVID-19 pandemic has impacted transit in unprecedented ways. Immediately following the mandatory shelter-in-place orders, ridership fell significantly, and Marin Transit worked with our service contractors to redefine cleaning and other operating procedures.

Staff have continued to work collaboratively with our partners to provide transit services for those in need and support a wide array of mobility and essential service needs in Marin County. In some cases, the District repurposed traditional transit services to target local needs. These include transportation for those seeking shelter and traveling to get tested for the virus and for delivering essential goods such groceries, prescriptions, and prepared food to those unable leave their homes.

Your Board has approved multiple contract amendments to support added expenses, expand scopes of service, and restructure compensation. This has enabled the District to remain flexible and respond quickly to changing conditions. The table in **Attachment A** outlines the eight contract amendments and approvals directly related to COVID-19 impacts.

Many of these amendments were based on the best information staff had about the pandemic at the time and provided a temporary allowance or adjustment to eligible expenses. Staff is requesting additional contract amendments with our service providers to extend essential mobility services during the pandemic and beyond. Staff

also recognizes that there are new contractor costs and opportunities to support recovery efforts and the local community. These include transportation to receive COVID-19 vaccines and reimbursement for driver's time to get the vaccination themselves.

Board approval of this item will exercise three separate contract amendments with Vivalon, MV Transportation, and Marin Airporter. These amendments are included as Attachments B, C, and D to this letter and are summarized in the table below.

Proposed Amendments	Financial Impacts
Contract: Vivalon (Demand Response)	
Continue enhanced COVID-related cleaning of the vehicles interior as outlined in Amendment 5 beyond June 30, 2021 to the end of the contract, or approximately December 31, 2021.	Estimated at $7,000 monthly. Amount not to exceed $84,000 annually.
Allow continued support for community services. These include delivery of groceries, prepared foods, prescriptions, and transportation to vaccination sites and clinics. Payment will be based on reimbursable service hours performed between January 1, 2021 and June 30, 2021.	Estimated at $16,000 per month. Amount not to exceed $96,000
Provide compensation for driver time associated with getting vaccinated. Assumes two hours of compensation per driver per shot at their current pay rate.	Amount not to exceed $5,000
Contract: MV Transportation (Rural and Supplemental)	
Continue enhanced COVID-related cleaning of the vehicles interior as outlined in Amendment 3 and 4 beyond June 30, 2021 to the end of the contract on June 30, 2023.	Estimated at $2,500 monthly. Amount not to exceed $30,000 annually
Reimbursement for purchase and installation of driver barriers on up to 22 XHF and cutaway vehicles	Amount not to exceed $44,000
Provide compensation for driver time associated with getting vaccinated. Assumes two hours of compensation per driver per shot at their current pay rate.	Amount not to exceed $5,000
Provide additional compensation for maintenance support while contractor operates more than 120% of planned service	Estimated at $5,000 monthly. Amount not to exceed $60,000 annually.
Contract: Marin Airporter (Community Shuttles and Fixed Route)	
Continue enhanced COVID-related interior cleaning of the vehicles as outlined in Amendment 1 beyond June 30, 2021 to the end of the contract, on June 30, 2023.	Estimated at $3,000 monthly. Amount not to exceed $36,000 annually
Reimbursement for purchase and installation of driver barriers on up to 13 cutaway vehicles	Amount not to exceed $8,000
Provide compensation for driver time associated with getting vaccinated. Assumes two hours of compensation per driver per shot at their current pay rate.	Amount not to exceed $10,000

FISCAL/STAFFING IMPACT: Staff estimates that the cost of the three amendments will result in an additional $188,000 in expenditures in FY 2020/21. These expenditures are within the District's FY2020/21 adopted budget as detailed below:

FY2020/21 Expenditure	Budget	Amount
Vivalon Community Support	Marin Access Purchased Transportation	$96,000
Vivalon -Vaccination Compensation	Marin Access Purchased Transportation	$5,000
MV Transportation – Vaccination Compensation	Rural and Local – Purchased Transportation	$5,000
MV Transportation – Driver Barriers	Capital – Vehicle Repairs	$44,000
MV Transportation – Maintenance Support	Rural and Local – Purchased Transportation	$20,000
Marin Airporter – Vaccination Compensation	Local – Purchased Transportation	$10,000
Marin Airporter – Driver Barriers	Capital – Vehicle Repairs	$8,000
Total FY2021 Expenditures		**$188,000**

The contracts also authorize contractors to expend an additional $210,000 in the upcoming FY 2021/22 year for cleaning expenses and additional maintenance support. These expenses will be included in the FY 2021/22 budget. All of these expenses may be eligible for federal coronavirus relief and recovery funds.

There is no staffing impact associated with this item.

Respectfully submitted,

Robert Betts
Director of Operations and Planning

Attachment A: Summary of COVID-19 related Contract Operations Amendments and Approvals
Attachment B: Draft Marin Coordinating Council (Vivalon) Contract Amendment #7
Attachment C: Draft MV Transportation Contract Amendment #5
Attachment D: Draft Marin Airporter Contract Amendment #2

Attachment A: Previous COVID-19 Contract Amendments

Approval	Date of Board Approval	Description
Whistlestop/Vivalon Amendment #3	May 4, 2020	• Provided compensation guarantees to retain drivers. • Allowed contractor to use drivers/vehicles to provide additional community services as needed and include revenue hours as an eligible billable expense. • Allowed for reimbursement of direct costs associated with COVID-19 enhanced cleaning.
MV Transportation Amendment #3	May 4, 2020	• Provided compensation guarantees to retain drivers. • Allowed contractor to use drivers/vehicles to provide additional community services as needed and include revenue hours as an eligible billable expense. • Allowed for reimbursement of direct costs associated with COVID-19 enhanced cleaning.
Marin Airporter Amendment #1	July 13, 2020	• Allowed for reimbursement of direct costs associated with COVID-19 enhanced cleaning.
Golden Gate Bridge & Highway Transportation District #2	August 3, 2020	• Allowed for reimbursement of direct costs associated with COVID-19 enhanced cleaning.
MV Transportation Amendment #4	August 3, 2020	• Allowed for reimbursement of direct costs associated with COVID-19 enhanced cleaning.
Whistlestop/Vivalon Amendment #5 *(extension of Amendment #3 for three months)*	September 14, 2020	• Provided compensation guarantees to retain drivers. • Allowed contractor to use drivers/vehicles to provide additional community services as needed and include revenue hours as an eligible billable expense. • Allowed for reimbursement of direct costs associated with COVID-19 enhanced cleaning.
Driver Barriers for Gillig Buses	December 7, 2020	• Allowed for purchase of 32 driver shield kits for Gillig buses.
Whistlestop/Vivalon Amendment #6	January 11, 2021	• Allowed for rate adjustment to fixed and variable fees to account for sustained reductions in demand.

