



## **MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS**

Join on Zoom: <https://www.zoom.us/j/87972683373>

Webinar ID: 879 7268 3373

Monday, June 7, 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>

**Webinar ID:** 879 7268 3373

**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.**

**June 7, 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](mailto: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, June 7, 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, June 7, 2021

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

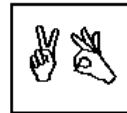
1. Open Time for Public Expression (limited to three minutes per speaker on items not on the Transit District's agenda)
2. Board of Directors' Matters
3. General Manager's Report
  - a. General Manager's Oral Report
  - b. Monthly Monitoring Report: March 2021
  - c. Healthy Transit Plan Monthly Metrics Report
4. Consent Calendar
  - a. Minutes for May 3, 2021 Board Meeting
  - b. Marin County Transit District Third Quarter FY 2020/21 Financial Report
  - c. Marin County Transit District Third Quarter FY 2020/21 Performance Report
  - d. Metropolitan Transportation Commission Resolution for Transportation Development Act and State Transit Assistance Funds FY 2021/22
  - e. Authorizing Resolution and Project List for California's State of Good Repair Program
  - f. Resolution 2021-09 Low Carbon Transit Operations Program
  - g. COVID-19 Recovery Plans and American Rescue Plan Act Funding
  - h. Second Amendment to Agreement with West Marin Senior Services for Services to Support Marin Access Programs in West Marin for an amount not to exceed \$16,400
5. Marin County Transit District Final Operating and Capital Budget for FY 2021/22

**Recommended Action: Approve.**

**Recommended Action: Adopt FY 2021/22 budget.**

6. Purchase Agreement with Gillig, LLC for Four Chargepoint Electric Bus Chargers and Status Report on 600 Rush Landing Electrification  
**Recommended Action: Authorize General Manager to complete the purchase of four Chargepoint Battery Electric Bus Chargers from Gillig, LLC.**

## **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.**

En caso de interrupción de Zoom, marque al 515-604-9094. ID de Reunión 142-334-233



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June 7, 2021

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

**SUBJECT: General Manager Report – Monthly Report: March 2021**

Dear Board Members:

**board of directors**

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

**RECOMMENDATION:** This is a recurring information item.

**SUMMARY:** The attached monthly report provides an overview of Marin Transit operations for the monthly period ending March 31, 2021. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall systemwide ridership in March 2021 decreased by 24 percent compared to March 2020. This is a 53 percent decrease from March 2019, pre-COVID, and a 19 percent increase from February 2021.

Compared to March 2020, ridership on fixed-route services declined by 20 percent, and represents a 50 percent decline compared to March 2019. Ridership on Marin Access services decreased by 46 percent compared to March 2020 and 69 percent compared to March 2019. No yellow bus services operated due to school closures throughout the month. March 2021 was the thirteenth month of ridership affected by the ongoing COVID-19 global pandemic.

Additional detailed analyses of system performance and trends are provided in separate quarterly and annual reports, 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 Whelan  
General Manager