Attachment B: Draft Marin Coordinating Council (Vivalon) Contract Amendment #7

202165

SEVENTH AMENDMENT TO AGREEMENT

BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND MARIN SENIOR COORDINATING COUNCIL
DATED DECEMBER 28, 2015

THIS AMENDMENT is made and entered into this __ day of _____ by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as “Marin Transit” or "District") and Marin Senior Coordinating Council (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the District and the Contractor entered into an Agreement on December 28, 2015 ("Agreement”); and

WHEREAS, the terms of the Agreement (#151629) require operations and maintenance of Marin Access intercounty and intracounty paratransit services; and

WHEREAS, the parties amended the Agreement to increase compensation to drivers and other staff in Amendment One (#171829); and

WHEREAS, the parties amended the Agreement to increase the total maximum cost to the District to include the Marin Transit Connect pilot project start-up cost, to define the Transit Connect service hours for which the District will compensate the Contractor, and to further clarify the requirements of drivers and dispatchers as it relates to the pilot project in Amendment Two (#181911); and

WHERAS, the parties amended the Agreement to retain a qualified workforce during the COVID-19 public health emergency and to continue to pay workers who would otherwise experience a reduction in paid hours in Amendment Three (#192063); and

WHEREAS, the Third Amendment to the Agreement added section H. COVID-19 Public Health Emergency Payments to Section 401 COMPENSATION TO CONTRACTOR; and

WHEREAS, the parties exercised the first option year and extended the term of the agreement to June 30, 2021 and updated specific terms of the agreement to clarify terms in Amendment Four (#192065); and

WHEREAS, due to the continued COVID-19 public health emergency and to continue to retain a qualified workforce and reimburse Contractor for additional associated cleaning costs, the parties extended certain terms of Amendment Three in Amendment Five (#202105); and

WHEREAS, the parties wish to update Attachment A. Compensation to adapt the payment structure to the variable nature of ridership during the COVID-19 pandemic; and

WHEREAS, the Sixth Amendment to the Agreement replaced in its entirety a new Attachment A, Compensation.

NOW, THEREFORE, the parties hereby agree to the following amendments as set forth below:

AGREEMENT

1) Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.

2) The Agreement requirements and responsibilities will be amended to add J. Continued COVID-19 Public Health Emergency Payments, to Section 401 Compensation to Contractor, as follows:

   a) Marin Transit will reimburse Contractor for direct costs for additional vehicle cleaning and supplies and other materials, supplies, and improvements to keep passengers and drivers safe as related to COVID-19.

   b) Reimbursement for direct costs allowed in 401.J.a. shall be for direct costs incurred during the period July 1, 2021 through the end of the agreement or until December 31, 2021, whichever is soonest. These costs shall be identified as a separate item on the monthly invoice and shall not exceed $7,000 monthly or $84,000 annually.

   c) Contractor may use drivers and Marin Access vehicles to deliver food/meals and supplies to registered and non-registered paratransit riders who cannot otherwise travel due to the pandemic. These hours will be identified separately on invoices and billed at the original contract FY 2020/21 rate of $41.34 per hour. Monthly invoicing will itemize these hours by program and billing will not exceed 180 hours per month.

   d) The effective date of payment for Section 401.J.c. shall be January 1, 2021 through June 30, 2021 or until no longer needed.

   e) Reimbursement for up to two hours, per vaccination, for all Marin Access drivers who willing receive the COVID-19 vaccination. A maximum of two vaccinations per driver will be reimbursed. These costs should be requested based on the actual pay rate of the driver receiving vaccination and shall be identified as a separate item on the monthly invoice. Backup documents shall include the driver IDs or names for which reimbursement is requested. These reimbursements shall not exceed $5,000 in total.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the day first written above.

CONTRACTOR: MARIN COUNTY TRANSIT DISTRICT:

By_____ _____

DRAFT

Attachment C: Draft MV Transportation Contract Amendment #5

2021166

SECOND AMENDMENT TO AGREEMENT

BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND MARIN AIRPORTER DATED JULY 1, 2018

THIS AMENDMENT is made and entered into this ___ day of _____ 2021, by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as “Marin Transit” or "District") and MARIN AIRPORTER (hereinafter referred to as “Contractor”).

RECITALS

WHEREAS, the District and the Contractor entered into an agreement (#171875); and

WHEREAS, on March 4, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of the COVID-19 outbreak; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the COVID-19 outbreak; and

WHEREAS, on March 16, 2020, the Health Officer of the County of Marin (“Health Officer”) ordered all individuals living within Marin County to shelter at their place of residence (“Shelter in Place Order”) for three weeks beginning on March 17, 2020 through April 7, 2020. The Order limits activity, travel and business functions. On March 31, 2020, the Health Officer extended the Shelter in Place Order through May 3, 2020. On April 29, 2020, the Health Officer extended the Shelter in Place Order through May 31, 2020; and

WHEREAS, on March 27, 2020 the President of the United States signed the CARES Act, including $1.3 Billion in public transit funding directed to Bay Area operators through Federal Transit Administration (FTA) formulas (Sections 5307 and 5311); and

WHEREAS, the public health crisis has caused an increase in the frequency in bus cleaning and sanitization in order to keep the bus operators, maintenance staff, and passengers safe; and

WHEREAS, CARES Act funding provides financial resources to Marin Transit to be reimbursed for labor and material costs associated with cleaning due to the global health pandemic; and

WHEREAS, the duration and full impact of the COVID-19 public health emergency is not yet known; and

WHEREAS, the parties wish to amend the Agreement to allow for the District to reimburse the Contractor for the cost of labor and materials required to perform enhanced cleaning protocols to comply with public health guidance to mitigate the spread of COVID-19; and

WHEREAS, beginning September 13, 2020, the Contractor will begin operating Marin Transit Route 17 and accept the transfer of seven District-owned vehicles. The parties wish to amend the Agreement to allow for the District to reimburse the Contractor for the cost of "start-up," including, but not limited to, driver training and equipment installations on the transferred vehicles; and

WHEREAS, the First Amendment to the Agreement added section I. COVID-19 Public Health Emergency Cost to Section 401 COMPENSATION TO CONTRACTOR; and

WHEREAS, added section J. Route 17 start-up costs to Section 401 COMPENSATION TO CONTRACTOR;

DRAFT

NOW, THEREFORE, the parties hereby agree to the following amendments as set forth below:

AGREEMENT

1) Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.
2) The Agreement requirements and responsibilities Section 401 COMPENSATION TO CONTRACTOR, K. COVID-19 Public Health Emergency Payments is amended to read as follows:
   a) Marin Transit will reimburse Contractor for direct costs for additional vehicle cleaning and supplies and other materials, supplies, and improvements to keep passengers and drivers safe as related to COVID-19.
   b) Reimbursement for direct costs allowed in Section 401.K.a. shall be for direct costs incurred during the period July 1, 2021 through the end of the contract, shall be identified as a separate item on the monthly invoice, and shall not exceed $36,000 annually.
   c) Reimbursement for up to two hours, per vaccination, for all Marin Access drivers who willing receive the COVID-19 vaccination. A maximum of two vaccinations per driver will be reimbursed. These costs should be requested based on the actual pay rate of the driver receiving vaccination and shall be identified as a separate item on the monthly invoice. Backup documents shall include the driver IDs or names for which reimbursement is requested. These reimbursements shall not exceed $10,000 in total.
   d) Reimbursement for purchase and installation of driver protection barriers for cutaway shuttle vehicles at a cost not to exceed $600 per vehicle.

IN WITNESS WHEREOF, the parties hereto have executed this

Addendum on the day first written above.

CONTRACTOR: MARIN COUNTY TRANSIT DISTRICT:

By_____ _____

DRAFT

FIFTH AMENDMENT TO AGREEMENT

BY AND BETWEEN THE

MARIN COUNTY TRANSIT DISTRICT AND MV PUBLIC TRANSPORTATION, INC. COMMENCEMENT DATE JULY 1, 2018

THIS AMENDMENT is made and entered into this __th day of _____ 2021, by and between the MARIN COUNTY TRANSIT DISTRICT, a political subdivision of the State of California (hereinafter referred to as "District") and MV Public Transportation, Inc. (hereinafter referred to as "Contractor")

RECITALS

WHEREAS, the District and the Contractor entered into an agreement (#171871) for fixed route operations and maintenance services to commence on July 1, 2018 ("Agreement"); and

WHEREAS, the parties previously amended the Agreement to add two required Federal Transit Administration clauses to Attachment J as evidenced in the First Amendment to Agreement (#171882); and

WHEREAS, the parties further amended the Agreement to include additional call center, dispatch, and administration to support the Catch-A-Ride program and Marin Transit Connect program as evidenced in the Second Amendment to Agreement (#171883); and

WHEREAS, the parties further amended the Agreement to allow Marin Transit to reimburse the Contractor for planned service from the period of April 1, 2020 – June 30, 2020 using funding from the CARES Act per the Third Amendment to Agreement (#192064); and

WHEREAS, the Third Amendment to the Agreement added section H. COVID-19 Public Health Emergency Payments to Section 401 COMPENSATION TO CONTRACTOR; and

WHEREAS, on March 4, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of the COVID-19 outbreak; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency due to the COVID-19 outbreak; and

WHEREAS, on March 13, 2020, the Marin County Office of Education (MCOE) announced that public schools in Marin County would close due to the COVID-19 outbreak and on April 7, 2020 MCOE announced that school closures would extend through the end of the school year; and

WHEREAS, on March 16, 2020 the National Park Service announced the temporary closure of Muir Woods National Monument; and

WHEREAS, on March 16, 2020, the Health Officer of the County of Marin ("Health Officer") ordered all individuals living within Marin County to shelter at their place of residence

("Shelter in Place Order") for three weeks beginning on March 17, 2020 through April 7, 2020. The Order limits activity, travel and business functions. On March 31, 2020, the Health Officer extended the Shelter in Place Order through May 3, 2020; On April 29, 2020, the Health Officer extended the Shelter in Place Order through May 31, 2020; On May 17, 2020, the Health Officer extended the Shelter in place order indefinitely; and,

WHEREAS, the Public Health officer established the Marin Recovers initiative which is intended to guide the gradual re-opening of Marin County businesses, schools, and activities. As businesses re-open and residents resume activities, ridership has increased on Marin Transit fixed route services; and,

WHEREAS, due to social distancing requirements Marin Transit has limited the capacity of buses in order to allow passengers to maintain the required distance from one another; and,

WHEREAS, Marin Transit desires to work with MV Transportation to deploy their buses and drivers to supplement routes that are at capacity; and,

WHEREAS, Marin Transit shall continue to reimburse the Contract for costs associated with additional cleaning of buses to mitigate the spread of COVID-19; and,

WHEREAS, the duration and full impact of the COVID-19 public health emergency is not yet known; and,

WHEREAS, the Fourth Amendment to the Agreement added section H. COVID-19 Public Health Emergency Payments to Section 401 COMPENSATION TO CONTRACTOR; and,

WHEREAS, Attachment B, Payment Schedule, was updated to reflect the new User Subsidies offered by the District on Catch-A-Ride

NOW, THEREFORE, IT IS AGREED:

1) Except as otherwise provided herein all terms and conditions of the Agreement and any prior amendments to the Agreement shall remain in full force and effect.

2) The Agreement requirements and responsibilities Section 401 COMPENSATION TO CONTRACTOR, I. COVID-19 Public Health Emergency Payments is amended to read as follows:

    a. Marin Transit will reimburse Contractor for direct costs for additional vehicle cleaning and supplies and other materials, supplies, and improvements to keep passengers and drivers safe as related to COVID-19.

    b. Reimbursement for direct costs allowed in Section 401.i.a. shall be for direct costs incurred during the period July 1, 2021 through the end of the contract, shall be identified as a separate item on the monthly invoice, and shall not exceed $30,000 annually.

    c. Reimbursement for up to two hours, per vaccination, for all Marin Access drivers who willing receive the COVID-19 vaccination. A maximum of two vaccinations per driver will be reimbursed. These costs should be requested based on the actual pay rate of the driver receiving vaccination and shall be identified as a separate item on the monthly invoice. Backup documents shall include the driver IDs or

names for which reimbursement is requested. These reimbursements shall not exceed $5,000 in total.

d. Reimbursement for purchase and installation of driver protection barriers for El Dorado XHF vehicles at a cost not to exceed $2,000 per vehicle.

e. Reimbursement of direct hourly pay for added maintenance staff associated with expanded Supplemental services above 120% planned service as outlined in the original agreement.

f. Reimbursement for direct staff costs allowed in Section 401.i.e. shall be for added costs incurred starting March 1, 2021 until service levels drop below 36,000 (annualized) or 120% of planned service levels. Cost shall be identified as a separate item on the monthly invoice and shall not exceed $5,000 per month or $60,000 annually.

IN WITNESS WHEREOF, the parties have entered into this Amendment on the date above written.

MARIN COUNTY TRANSIT DISTRICT

By_____
General Manager

MV Public Transportation, Inc.

By_____

Title_____

DRAFT

COVID Contract Amendments

Item 5

Marin Transit Board of Directors

March 1, 2021

Summary of Previous Amendments

Approval	Board Approval	Description
Whistlestop / Vivalon Amendment #3	May 4, 2020	• Provided compensation guarantees to retain drivers. • Allowed additional services to be provided • Added cleaning costs
MV Transportation Amendment #3	May 4, 2020	• Provided compensation guarantees to retain drivers. • Allowed additional services to be provided • Added cleaning costs
Marin Airporter Amendment #1	July 13, 2020	• Added cleaning costs
Golden Gate Bridge & Highway Transportation District #2	Aug 3, 2020	• Added cleaning costs
MV Transportation Amendment #4	Aug 3, 2020	• Added cleaning costs
Whistlestop / Vivalon Amendment #5	Sept 14, 2020	• Provided compensation guarantees to retain drivers. • Allowed additional services to be provided • Added cleaning costs
Driver Barriers for Gillig Buses	Dec 7, 2020	• Allowed for purchase of 32 driver shield kits for Gillig buses.
Whistlestop / Vivalon Amendment #6	Jan 11, 2021	• Allowed for rate adjustment to fixed and variable fees to account for sustained reductions in demand.