Attachments

# Monthly Customer Feedback Report

March 2021

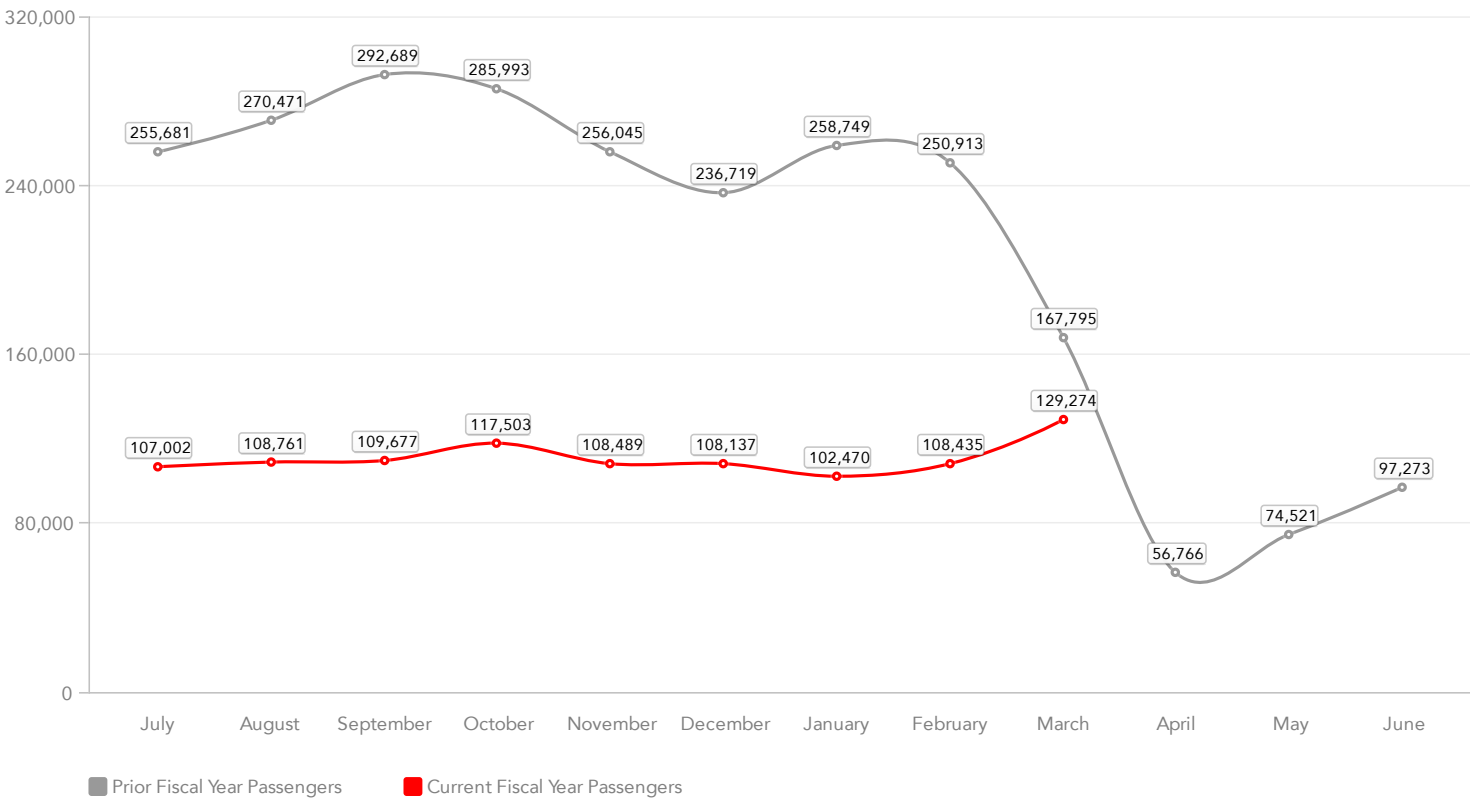


| Month: March 2021                  |                   |                     |                         |                           |                 |                     |            |         |
|------------------------------------|-------------------|---------------------|-------------------------|---------------------------|-----------------|---------------------|------------|---------|
| Category                           | Program           |                     |                         |                           |                 |                     |            | Total   |
|                                    | Fixed-Route Local | Fixed-Route Shuttle | Stagecoach & Muir Woods | Supplemental & Yellow Bus | Demand Response | Mobility Management | Systemwide |         |
| Commendation                       | 1                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 1       |
|                                    |                   |                     |                         |                           |                 |                     |            |         |
| Service Delivery Complaint         | 9                 | 10                  | 6                       | 4                         | 0               | 0                   | 0          | 29      |
| Accessibility                      | 1                 | 0                   | 0                       | 1                         | 0               | 0                   | 0          | 2       |
| Driver Conduct Complaint           | 1                 | 2                   | 2                       | 1                         | 0               | 0                   | 0          | 6       |
| Driving Complaint                  | 4                 | 1                   | 0                       | 1                         | 0               | 0                   | 0          | 6       |
| 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                          | 1                 | 1                   | 0                       | 0                         | 0               | 0                   | 0          | 2       |
| Missed Connection                  | 0                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 0       |
| Missed Trip                        | 0                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 0       |
| No-Show                            | 0                 | 1                   | 0                       | 0                         | 0               | 0                   | 0          | 1       |
| Off-Route                          | 0                 | 1                   | 1                       | 1                         | 0               | 0                   | 0          | 3       |
| Pass-Up Complaint                  | 2                 | 4                   | 3                       | 0                         | 0               | 0                   | 0          | 9       |
|                                    |                   |                     |                         |                           |                 |                     |            |         |
| Service Structure Complaint        | 2                 | 0                   | 0                       | 1                         | 0               | 1                   | 0          | 4       |
| Bus Stop Improvement Request       | 1                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 1       |
| Fares                              | 0                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 0       |
| Other Complaint                    | 1                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 1       |
| Scheduling Complaint               | 0                 | 0                   | 0                       | 1                         | 0               | 1                   | 0          | 2       |
| Service Improvement Suggestion     | 0                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 0       |
|                                    |                   |                     |                         |                           |                 |                     |            |         |
| Safety Complaint                   | 0                 | 0                   | 0                       | 0                         | 0               | 0                   | 0          | 0       |
|                                    |                   |                     |                         |                           |                 |                     |            |         |
| Total Service Hours                | 9,316             | 3,568               | 1,310                   | 2,428                     | 2,409           | -                   | 19,031     | 19,031  |
| Commendations per 1,000 Hours      | 0.1               | 0.0                 | 0.0                     | 0.0                       | 0.0             | -                   | 0.0        | 0.1     |
| Complaints per 1,000 Hours         | 1.2               | 2.8                 | 4.6                     | 2.1                       | 0.0             | -                   | 0.0        | 1.7     |
|                                    |                   |                     |                         |                           |                 |                     |            |         |
| Total Passengers                   | 91,112            | 15,610              | 4,557                   | 17,995                    | 3,540           | 975                 | 133,789    | 133,789 |
| 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               | 0.6                 | 1.3                     | 0.3                       | 0.0             | 1.0                 | 0.0        | 0.2     |