New / Ongoing Costs

- Ongoing enhanced cleaning related to COVID-19
  - Extend reimbursement to match contract term dates
- Ongoing assistance for community mobility programs
  - Prepared food delivery, grocery delivery, pharmacy delivery
- New costs associated with vaccination
  - Driver compensation to get vaccinated
  - Transportation to/from vaccination sites for those with mobility barriers
- New costs associated with purchase and installation of driver barriers
  - All vehicles except Gilligs

Proposed Amendment (Vivalon #7-Demand Response)

Proposed Amendment	Financial Impacts
Continue enhanced COVID-related cleaning of the vehicles interior as outlined in Amendment 5 beyond June 30, 2021 to the end of the contract, or approximately December 31, 2021.	Estimated at $7,000 monthly. Amount not to exceed $84,000 annually.
Allow continued support for community services. These include delivery of groceries, prepared foods, prescriptions, and transportation to vaccination sites and clinics. Payment will be based on reimbursable service hours performed between January 1, 2021 and June 30, 2021.	Estimated at $16,000 per month. Amount not to exceed $96,000
Provide compensation for driver time associated with getting vaccinated. Assumes two hours of compensation per driver per shot at their current pay rate.	Amount not to exceed $5,000
	Total amount not to exceed $185,000

Proposed Amendment (MV Transportation #5 –Rural and Supplemental)

Proposed Amendment	Financial Impacts
Continue enhanced COVID-related cleaning of the vehicles interior as outlined in Amendment 3 and 4 beyond June 30, 2021 to the end of the contract on June 30, 2023.	Estimated at $2,500 monthly. Amount not to exceed $30,000 annually
Reimbursement for purchase and installation of driver barriers on up to 22 XHF and cutaway vehicles	Amount not to exceed $44,000
Provide compensation for driver time associated with getting vaccinated. Assumes two hours of compensation per driver per shot at their current pay rate.	Amount not to exceed $5,000
Provide additional compensation for maintenance support while contractor operates more than 120% of planned service	Estimated at $5,000 monthly. Amount not to exceed $60,000 annually.
	Total amount not to exceed $159,000

Proposed Amendment (Marin Airporter#2 –Community Shuttle and Fixed Route)

Proposed Amendment	Financial Impacts
Continue enhanced COVID-related interior cleaning of the vehicles as outlined in Amendment 1 beyond June 30, 2021 to the end of the contract, on June 30, 2023.	Estimated at $3,000 monthly. Amount not to exceed $36,000 annually
Reimbursement for purchase and installation of driver barriers on up to 13 cutaway vehicles	Amount not to exceed $8,000
Provide compensation for driver time associated with getting vaccinated. Assumes two hours of compensation per driver per shot at their current pay rate.	Amount not to exceed $10,000
	Total amount not to exceed $54,000

FY 2020/21 Financial Impacts

FY2020/21 Expenditure	Budget	Amount
Vivalon Community Support	Marin Access Purchased Transportation	$96,000
Vivalon -Vaccination Compensation	Marin Access Purchased Transportation	$5,000
MV Transportation – Vaccination Compensation	Rural and Local – Purchased Transportation	$5,000
MV Transportation – Driver Barriers	Capital – Vehicle Repairs	$44,000
MV Transportation – Maintenance Support	Rural and Local – Purchased Transportation	$20,000
Marin Airporter – Vaccination Compensation	Local – Purchased Transportation	$10,000
Marin Airporter – Driver Barriers	Capital – Vehicle Repairs	$8,000
Total FY2021 Expenditures		**$188,000**

*An additional $210,000 will be included in the FY 2021/22 for cleaning expenses and additional maintenance support

Questions

Robert Betts

Director of Operations & Planning

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March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: 2020/21 Youth Pass Distribution Update

Dear Board Members:

RECOMMENDATION: Information only.

SUMMARY: At your November 2, 2021 meeting, staff presented an analysis of 2019/20 Measure AA Funded School Programs Managed By Marin Transit. Your Board requested that staff provide a concise description of Marin Transit's market coverage of the Youth Transit Pass Program and an update on Youth Pass usage during the 2020/21 academic year. This letter provides an overview of the Youth Pass program, intended market, and the coverage within Marin County.

BACKGROUND: Marin Transit offers an annual Youth Transit Pass at a cost of $325 that is distributed through participating Marin County schools. With a Youth Pass, registered Marin County students and youth ages 18 and under can ride on local bus routes in Marin without paying any additional fare. The pass is not valid for travel on Golden Gate Transit regional or commute routes. Students whose families are income-qualified receive the pass for free. In 2019/20, 92 percent of the Youth Passes were distributed to income qualified students.

The Youth Pass is intended for students traveling to/from school, work, or other activities while independently navigating the local transit system. Youth who ride independently on public transit are more likely students who attend high school and some are in middle school.

Marin Transit's primary points of contact are the assigned Youth Pass Coordinators at each school. Working with the Youth Pass Coordinators, Marin Transit has distributed Youth Passes at 21 out of 26 middle and high schools in Marin County. With 81% of these schools participating in the Youth Pass program, there are limited opportunities to expand this market. Most of the schools that do not have a Youth Pass Coordinator (and therefore do not distribute passes), have limited or no public transit service nearby or are served by a yellow bus program.

Marin Transit also has relationships with Youth Pass Coordinators at select elementary schools where there is public transit service nearby

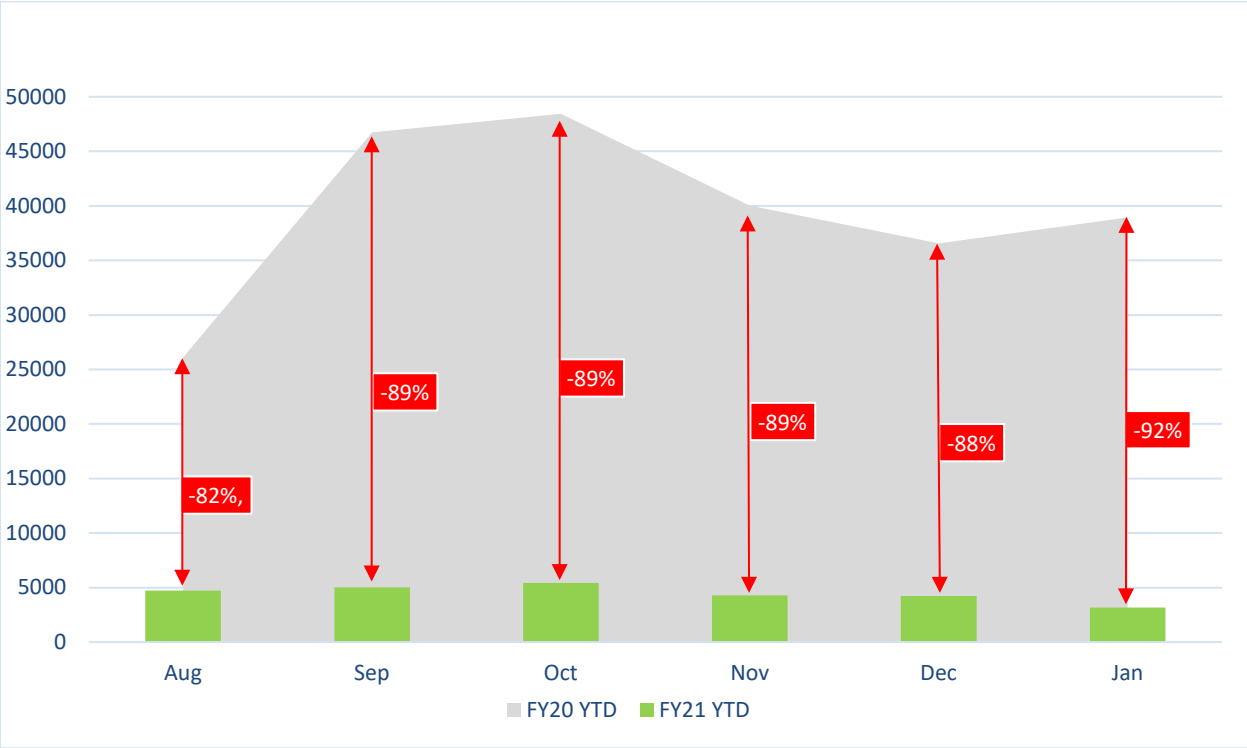
and families are interested in applying for the free pass. 21 of 76 elementary schools in the County have Youth Pass Coordinators.