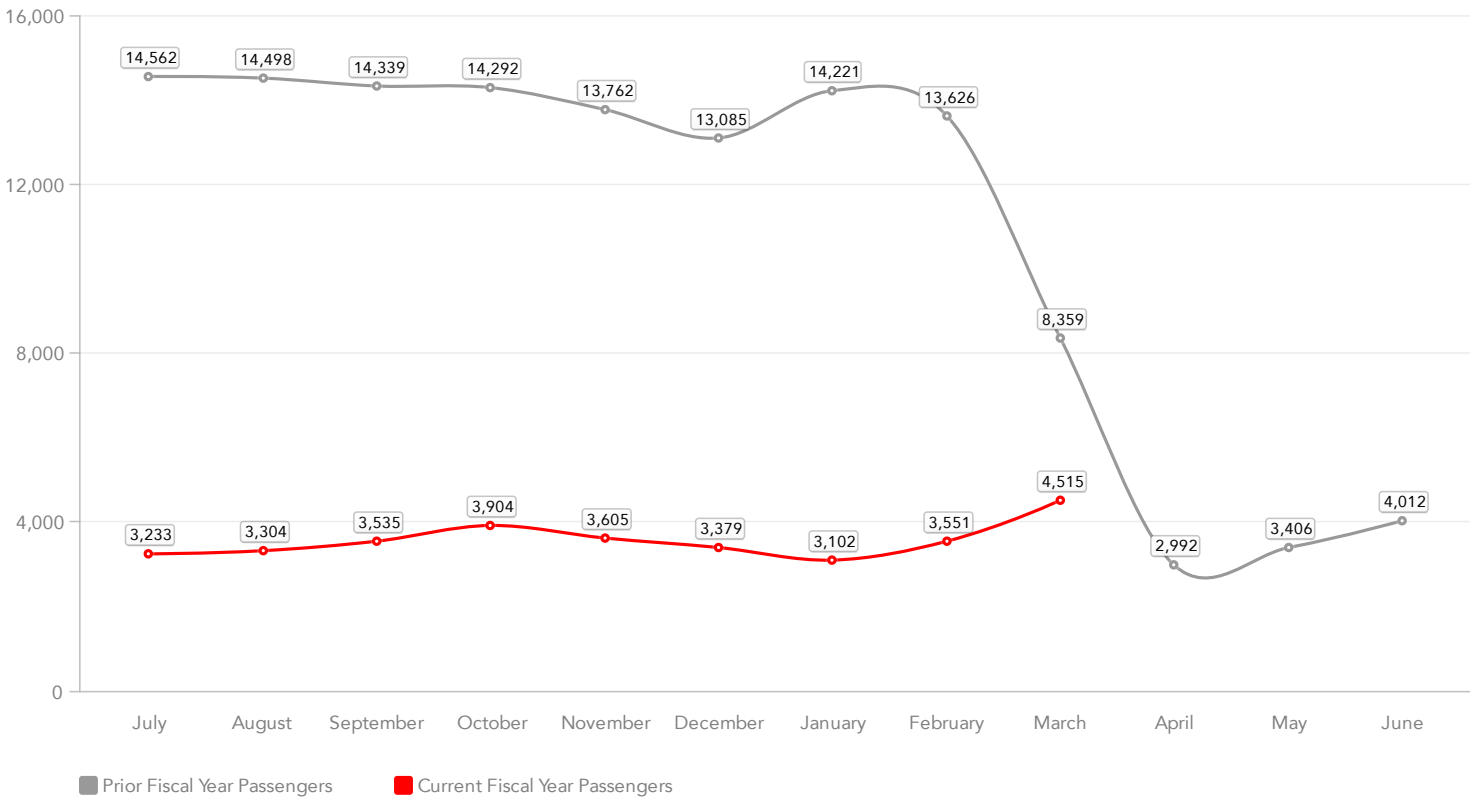
FISCAL YEAR  
2021

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

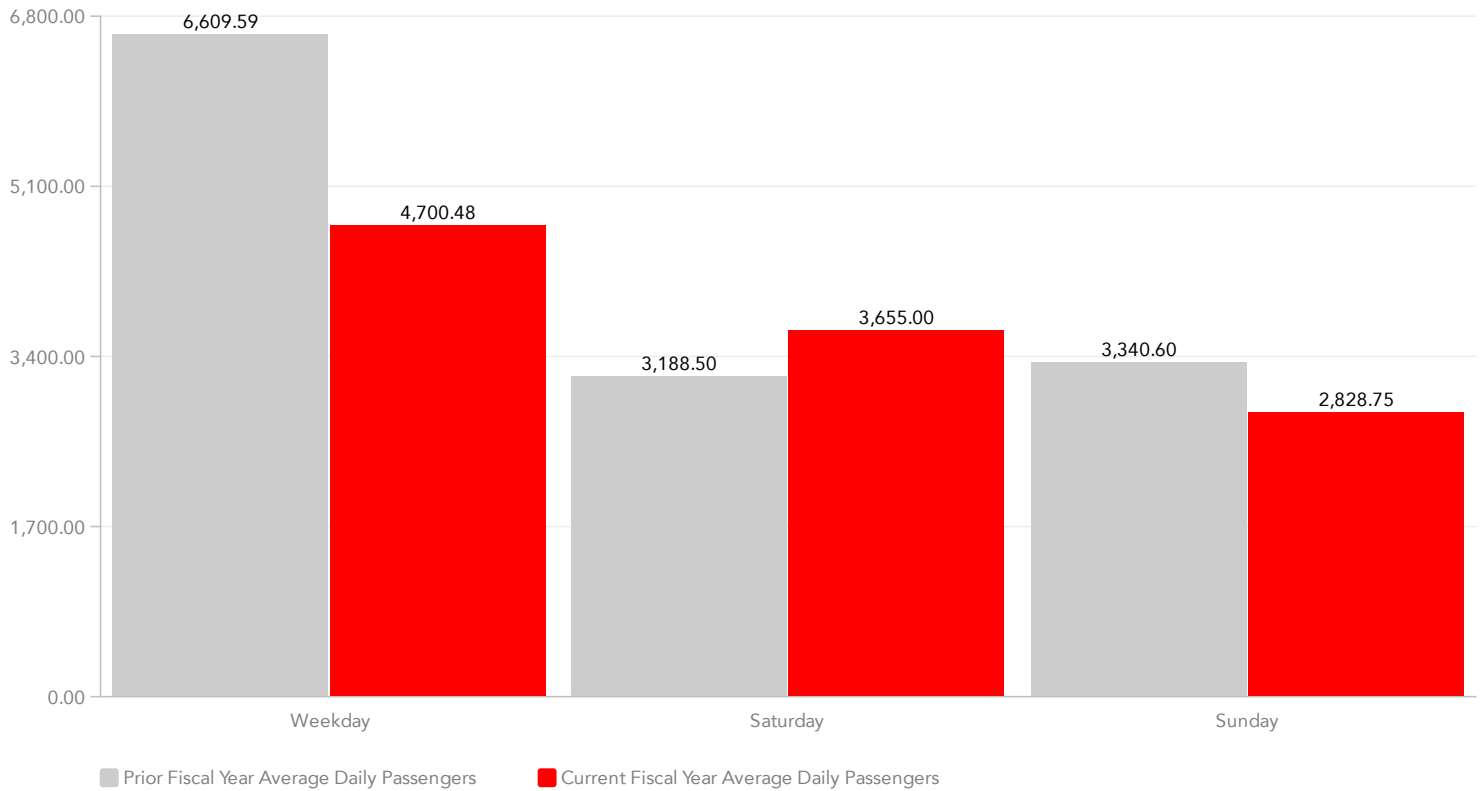


## Monthly Statistics

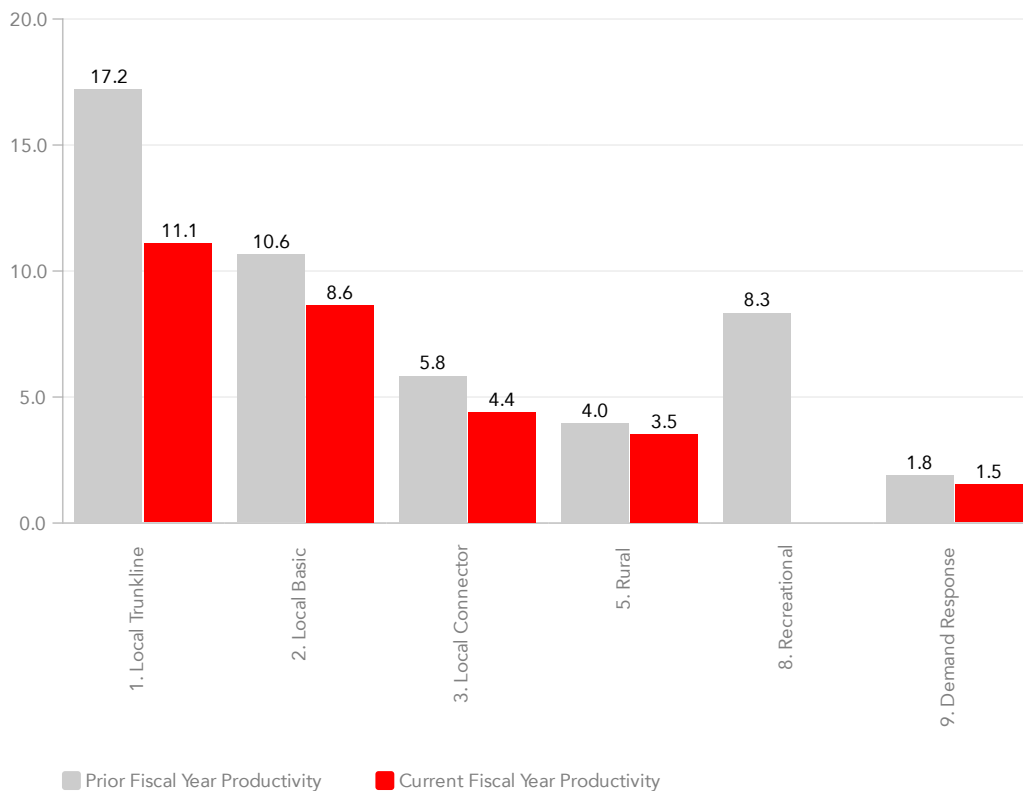
MONTH

March

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



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June 7, 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:

### **board of directors**

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

**RECOMMENDATION:** This is a recurring information item.

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

The data collection period for this report is April 10, 2021 – May 9, 2021.

**Table 1: Healthy Transit Plan Metrics Report**

|                        |   |      |
|------------------------|---|------|
| <b>Customer Facing</b> | % Properly Wearing Face Coverings           | 100% |
|                        | % Vehicle Capacity for Safe Distancing      | 99%  |
| <b>Employee Facing</b> | % Properly Wearing Face Coverings           | 99%  |
|                        | % 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, this report summarizes pass-up activity through the end of the reporting period. Pass-ups are defined as those instances when a bus operator must leave a passenger at the curb because the bus is already at capacity. To comply with public health guidance, Marin Transit reduced capacity on large buses to nine passengers and four passengers on small buses. 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, 2020. More passengers returned to the system as the County of Marin began to reopen after the Regional Stay-Home Order was lifted



on January 25, 2021. After an initial decline, pass-up activity increased during the reporting period as the county remained in the orange tier.

### Weekly Pass-up Activity Trends

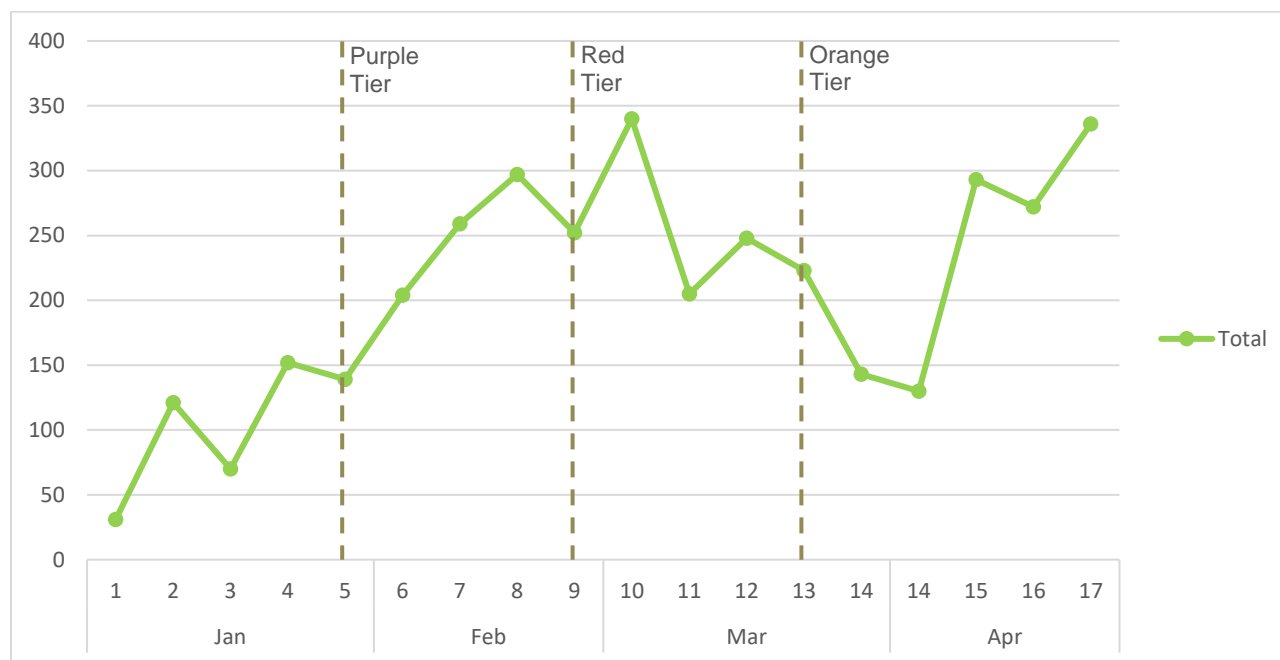


Table 2 summarizes complaints related to compliance with COVID-19 mitigation policies. Complaints may include issues pertaining to pass-ups, overcrowding, properly worn face mask covering (driver or passenger), and vehicle cleanliness.