Attachment 1 lists each school in the county and identifies those with school transportation coordinators and those served by yellow bus or Marin Transit fixed route and supplemental service. Staff will review the list prior to the 2021/22 academic year and work to identify any additional opportunities to cultivate Youth Pass Coordinator relationships at schools that could benefit from the program.

Marin Transit offers a student pass program with the College of Marin. Their students pay a transportation registration fee and receive unlimited access to all local bus service in Marin County. This program is available to full- and part-time students.

Due to the COVID-19 pandemic, many Marin County public schools remain closed to in-person learning. This has resulted in historically low ridership for Youth Pass holders. Marin Transit has instructed bus operators to continue to honor the 2019/20 Annual Youth Pass as well as the 2020/21 Temporary Youth Pass distributed to participating schools in August. The below chart reflects current ridership trends compared to the previous year.

Graph 1: FY 2020/21 Youth Pass Ridership Trends Compared to FY 2019/20



FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Christopher Whitlock

Operations Analyst

Attachment: Marin County Transit Services and Youth Pass Coordinator Relationships Table

Attachment 1: Marin County Transit Services and Youth Pass Coordinator Relationships Table

School	District	Public v. Private	Rural v. Urban	Youth Coordinator	Yellow Bus	Marin Transit Fixed Route & Supplemental Service	Type	Low Grade	High Grade
Marin Academy		Private	Urban	Y	X	22, 23, 68	High	9	12
Marin Catholic		Private	Urban	Y		29, 228	High	9	12
The Branson School		Private	Urban	Y	X	22	High	9	12
San Andreas High (Continuation)	Tamalpais Union High	Public	Urban	Y		113, 119	High	10	12
Madrone High Continuation	San Rafael City High	Public	Urban	Y		23, 23X, 29, 35, 36	High	9	12
Marin Oaks High	Novato Unified	Public	Urban	Y			High	9	12
Novato High	Novato Unified	Public	Urban	Y		49, 151, 251	High	9	12
Redwood High	Tamalpais Union High	Public	Urban	Y		113, 119	High	9	12
San Marin High	Novato Unified	Public	Urban	Y		151, 154, 251	High	9	12
San Rafael High	San Rafael City High	Public	Urban	Y		23, 23X, 29, 35, 36	High	9	12
Sir Francis Drake High	Tamalpais Union High	Public	Urban	Y		23, 23X, 68, 125, 228	High	9	12
Tamalpais High	Tamalpais Union High	Public	Urban	Y	X	17, 61, 117	High	9	12
Terra Linda High	San Rafael City High	Public	Urban	Y		139, 145	High	9	12
Tamiscal High (Alternative)	Tamalpais Union High	Public	Urban	Y		113, 119	High	9	12
San Domenico High School		Private	Urban	N	X		High	9	12
The Marin School		Private	Urban	N	X	233	High	8	12
Tomales High	Shoreline Unified	Public	Rural	N			High	9	12
14 out of 17 High Schools in Marin County have a designated Youth Transit Pass Coordinator									
Del Mar Middle	Reed Union Elementary	Public	Urban	Y	X	119, 219	Middle	6	8
Hall Middle	Larkspur-Corte Madera	Public	Urban	Y		115	Middle	6	8
James B. Davidson Middle	San Rafael City Elementary	Public	Urban	Y	X	23, 23X, 29, 35, 36	Middle	6	8
Mill Valley Middle	Mill Valley Elementary	Public	Urban	Y		17, 61, 117	Middle	6	8
San Jose Intermediate	Novato Unified	Public	Urban	Y		151, 251, 257	Middle	6	8
Sinaloa Middle	Novato Unified	Public	Urban	Y		154	Middle	6	8
White Hill Middle	Ross Valley Elementary	Public	Urban	Y	X	23, 23X, 68, 228	Middle	6	8
Miller Creek Middle	Miller Creek Elementary	Public	Urban	N	X	139, 257	Middle	6	8
Adaline E. Kent Middle	Kentfield Elementary	Public	Urban	N			Middle	5	8
7 out of 9 Middle Schools in Marin County have a designated Youth Transit Pass Coordinator									
Marin Horizon School		Private	Urban	Y	X		Elementary	K	8
Bahia Vista Elementary	San Rafael City Elementary	Public	Urban	Y	X	23, 35, 36	Elementary	K	5
Bayside Martin Luther King Jr. Academy	Sausalito Marin City	Public	Urban	Y		17, 22, 71X, 117	Elementary	K	8
Brookside Elementary	Ross Valley Elementary	Public	Urban	Y			Elementary	K	5
Hamilton Meadow Park	Novato Unified	Public	Urban	Y		49, 151, 251, 257	Elementary	K	8

School	District	Public v. Private	Rural v. Urban	Youth Coordinator	Yellow Bus	Marin Transit Fixed Route & Supplemental Service	Type	Low Grade	High Grade
Hidden Valley Elementary	Ross Valley Elementary	Public	Urban	Y	X		Elementary	K	5
Lagunitas Elementary	Lagunitas Elementary	Public	Rural	Y		68, 125	Elementary	K	8
Laurel Dell Elementary	San Rafael City Elementary	Public	Urban	Y	X		Elementary	K	5
Loma Verde Elementary	Novato Unified	Public	Urban	Y			Elementary	K	5
Lu Sutton Elementary	Novato Unified	Public	Urban	Y			Elementary	K	5
Lynwood Elementary	Novato Unified	Public	Urban	Y		49, 151, 251	Elementary	K	5
Manor Elementary	Ross Valley Elementary	Public	Urban	Y		23, 23X, 68, 228	Elementary	K	5
Neil Cummins Elementary	Larkspur-Corte Madera	Public	Urban	Y		22, 117	Elementary	K	5
Olive Elementary	Novato Unified	Public	Urban	Y			Elementary	K	5
Pleasant Valley Elementary	Novato Unified	Public	Urban	Y			Elementary	K	5
Rancho Elementary	Novato Unified	Public	Urban	Y			Elementary	K	5
San Ramon Elementary	Novato Unified	Public	Urban	Y		154, 251	Elementary	K	5
Sun Valley Elementary	San Rafael City Elementary	Public	Urban	Y	X		Elementary	K	5
Venetia Valley K-8	San Rafael City Elementary	Public	Urban	Y	X	233	Elementary	K	8
Wade Thomas Elementary	Ross Valley Elementary	Public	Urban	Y		22, 228	Elementary	K	5
Willow Creek Academy Charter	Sausalito Marin City	Public	Urban	Y		117	Elementary	K	8
Lycee Francais de San Francisco (Sausalito)		Private	Urban	N	X	17, 171	Elementary	K	5
Marin Country Day School		Private	Urban	N	X	22	Elementary	K	8
Marin Montessori School		Private	Urban	N	X		Elementary	K	9
Marin Primary and Middle School		Private	Urban	N			Elementary	K	8
St. Patrick School		Private	Urban	N		22	Elementary	K	8
Mount Tamalpais School		Private	Urban	N	X		Elementary	K	8
North Bridge Academy		Private	Urban	N			Elementary	3	8
Olivet Academy		Private	Urban	N			Elementary	K	10
Terra Marin School		Private	Urban	N			Elementary	K	8
The Helix School		Private	Urban	N			Elementary	2	12
GATE Academy		Private	Urban	N			Elementary	K	8
Marin Waldorf School		Private	Urban	N			Elementary	K	8
Mark Day School		Private	Urban	N	X		Elementary	K	8
Montessori de Terra Linda		Private	Urban	N		245	Elementary	K	6
Saint Isabella School		Private	Urban	N		245	Elementary	K	8
Good Shepherd Lutheran School		Private	Urban	N		49	Elementary	K	8
Marin Christian Academy		Private	Urban	N		49, 251	Elementary	K	8
Our Lady of Loretto		Private	Urban	N		251	Elementary	K	8