**Table 2: Summary of COVID-19 Related Complaints**

| Date      | Route | Complaint |
|-----------|-------|-----------|
| 4/14/2021 | 68    | Pass-up   |
| 4/26/2021 | 68    | Pass-up   |

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 E. Whelan*

Nancy Whelan  
General Manager

## **REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS**

**Held Monday, May 3, 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, Director Colbert

**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 10:02 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](#)

Director Connolly shared an anecdote about a father and son observing the transit system at San Rafael Transit Center on a Friday night.

3. [General Manager's Report](#)

**a.** [General Manager's Oral Report](#)

**b.** [Monthly Monitoring Report: February 2021](#)

**c.** [Healthy Transit Plan Monthly Metrics Report](#)

General Manager Nancy Whelan reported on the District's participation in the Free Transit to Vaccination Sites campaign in collaboration with Golden Gate Transit (GGT) and Sonoma Marin Area Rapid Transit (SMART). Since inception there have been more than 1,600 free rides on Marin Transit.

Effective Sunday, June 13<sup>th</sup>, there will be additional service changes to address changes in operating conditions and ridership demand. The service changes were prepared in close coordination with GGT to ensure current service levels are maintained for local trips in Marin County, especially in areas along the Highway 101 corridor. Marin Transit has increase service hours nearly ten percent over what the District would have operated before COVID to address overcrowding and pass ups on the most heavily traveled routes. This net increase of hours is in addition to service hours reallocated

from suspended Muir Woods Shuttle and school services. Staff will continue to closely monitor pass-up activity as capacity restrictions relax and schools close for the summer.

Staff are working with the National Park Service (NPS) to prepare for a limited return of a weekend and holiday-only service on the Muir Woods Shuttle starting as early as in mid-June.

Overall ridership in February 2021 decreased by 57.7 percent compared to February 2020. Ridership on fixed-route services decreased by 55.1 percent. Ridership on Marin Access services decreased by 73.9 percent. There were no yellow bus services due to school closures throughout the month. February 2021 was the twelfth month of ridership impacted by the ongoing COVID-19 global pandemic.

In accordance with Marin Transit Board of Directors Resolution No. 2020-05, staff collected data on health metrics related to the COVID-19 pandemic. Ms. Whelan presented data collected for the period March 10, 2021 – April 9, 2021.

Vice President Arnold asked about reducing the social distancing requirement on transit once Marin County enters the yellow COVID-19 safety tier. Ms. Whelan replied that the District is working with SMART, GGT, and the Public Health department to increase passenger capacity to 50 percent on transit when three conditions are met: the county remains in the orange safety tier for a month, protective barriers are installed on vehicles, and all transit operators have access to the COVID-19 vaccine.

Director Connolly asked if the upcoming consolidation of Route 171 with Route 71 will continue to offer the same level of coverage. Director of Operations and Planning Robert Betts responded that Routes 71 and 171 serve every bus pad between Novato and Marin City with 30-minute service intervals. Combined with GGT Route 30 and Route 70, Route 71 will ensure 15-minute service intervals seven days a week along Highway 101. The schedule changes are part of ongoing efforts to monitor traffic and ensure buses are on time.

Second Vice President Moulton-Peters commented that Southern Marin has experienced difficulties with signal timing and the county is working with Caltrans to remedy the issue. Ms. Moulton-Peters noted that Southern Marin has had record traffic accessing the beaches and expressed appreciation for the extended service on Route 61 to Sausalito, Mill Valley, and West Marin.

#### 4. [Consent Calendar](#)

- a. [Minutes for April 5, 2021 Board Meeting](#)
- b. [Caltrans Section 5311 Authorizing Resolution](#)

- c. [Fourth Amendment to Agreement with Vivalon for Operation of the Marin Access Travel Navigator Program for an amount not to exceed \\$339,442](#)

**Recommended Action: Approve.**

M/s: Director Moulton-Peters – Director Arnold

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

Noes: None

Absent: None

Abstain: None

5. [Update from Golden Gate Bridge, Highway, and Transportation District on the San Rafael Transit Center Relocation Project](#)

[Staff Report](#)

Director of Operations and Planning Robert Betts presented an overview of how the San Rafael Transit Centre (SRTC) is used by the District, the importance of the facility for local riders, and how the service has evolved.

Adam Dankberg of Kimley-Horn presented on the San Rafael Transit Center Relocation Analysis, Environmental Clearance, Preliminary Designs and Community Outreach Process.

Director Rice asked about impact of the proposed designs on roadway circulation. Mr. Dankberg responded that Kimley-Horn's simulation model analyzed downtown San Rafael area traffic flow and the results showed that both the Whistlestop Block and the Under the Freeway alternative models improved overall circulation by reducing the number of vehicles that circulate the 2<sup>nd</sup> and Hetherton St intersection and by reducing the number of buses that need to circulate through all quadrants of that interchange.

Director Connolly asked how the preliminary designs compare to the current SRTC configuration in terms of the safety of pedestrians and cyclists. Mr. Dankberg replied that shifting the SRTC north of 3<sup>rd</sup> street will improve in safety with all the preliminary designs by avoiding the 3<sup>rd</sup> and Heatherton St intersection. Director Connolly asked how the preliminary designs incorporate the vision of the SRTC as the gateway to Marin. Mr. Dankberg answered that the 4<sup>th</sup> Street and Whistlestop Block Alternatives will emphasize the 4<sup>th</sup> Street corridor and focus improved lighting, paving, and landscaping to support the visual transition of the area.

Director Rodoni asked for background on the development of the Whistlestop Block variant. Mr. Dankberg answered that the Whistlestop Block variant was

developed with the idea of modifying the Whistlestop building to provide greater visibility and a cohesive organization of the bus bays. The Whistlestop Block variant and the proposed modifications to the building will be included in the draft Environmental Impact Report (EIR).

President Colin asked how businesses will be affected by the proposed Whistlestop Block variant. Mr. Dankberg answered that all the preliminary designs will impact properties and business however the proposed Whistlestop Block and Whistlestop Block variant will have the least impact. Ms. Colin asked about the possible benefits of adding micro hubs for local transit users. General Manager of the Golden Gate Bridge, Highway and Transportation District Denis Mulligan answered that while most transit users in Marin County are low income and minorities, they are not all Marin County residents. Mr. Mulligan stated that the SRTC is a regional hub connecting Sonoma, San Francisco and the East Bay and emphasized the importance of providing frequent and reliable service with easy transfers for both local and regional passengers at one location. Ms. Colin requested the data on local and regional ridership. Ms. Colin expressed appreciation for GGTs equity outreach efforts and emphasized the importance of following up on the input received from the outreach efforts. Mr. Mulligan elaborated on the history of equity in transit and commented on the importance of community outreach efforts and how previous community efforts have shaped the alternatives proposed today. Ms. Colin expressed concern on behalf of community members who believe the San Rafael Transit Center Relocation Project (the Project) should be delayed because traffic patterns may continue to change. Mr. Mulligan responded that to delay the Project intentionally when it will likely happen through natural circumstances is not advised. The Project will be built for the next thirty years and it is expected that Marin will continue to import workers and have areas where people do not have access to automobiles. It is vital to keep this Project moving forward and allow the community to shape it through community input. Ms. Colin emphasized the importance of continuing to engage the community to provide input on the Project.