School	District	Public v. Private	Rural v. Urban	Youth Coordinator	Yellow Bus	Marin Transit Fixed Route & Supplemental Service	Type	Low Grade	High Grade
Saint Hilary Elementary		Private	Urban	N			Elementary	K	8
Chronos Academy		Private	Urban	N		23, 23x, 68, 228	Elementary	4	8
Irene M. Hunt School / Side by Side		Private	Urban	N			Elementary	1	12
San Domenico Primary / Middle		Private	Urban	N	X		Elementary	K	8
St. Anselm School		Private	Urban	N		22, 228	Elementary	K	8
Brandeis Hillel Day School		Private	Urban	N		233	Elementary	K	8
Caulbridge School		Private	Urban	N			Elementary	K	8
Saint Raphael Elementary		Private	Urban	N		22, 23, 68	Elementary	K	8
The New Village School		Private	Urban	N			Elementary	K	12
Women Helping All People Scholastic Academy		Private	Urban	N			Elementary	2	8
Anthony G. Bacich Elementary	Kentfield Elementary	Public	Urban	N			Elementary	K	4
Bel Aire Elementary	Reed Union Elementary	Public	Urban	N			Elementary	3	5
Bodega Bay Elementary	Shoreline Unified	Public	Rural	N			Elementary	P	5
Bolinas-Stinson Elementary	Bolinas-Stinson Union	Public	Rural	N			Elementary	K	8
Coleman Elementary	San Rafael City Elementary	Public	Urban	N		233, 257	Elementary	K	5
Cove	Larkspur-Corte Madera	Public	Urban	N	X		Elementary	K	5
Edna Maguire Elementary	Mill Valley Elementary	Public	Urban	N			Elementary	K	5
Glenwood Elementary	San Rafael City Elementary	Public	Urban	N	X		Elementary	K	5
Inverness Elementary	Shoreline Unified	Public	Rural	N			Elementary	K	1
Laguna Elementary	Laguna Joint Elementary	Public	Rural	N			Elementary	K	6
Lincoln Union Elementary	Lincoln Elementary	Public	Rural	N			Elementary	K	6
Lucas Valley Elementary	Miller Creek Elementary	Public	Urban	N	X	139	Elementary	K	5
Mary E. Silveira Elementary	Miller Creek Elementary	Public	Urban	N	X		Elementary	K	5
Nicasio	Nicasio	Public	Rural	N			Elementary	K	8
Novato Charter	Novato Unified	Public	Urban	N			Elementary	K	8
Old Mill Elementary	Mill Valley Elementary	Public	Urban	N			Elementary	K	5
Park Elementary	Mill Valley Elementary	Public	Urban	N		17, 117	Elementary	P	5
Reed Elementary	Reed Union Elementary	Public	Urban	N	X	119, 219	Elementary	K	2
Ross Elementary	Ross Elementary	Public	Urban	N			Elementary	K	8
Ross Valley Charter	SBE - Ross Valley Elementary	Public	Urban	N			Elementary	K	5
San Geronimo Valley Elementary	Lagunitas Elementary	Public	Rural	N			Elementary	K	6
San Pedro Elementary	San Rafael City Elementary	Public	Urban	N			Elementary	K	5
Strawberry Point Elementary	Mill Valley Elementary	Public	Urban	N		119, 219	Elementary	K	5
Tamalpais Valley Elementary	Mill Valley Elementary	Public	Urban	N			Elementary	K	5

School	District	Public v. Private	Rural v. Urban	Youth Coordinator	Yellow Bus	Marin Transit Fixed Route & Supplemental Service	Type	Low Grade	High Grade
Tomales Elementary	Shoreline Unified	Public	Rural	N			Elementary	K	8
Vallecito Elementary	Miller Creek Elementary	Public	Urban	N	X	139, 145, 245, 257	Elementary	K	5
West Marin Elementary	Shoreline Unified	Public	Rural	N			Elementary	2	8
21 out of 76 Elementary Schools in Marin County have a designated Youth Transit Pass Coordinator									
Timothy Murphy		Private	Urban	Y			K-12	2	12
Nova Education Center	Novato Unified	Public	Urban	Y			Alternative Schools of Choice	K	12
Phoenix Academy	Marin County Office of Education	Public	Urban	Y		233	County Community	7	12
North Bay Christian Academy		Private	Urban	N			K-12	9	12
Oak Hill School		Private	Urban	N			K-12	1	12
Star Academy		Private	Urban	N			K-12	2	12
Fusion Academy		Private	Urban	N			K-12	6	12
Winston Preparatory School		Private	Urban	N			K-12	4	12
Marin's Community	Marin County Office of Education	Public	Urban	N			County Community	7	12
Marin County Special Education	Marin County Office of Education	Public	Urban	N			Special Education Schools (Public)	P	12
3 out of 10 Other Schools in Marin County have a designated Youth Transit Pass Coordinator									

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March 1, 2021

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Marin Transit Social Justice and Racial Equity Statement

Dear Board Members:

RECOMMENDATION: Adopt Marin Transit Social Justice and Racial Equity Statement.

SUMMARY: Staff requests that your Board approve Marin Transit Social Justice and Racial Equity Statement to establish a baseline for the District to advance institutional and structural changes to achieve social justice and racial equity.

Marin Transit is committed to ensuring all citizens are granted equal access to transportation, and no person is excluded from participation, denied the benefits, or discriminated against under its programs based on race, color, creed, national origin, sex or age. The District's Title VI Civil Rights Program:

- Ensures that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promotes full and fair participation in public transportation decision-making without regard to race, color, or national origin; and
- Ensures meaningful access to transit-related programs and activities by persons with limited English proficiency.

To further expand the equity lens in planning, developing, and evaluating policies, programs, and services, staff began a focused effort to establish additional policy and structural initiatives towards achieving equity above and beyond those in the Title VI program.

Staff envisions the Equity Statement as an important component of the District's commitment to developing a culture that encourages diversity, inclusion, and equity for staff, riders, and community partners. The proposed Equity Statement identifies five key principles as a multi-layer framework that will inform strategic plans and processes. The Statement will also guide the District's Short Range Transit Plan and adopted system-wide standards and policies.

Marin Transit staff developed the proposed Equity Statement through a collaborative process consisting of several internal workshops and

equity-focused discussions. Staff has also been drafting a work plan to include racial equity and social justice planning across all facets of the agency.

The Equity Statement will be a living document that will continue to evolve and will be updated every two years in conjunction with the Short Range Transit Plan. The draft Work Plan will also continue to be refined and modified to address each of the elements in the Equity Statement.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Nancy Whelan
General Manager

Attachments: Marin County Transit District Equity Statement
Draft Social Justice and Racial Equity Work Plan

Marin County Transit District Equity Statement

Marin Transit is committed to furthering mobility in Marin County by developing a culture for staff, riders, and community partners that encourages diversity, inclusion, and equity. The following principles will guide staff and will be reviewed every two years in conjunction with the Short Range Transit Plan for adaptation.