Director Connolly commented on changing traffic patterns and agreed with Mr. Mulligan that to delay the Project intentionally when it will likely happen through natural circumstances is not advised.

Director Rice commented on the importance of having a flexible transit center that can accommodate all future circumstances while providing the most efficient, safe, and pleasant experience for the riders and community.

Director Colbert commented on the Project as an opportunity to continue community involvement and development while creating an enduring gateway into Marin that will continue to evolve with community needs.

President Colin asked for clarification on the agencies involved that approved the Project. Mr. Dankberg noted that GGT is listed as the main agency to approve the Project because they are the lead agency for the California Environmental Quality Act (CEQA). A separate memorandum of understanding and state law fully list the agencies involved in approving the Project. Mr.

Mulligan noted that Marin Transit, the Transportation Authority of Marin (TAM), Golden Gate Transit, the City of San Rafael and SMART all need to agree on the Project to receive Regional Measure 3 (RM3) funding. Ms. Colin asked if the current litigation of RM3 will affect the Project. Mr. Mulligan answered that RM3 was approved by Bay Area voters however there was a court challenge requesting a higher voter threshold. The State Supreme Court is reviewing the case and the outcome could affect the funding.

Director Lucan asked if there are time restrictions that could affect the distribution of the RM3 funds if agencies are unable to reach a consensus on the Project. Mr. Mulligan answered that if the agencies cannot agree on the Project the funds will not be allocated. The goal is that all agencies reach a consensus informed by the public. Time limits are not defined.

Kate Powers requested an English translation of the public meeting that occurred in collaboration with the Canal Alliance discussing the Project. Ms. Powers expressed concern over the potential impacts of the projects being developed and planned concurrently and requested staff review and consider all overlapping projects in different stages of planning going forward.

**Recommended Action: Information only.**

6. [Marin County Transit District Draft Operating and Capital Budget for FY 2021/22](#)

[Staff Report](#)

Director of Finance and Capital Projects Lauren Gradia presented the Marin County Transit District Draft Operating and Capital Budget for FY 2021/22.

Marin Transit's draft budget for July 1, 2021 to June 30, 2022 reflects the priorities and financial projections in the FY2020-2029 Short Range Transit Plan with adjustments to address the COVID-19 pandemic.

Marin Transit's capital expenditure budget is \$13.6 million to fund transit vehicles, bus stop improvements, transit technology projects, and other capital expenses. In FY2021-22 Marin Transit will complete the purchase of four 40ft electric vehicles, two 35ft rural vehicles, and five paratransit vehicles. The District will initiate a mid-life hybrid battery replacement project and a procurement for electric paratransit vehicles. These projects will be primarily funded with Federal Transit Administration Section 5307 funding matched with local and state funds. The draft FY2021/22 budget includes a \$5.7 million expenditure of capital reserves for improvements at the Rush Landing and Kerner facilities and to purchase additional land for vehicle parking.

President Colin expressed appreciation for the quality and depth of the draft operating and capital budget.

Director Rice asked whether the District is on track to transition the entire fleet to zero emissions by 2040. Ms. Gradia replied that the District is ahead of schedule in the transition plan. The District is installing electric vehicle charging infrastructure at Rush Landing, and four 40ft additional electric vehicles will arrive in the Fall. Staff will continue to evaluate vehicle procurements for electric options, including the upcoming paratransit vehicle purchase. Ms. Rice asked whether the District shares data and analyses on electric vehicle performance with other transit agencies. Ms. Gradia replied that transit agencies share this information in regional working groups and at conferences.

**Recommended Action: Review draft FY 2021/22 budget and provide comments.**

[Adjourn](#) President Colin adjourned the meeting at 11:59 A.M.

SINE DIE

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PRESIDENT

ATTEST:

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CLERK



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June 7, 2021

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

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

**board of directors**

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

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 third quarter of Fiscal Year 2020/21.

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.

Third quarter operations and capital expenses and revenues were consistent with the Board-adopted budget (Attachment A).

**Transit Operating Expenses**

FY 2020/21 transit operating expenditures through the third quarter (Attachment A, Page 1) are \$22.3 million, which is 64 percent of the annual budget of \$34.9 million. With these expenditures, Marin Transit delivered 71 percent of budget fixed route service hours and 27 percent of budgeted demand response service hours as identified in Table 1.

**Transit Operating Revenue**

Marin Transit's FY2020/21 operating revenues through the third quarter (Attachment A, Page 1) are \$25.4 million or 74 percent of the annual budget of \$34.3 million.

**Capital Budget**

Through the third quarter, Marin Transit's expenditures in the Capital Budget (Attachment A, Page 1) were \$5.1 million or 35 percent of the \$14.5 million budget. Capital revenues typically tie closely to expenditures as they tend to be on a reimbursement basis. The primary expenditures were for the purchase of vehicles. These included 16



paratransit vehicles, nine shuttle replacements, and four rural XHF transit vehicles. Attachment C includes a complete Capital Report for all major Marin Transit capital projects for the current period.

### Facility Operations Budget

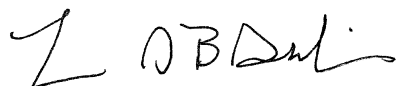
The facility operations expense and revenue tracked closely to the budget and were 66 percent and 73 percent of budget respectively (Attachment A page 1 and page 3).

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

| Service  | Budgeted Annual Revenue Hours | Revised - Budgeted Annual Revenue Hours | YTD thru Q3 Actual Revenue Hours | % of Annual |
|--|-------------------------------|---|----------------------------------|-------------|
| Regular Local and Trunk Line                       | 114,899                       | 112,523                                 | 80,140                           | 71%         |
| Community Shuttle                                  | 43,700                        | 43,700                                  | 31,358                           | 72%         |
| Local and School Supplemental Service <sup>1</sup> | 6,700                         | 23,800                                  | 16,841                           | 71%         |
| Muir Woods Shuttle                                 | 6,500                         | 1,820                                   | 0                                | 0%          |
| West Marin Stagecoach Service                      | 16,400                        | 17,450                                  | 12,174                           | 70%         |
| <i>Fixed Route Subtotal</i>                        | <i>188,199</i>                | <i>199,293</i>                          | <i>140,513</i>                   | <i>71%</i>  |
| Rural Dial A Ride                                  | 400                           | 400                                     | 324                              | 81%         |
| Transit Connect                                    | 8,500                         | 8,500                                   | 5,420                            | 64%         |
| Novato Dial-A-Ride                                 | 2,600                         | 2,600                                   | 623                              | 24%         |
| Local Paratransit Service                          | 60,400                        | 60,400                                  | 13,279                           | 22%         |
| Regional Paratransit Service                       | 7,400                         | 7,400                                   | 1,657                            | 22%         |
| Yellow School Bus Service                          | 6 buses                       | 6 buses                                 | 0                                | -           |
| Service  | Annual Estimated Trips        | Revised Estimated Annual Trips          | YTD thru Q3 Actual Trips         | % of Annual |
| Catch A Ride                                       | 14,300                        | 14,300                                  | 3,233                            | 23%         |
| Volunteer Driver                                   | 14,000                        | 14,000                                  | 3,793                            | 27%         |
| Note: 1) Includes College of Marin service         |                               |   |                                  |             |