Principle	Description
Inclusive	Will be inclusive of diversity in all its forms including race, religion, age, sex, gender, sexual orientation, ability, socio-economic status, and culture to acknowledge all lived experiences. Ensure access for all through equitable fare policies and diverse public transportation services.
Engaged	Develop robust public engagement strategies and long-term partnerships with community organizations and riders to elevate the voice of the customer in all decision making processes.
Measurable	Establish and use equity metrics in service and program development and to evaluate program performance.
Integrated	Apply this commitment to equity across all aspects of the agency's policies and procedures, including employment practices, procurement, and contracting that defines standards to further Marin Transit’s diversity principles and plans.
Valued	Recognize and compensate individuals and organizations for their contributions to Marin Transit. This includes rider participation in agency initiatives as well as operators and staff that possess language and cultural competency skills to improve the rider experience.

Social Justice and Racial Equity Planning

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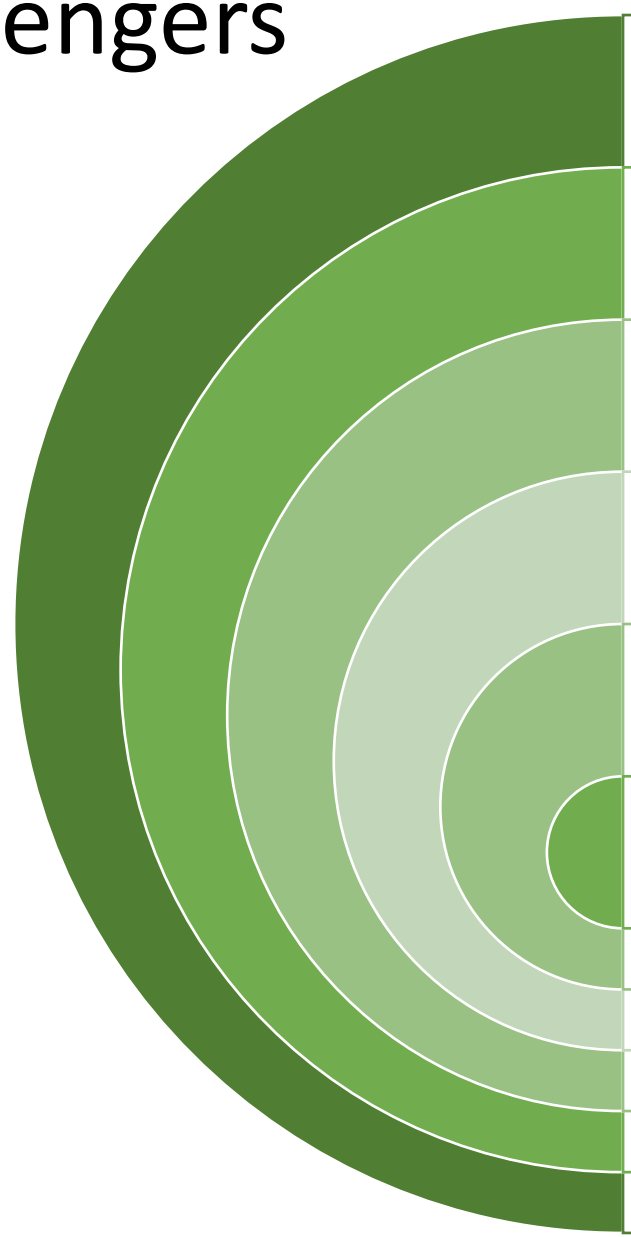
Passengers



Marketing	• Communicate • Engage
Signage	• Educate • Accessible • Legible
Fares	• Equitable • Available
Safety	• Dignity • Security
Service	• Frequent • Fast
Rider Feedback	• Customer Service • Advisory Groups/Committees

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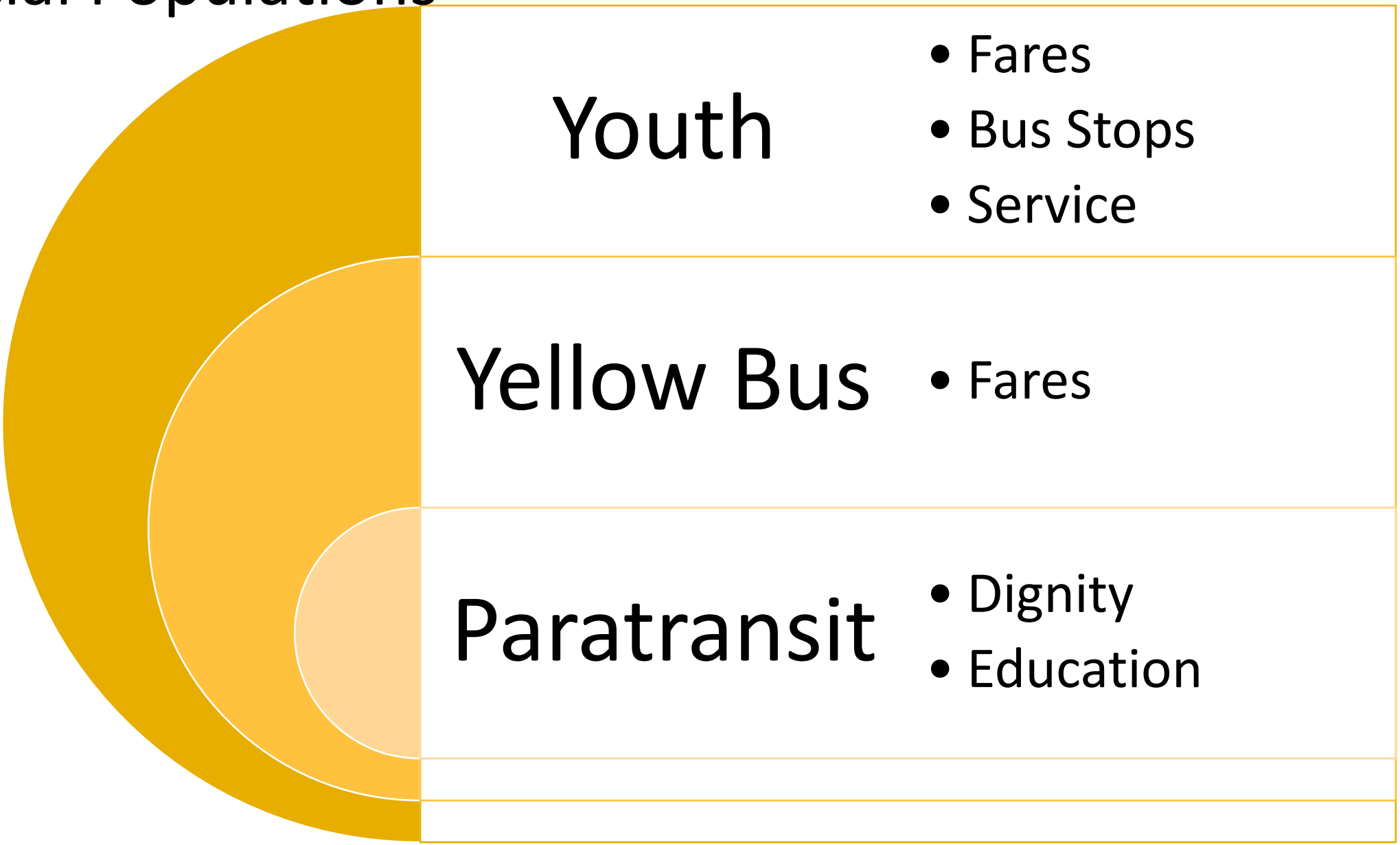
Special Populations