**FISCAL/STAFFING IMPACT:** None associated with this report.

Respectfully submitted,



Lauren Gradia

Director of Finance and Capital Projects  
 Attachment A: FY2020/21 Third Quarter Financial Report  
 Attachment B: FY2020/21 Budget Amendments  
 Attachment C: Capital Project Report

## Attachment A

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2020

*Summary*

|                               | <u>FY20 Actual</u> | <u>Total Budget -<br/>Original</u> | <u>Total Budget -<br/>Revised</u> | <u>Current Period<br/>Actual</u> | <u>Percent Total<br/>Budget Used</u> |
|-------------------------------|--------------------|------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|
| Revenue                       |                    |                                    |                                   |                                  |                                      |
| Capital                       | 15,853,562         | 8,455,992                          | 8,694,494                         | 5,097,368                        | 59%                                  |
| Facility Operations           | 124,706            | 173,808                            | 173,808                           | 127,920                          | 74%                                  |
| Vehicle Operations            | 35,725,681         | 35,124,123                         | 34,328,178                        | 25,395,137                       | 74%                                  |
| Total Revenue                 | <u>51,703,950</u>  | <u>43,753,923</u>                  | <u>43,196,480</u>                 | <u>30,620,425</u>                | <u>71%</u>                           |
| Expenditures                  |                    |                                    |                                   |                                  |                                      |
| Capital                       | 15,858,925         | 10,523,834                         | 14,487,336                        | 5,097,368                        | 35%                                  |
| Facility Operations           | 28,885             | 90,414                             | 90,414                            | 59,313                           | 66%                                  |
| Vehicle Operations            | 31,037,461         | 35,117,071                         | 34,871,908                        | 22,303,404                       | 64%                                  |
| Total Expenditures            | <u>46,925,271</u>  | <u>45,731,319</u>                  | <u>49,449,658</u>                 | <u>27,460,085</u>                | <u>35%</u>                           |
| Net Revenue Over Expenditures | <u>4,778,679</u>   | <u>(1,977,396)</u>                 | <u>(6,253,178)</u>                | <u>3,160,340</u>                 | <u>-51%</u>                          |

## Attachment A

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2021

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

|                                      | FY20 Actual              | Total Budget -<br>Original | Total Budget -<br>Revised | Current Period<br>Actual | Percent Total<br>Budget Used |
|--------------------------------------|--------------------------|----------------------------|---------------------------|--------------------------|------------------------------|
| Fare Revenue                         | 3,233,295                | 3,430,831                  | 3,157,591                 | 1,137,164                | 36%                          |
| Advertising & Other Revenue          | 395,462                  | 420,240                    | 420,240                   | 289,674                  | 69%                          |
| Fee for Service                      | 1,897,214                | 2,074,256                  | 2,074,256                 | 964,087                  | 46%                          |
| Interest                             | 353,735                  | 200,700                    | 200,700                   | 120,107                  | 60%                          |
| Measure A                            | 1,699,572                | 727,065                    | 727,065                   | 1,106,168                | 152%                         |
| Measure A Interest                   | 85,000                   | 0                          | 0                         | 0                        | -                            |
| Measure AA                           | 11,212,364               | 11,995,237                 | 11,995,237                | 4,276,161                | 36%                          |
| Measure B                            | 956,701                  | 1,075,000                  | 1,075,000                 | 1,121,820                | 104%                         |
| Property Taxes                       | 4,755,734                | 4,471,001                  | 4,471,001                 | 3,544,309                | 79%                          |
| 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                 | 1,230,078                | 82%                          |
| Transit Development Act (TDA)        | 5,225,171                | 3,817,097                  | 3,817,097                 | 2,862,823                | 75%                          |
| Other State                          | 18,958                   | 16,300                     | 16,300                    | 20,088                   | 123%                         |
| FTA Funds                            | 3,475,476                | 5,713,288                  | 5,713,288                 | 8,875,717                | 155%                         |
| National Park Service                | 370,399                  | 538,738                    | 16,033                    | 0                        | 0%                           |
| Cost Center Revenue Transfers        | (55,505)                 | (900,000)                  | (900,000)                 | (187,633)                | 21%                          |
| <b>Total Revenue</b>                 | <b><u>35,725,681</u></b> | <b><u>35,124,123</u></b>   | <b><u>34,328,178</u></b>  | <b><u>25,395,137</u></b> | <b><u>74%</u></b>            |
| Salaries and Benefits                | 2,470,182                | 2,675,000                  | 2,675,000                 | 1,881,333                | 70%                          |
| Consultant Services                  | 268,196                  | 560,508                    | 560,508                   | 178,472                  | 32%                          |
| Professional Service-Legal           | 25,385                   | 100,000                    | 100,000                   | 12,204                   | 12%                          |
| Security and Maintenance             | 261,864                  | 312,130                    | 312,130                   | 155,053                  | 50%                          |
| Customer Service                     | 637,447                  | 659,555                    | 659,555                   | 505,780                  | 77%                          |
| Mobility Management Support Program  | 9,812                    | 72,000                     | 72,000                    | 0                        | 0%                           |
| Grants to External Agencies          | 435,485                  | 435,485                    | 435,485                   | 218,129                  | 50%                          |
| Office Supplies                      | 289,124                  | 364,618                    | 364,618                   | 286,638                  | 79%                          |
| Covid Cleaning and Supplies          | 70,168                   | 375,076                    | 375,076                   | 171,737                  |                              |
| General Insurance                    | 47,662                   | 63,000                     | 63,000                    | 63,052                   | 100%                         |
| Contract Service Operation           | 24,172,094               | 26,442,927                 | 26,050,929                | 17,368,623               | 67%                          |
| Membership & Prof Development        | 22,955                   | 52,318                     | 52,318                    | 32,559                   | 62%                          |
| Mileage and Travel                   | 16,015                   | 25,000                     | 25,000                    | 225                      | 1%                           |
| Marketing                            | 126,142                  | 199,042                    | 199,042                   | 72,260                   | 36%                          |
| Communication                        | 158,029                  | 228,670                    | 228,670                   | 176,428                  | 77%                          |
| Fuel                                 | 2,111,976                | 2,820,333                  | 2,967,168                 | 1,345,561                | 45%                          |
| Vehicle Leases                       | 19,019                   | 25,472                     | 25,472                    | 0                        | 0%                           |
| Office - Rental and Overhead         | 137,817                  | 142,000                    | 142,000                   | 105,230                  | 74%                          |
| Partner Agency Pass Through          | 85,000                   | 0                          | 0                         | 0                        | -                            |
| Cost Center Transfers                | (326,912)                | (436,063)                  | (436,063)                 | (269,878)                | 62%                          |
| <b>Total Expenses</b>                | <b>31,037,460</b>        | <b>35,117,071</b>          | <b>34,871,908</b>         | <b>22,303,406</b>        | <b><u>64%</u></b>            |
| <b>Net Revenue Over Expenditures</b> | <b><u>4,688,221</u></b>  | <b><u>7,052</u></b>        | <b><u>(543,730)</u></b>   | <b><u>3,091,731</u></b>  |                              |

## Attachment A

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2021

*Facility Operations*

|                              | <u>FY20 Actual</u> | <u>Total Budget -<br/>Original</u> | <u>Total Budget -<br/>Revised</u> | <u>Current Period<br/>Actual</u> | <u>Percent Total<br/>Budget Used</u> |
|------------------------------|--------------------|------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|
| Rental Revenue               | 124,706            | 173,808                            | 173,808                           | 127,920                          | 73.60%                               |
| Total Revenue                | <u>124,706</u>     | <u>173,808</u>                     | <u>173,808</u>                    | <u>127,920</u>                   | <u>73.60%</u>                        |
| Consultant Services          | 9,632              | 14,000                             | 14,000                            | 22,551                           | 161.08%                              |
| Custodial Service Janitorial | 0                  | 10,000                             | 10,000                            | 0                                | 0.00%                                |
| Landscaping                  | 0                  | 5,000                              | 5,000                             | 1,800                            | 36.00%                               |
| Security Services            | 0                  | 3,000                              | 3,000                             | 1,882                            | 62.73%                               |
| Utilities                    | 12,547             | 34,200                             | 34,200                            | 21,562                           | 63.05%                               |
| Small Furniture/Equip        | 0                  | 5,000                              | 5,000                             | 0                                | 0.00%                                |
| Insurance                    | 742                | 5,200                              | 5,200                             | 3,038                            | 58.42%                               |
| Total Expenses               | <u>22,921</u>      | <u>76,400</u>                      | <u>76,400</u>                     | <u>50,833</u>                    | <u>66.54%</u>                        |
| Sal/Ben Transfer             | 4,700              | 12,000                             | 12,000                            | 7,186                            | 59.88%                               |
| Overhead Transfer            | 1,264              | 2,014                              | 2,014                             | 1,295                            | 64.30%                               |
| Total Expenses               | <u>28,885</u>      | <u>90,414</u>                      | <u>90,414</u>                     | <u>59,314</u>                    | <u>65.60%</u>                        |

## Attachment A

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2021

## Detail:Administration

|                                  |         | FY20 Actual      | Total Budget -<br>Original | Total Budget -<br>Revised | Current Period<br>Actual | Percent Total<br>Budget Used |
|----------------------------------|---------|------------------|----------------------------|---------------------------|--------------------------|------------------------------|
| Revenue                          |         |                  |                            |                           |                          |                              |
| Interest                         | 4070400 | 353,735          | 200,700                    | 200,700                   | 120,107                  | 59.84%                       |
| Redevelopment Fees               | 4079950 | 22,103           | 20,500                     | 20,500                    | 12,383                   | 60.40%                       |
| Residual ABX 126                 | 4079954 | 32,101           | 25,000                     | 25,000                    | 22,191                   | 88.76%                       |
| PropTax-CurrntSecured            | 4080101 | 4,143,282        | 4,200,000                  | 4,200,000                 | 3,150,000                | 75.00%                       |
| County Fee-SV2557Admin Basic Tax | 4080102 | (55,828)         | (66,499)                   | (66,499)                  | (31,246)                 | 46.98%                       |
| Property Tax-Unitary             | 4080103 | 38,244           | 39,000                     | 39,000                    | 20,128                   | 51.60%                       |
| PropTax-CurrntUnSecur            | 4080104 | 86,244           | 80,000                     | 80,000                    | 82,857                   | 103.57%                      |
| Educ Rev Augm Fund-Redist        | 4080105 | 441,482          | 120,000                    | 120,000                   | 265,018                  | 220.84%                      |
| PropTax-Supp CY SECR             | 4080106 | 92,303           | 90,000                     | 90,000                    | 50,775                   | 56.41%                       |
| PropTax-Supp Unsecured           | 4080107 | 3,583            | 1,000                      | 1,000                     | 1,711                    | 171.07%                      |
| PropTax-Redemption               | 4080108 | 3,291            | 2,000                      | 2,000                     | 2,588                    | 129.39%                      |
| Property Tax-Prior Unsecured     | 4080109 | 3,133            | 5,500                      | 5,500                     | 2,480                    | 45.08%                       |
| National Park Service            | 4089901 | 154              | 150                        | 150                       | 0                        | 0.00%                        |
| Other State                      | 4119940 | <u>239</u>       | <u>300</u>                 | <u>300</u>                | <u>217</u>               | <u>72.49%</u>                |
| Total Revenue                    |         | 5,164,066        | 4,717,651                  | 4,717,651                 | 3,699,208                | 78.41%                       |
| Property Tax Transfer            | 4700001 | (467,196)        | (3,495,075)                | (3,495,075)               | (230,938)                | 0.00%                        |
| Net Revenue                      |         | <u>4,696,870</u> | <u>1,222,576</u>           | <u>1,222,576</u>          | <u>3,468,270</u>         | <u>302.57%</u>               |
| Expense                          |         |                  |                            |                           |                          |                              |
| Salaries                         | 5010200 | 1,586,784        | 1,710,720                  | 1,710,720                 | 1,357,677                | 79.36%                       |
| Employee Benefits                | 5020000 | 883,398          | 964,280                    | 964,280                   | 523,656                  | 54.30%                       |
| Consultant Services              | 5030301 | 119,809          | 200,000                    | 200,000                   | 57,709                   | 28.85%                       |
| Professional Svcs - Legal        | 5030303 | 25,385           | 100,000                    | 100,000                   | 12,204                   | 12.20%                       |
| Prof Svcs - Accounting and Audit | 5030305 | 28,535           | 35,898                     | 35,898                    | 0                        | 0.00%                        |
| Office Supplies                  | 5049901 | 7,784            | 13,000                     | 13,000                    | 3,316                    | 16.65%                       |
| Small Furn/Equip                 | 5049902 | 2,123            | 10,000                     | 10,000                    | 9,911                    | 99.10%                       |
| Software                         | 5049903 | 69,213           | 65,000                     | 65,000                    | 85,039                   | 130.82%                      |
| Copier Suppl & Svc               | 5049904 | 8,784            | 9,725                      | 9,725                     | 6,220                    | 63.95%                       |
| Postage                          | 5049905 | 2,349            | 3,278                      | 3,278                     | 1,055                    | 32.17%                       |
| Computers                        | 5049906 | 10,065           | 21,500                     | 21,500                    | 3,070                    | 14.27%                       |
| COVID- Supplies and Cleaning     | 5049911 | 3,057            | 0                          | 0                         | 561                      | 0.00%                        |
| Communication - Phone            | 5050201 | 28,111           | 32,500                     | 32,500                    | 22,623                   | 69.60%                       |
| Insurance - Gen Liability        | 5060301 | 47,662           | 63,000                     | 63,000                    | 63,052                   | 100.08%                      |
| Membership & Prof Development    | 5090101 | 22,955           | 52,318                     | 52,318                    | 32,559                   | 62.23%                       |
| Mileage and Travel               | 5090202 | 16,015           | 25,000                     | 25,000                    | 225                      | 0.90%                        |
| Marketing                        | 5090801 | 12,747           | 13,506                     | 13,506                    | 1,923                    | 14.24%                       |
| Office Rental                    | 5121200 | <u>137,817</u>   | <u>142,000</u>             | <u>142,000</u>            | <u>105,230</u>           | <u>74.10%</u>                |
| Total Expense                    |         | 3,012,593        | 3,461,726                  | 3,461,726                 | 2,286,030                | 66.00%                       |
| Salary/Benefit Transfers         | 5100100 | (2,345,658)      | (2,497,265)                | (2,497,265)               | (1,809,176)              | 72.44%                       |
| Transfer Overhead                | 5100101 | (658,288)        | (629,039)                  | (629,039)                 | (326,013)                | 51.82%                       |
| Total Transfers                  |         | (3,003,945)      | (3,126,304)                | (3,126,304)               | (2,135,189)              | 68.30%                       |
| Total Expense                    |         | <u>8,648</u>     | <u>335,423</u>             | <u>335,423</u>            | <u>150,841</u>           | <u>44.62%</u>                |