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Infrastructure

Bus Stops	• Locations • Amenities • Accessibility
San Rafael Transit Center	• Location
Corridor Improvements	• Speed • Prioritization

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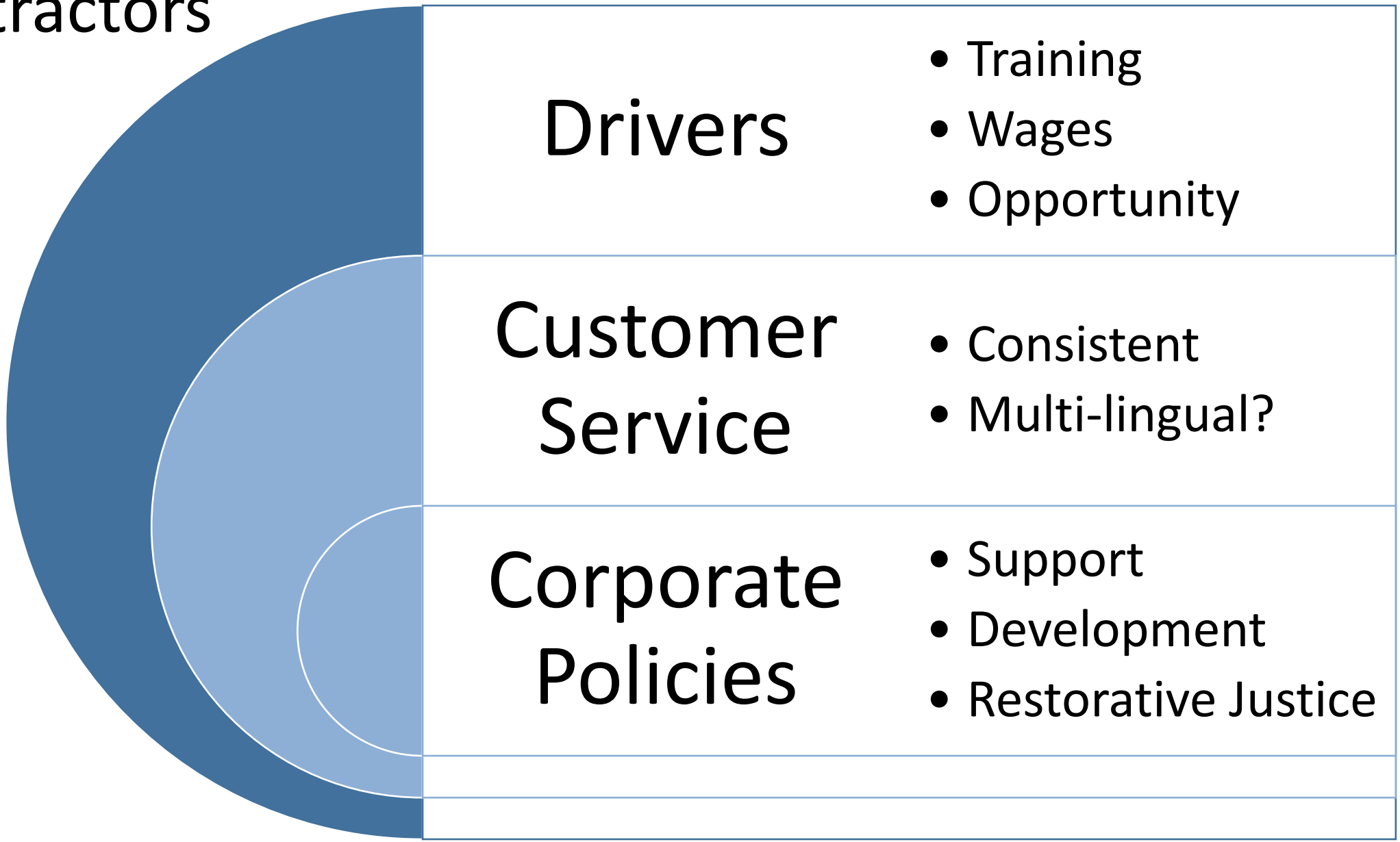
Contractors



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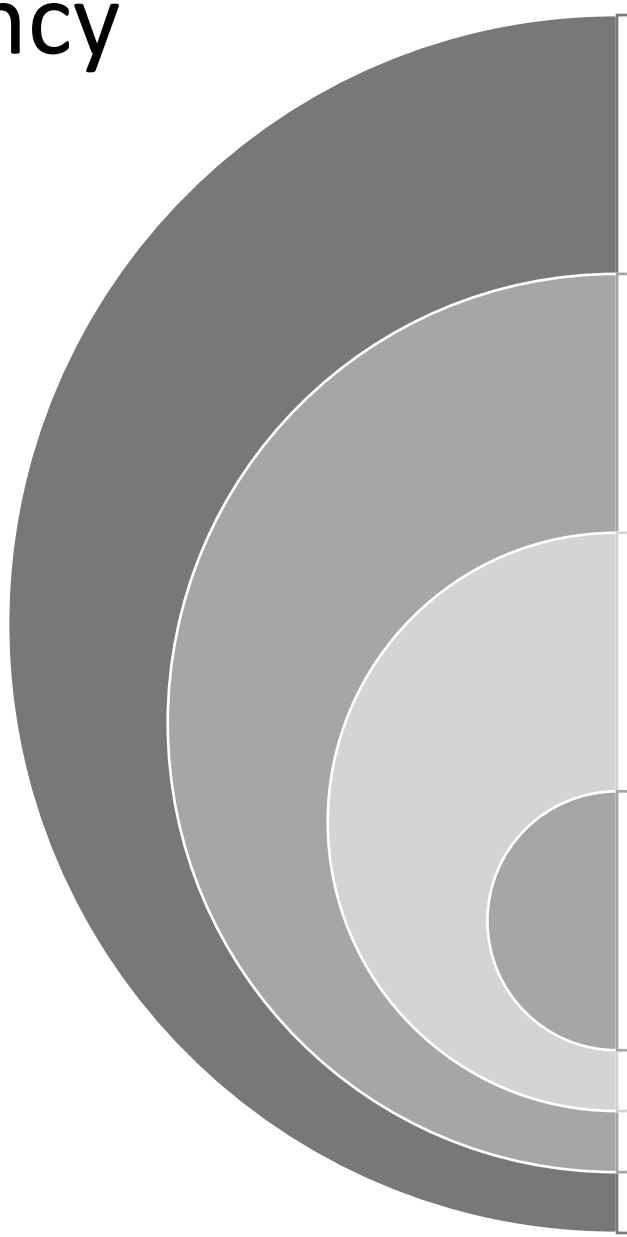
Agency



Planning	• Inclusive • Promotes well-being
Staff/HR	• Hiring Practices • Corporate Culture
Contractor Support / Compliance	• Contract requirements
Actions/Approval	• Incorporation into formal/informal decisions (updated Board letter template?) • SRTP/Budget?

DRAFT