## Attachment A

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2021

*Detail: Local*

|  |         | FY20 Actual       | Total Budget -<br>Original | Total Budget -<br>Revised | Current Period<br>Actual | Percent Total<br>Budget Used |
|--|---------|-------------------|----------------------------|---------------------------|--------------------------|------------------------------|
| <b>Revenue</b>                         |         |                   |                            |                           |                          |                              |
| Special Fares - Paid By Another Agency | 4020000 | 510,430           | 646,250                    | 373,010                   | 171,176                  | 45.89%                       |
| Advertising Revenue                    | 4060301 | 237,238           | 265,740                    | 265,740                   | 165,879                  | 62.42%                       |
| Lease of Property                      | 4070301 | 158,224           | 154,500                    | 154,500                   | 123,795                  | 80.12%                       |
| Local Government Payments              | 4090101 | 30,000            | 0                          | 0                         | 0                        | 0.00%                        |
| Measure A Sales Tax                    | 4092001 | 1,699,572         | 565,432                    | 565,432                   | 944,535                  | 167.05%                      |
| Measure A Sales tax - Interest         | 4092003 | 85,000            | 0                          | 0                         | 0                        | 0.00%                        |
| Measure AA - Sales Tax                 | 4092005 | 7,703,546         | 8,899,994                  | 8,899,994                 | 3,477,857                | 39.08%                       |
| State Transit Assistance -Pop. Based   | 4110101 | 944,383           | 607,097                    | 607,097                   | 529,589                  | 87.23%                       |
| Transit Development Act (TDA)          | 4110102 | 5,225,171         | 3,817,097                  | 3,817,097                 | 2,862,823                | 75.00%                       |
| State Transit Assistance - Lifeline    | 4110103 | 391,151           | 0                          | 0                         | 0                        | 0.00%                        |
| State Transit Assistance - Rev Based   | 4110104 | 650,000           | 831,774                    | 831,774                   | 640,489                  | 77.00%                       |
| SREC Credits                           | 4119911 | 0                 | 0                          | 0                         | 10,599                   | 0.00%                        |
| Fed-FTA 5307 Urbanized Area Formula    | 4139910 | 0                 | 70,520                     | 70,520                    | 0                        | 0.00%                        |
| Fed-FTA 5307 CARES                     | 4139914 | 1,500,608         | 3,000,000                  | 3,000,000                 | 6,760,570                | 225.35%                      |
| National Park Service                  | 4139951 | 370,245           | 538,588                    | 15,883                    | 0                        | 0.00%                        |
| Fare Revenue                           | 4140100 | <u>1,964,027</u>  | <u>1,786,534</u>           | <u>1,786,534</u>          | <u>839,904</u>           | <u>47.01%</u>                |
| Total Revenue                          |         | 21,469,595        | 21,183,525                 | 20,387,580                | 16,527,216               | 81.07%                       |
| Property Tax Transfer                  | 4700001 | 39,176            | 1,500,000                  | 1,500,000                 | 0                        | 0.00%                        |
| Program Revenue Transfer               | 4700002 | <u>66,604</u>     | <u>80,000</u>              | <u>80,000</u>             | <u>0</u>                 | <u>0.00%</u>                 |
| Total Transfers                        |         | 105,780           | 1,580,000                  | 1,580,000                 | 0                        | 0.00%                        |
| Net Revenue                            |         | <u>21,575,375</u> | <u>22,763,525</u>          | <u>21,967,580</u>         | <u>16,527,216</u>        | <u>75.23%</u>                |
| <b>Expense</b>                         |         |                   |                            |                           |                          |                              |
| Consultant Services                    | 5030301 | 45,392            | 210,000                    | 210,000                   | 66,777                   | 31.79%                       |
| Fare Processing Charges                | 5030310 | 14,523            | 17,510                     | 17,510                    | 10,927                   | 62.40%                       |
| Customer Service                       | 5030320 | 310,030           | 330,000                    | 330,000                   | 258,613                  | 78.36%                       |
| Custodial Service                      | 5030602 | 12,133            | 22,613                     | 22,613                    | 0                        | 0.00%                        |
| Security Services                      | 5030701 | 248,254           | 287,560                    | 287,560                   | 155,053                  | 53.92%                       |
| Fuel                                   | 5040101 | 1,405,450         | 1,852,562                  | 1,983,935                 | 1,038,128                | 52.32%                       |
| Electrical Power                       | 5040160 | 28,906            | 60,000                     | 60,000                    | 27,539                   | 45.89%                       |
| Small Furn/Equip                       | 5049902 | 3,983             | 5,000                      | 5,000                     | 1,442                    | 28.84%                       |
| Software                               | 5049903 | 38,311            | 42,000                     | 42,000                    | 38,188                   | 90.92%                       |
| COVID- Supplies and Cleaning           | 5049911 | 45,828            | 300,000                    | 300,000                   | 134,454                  | 44.81%                       |
| Communication                          | 5050204 | 59,692            | 114,740                    | 114,740                   | 107,270                  | 93.49%                       |
| Purchased Transportation - In Report   | 5080101 | 17,191,268        | 18,315,607                 | 17,770,564                | 13,198,733               | 74.27%                       |
| Marketing                              | 5090801 | 72,320            | 98,403                     | 98,403                    | 42,622                   | 43.31%                       |
| Expense Transfer - GGT Pass Through    | 5100404 | <u>85,000</u>     | <u>0</u>                   | <u>0</u>                  | <u>0</u>                 | <u>0.00%</u>                 |
| Total Expense                          |         | 19,561,090        | 21,655,996                 | 21,242,326                | 15,079,747               | 70.99%                       |
| Cost Center Salary/Benefit Transfers   | 5100100 | 1,587,426         | 1,589,698                  | 1,589,698                 | 1,229,172                | 77.32%                       |
| Cost Center Transfer Overhead          | 5100101 | <u>426,859</u>    | <u>422,368</u>             | <u>422,368</u>            | <u>221,497</u>           | <u>52.44%</u>                |
| Total Transfers                        |         | 2,014,285         | 2,012,066                  | 2,012,066                 | 1,450,668                | 72.10%                       |
| Total Expense                          |         | <u>21,575,375</u> | <u>23,668,062</u>          | <u>23,254,392</u>         | <u>16,530,415</u>        | <u>71.08%</u>                |

## Attachment A

Marin Transit  
 FY2020/21 Q3 Budget Report  
 From 7/1/2020 Through 3/31/2021

*Detail: Rural*

|                                      |         | <u>FY20 Actual</u> | <u>Total Budget -<br/>Original</u> | <u>Total Budget -<br/>Revised</u> | <u>Current Period<br/>Actual</u> | <u>Percent Total<br/>Budget Used</u> |
|--------------------------------------|---------|--------------------|------------------------------------|-----------------------------------|----------------------------------|--------------------------------------|
| Revenue                              |         |                    |                                    |                                   |                                  |                                      |
| Measure A Sales Tax                  | 4092001 | 0                  | 27,059                             | 27,059                            | 27,059                           | 100.00%                              |
| Measure AA - Sales Tax               | 4092005 | 900,000            | 564,320                            | 564,320                           | 424,530                          | 75.22%                               |
| Fed-FTA 5311 Rural                   | 4139920 | 231,638            | 220,302                            | 220,302                           | 165,227                          | 75.00%                               |
| Fed-FTA 5311 CARES                   | 4139923 | 239,772            | 109,772                            | 109,772                           | 800,000                          | 728.78%                              |
| Fare Revenue                         | 4140100 | <u>81,649</u>      | <u>81,423</u>                      | <u>81,423</u>                     | <u>34,407</u>                    | <u>42.25%</u>                        |
| Total Revenue                        |         | 1,453,059          | 1,002,875                          | 1,002,875                         | 1,451,223                        | 144.71%                              |
| Property Tax Transfer                | 4700001 | <u>362,105</u>     | <u>995,407</u>                     | <u>995,407</u>                    | <u>13,174</u>                    | <u>1.32%</u>                         |
| Net Revenue                          |         | <u>1,815,164</u>   | <u>1,998,282</u>                   | <u>1,998,282</u>                  | <u>1,464,397</u>                 | <u>72.62%</u>                        |
| Expense                              |         |                    |                                    |                                   |                                  |                                      |
| Consultant Services                  | 5030301 | 4,472              | 15,450                             | 15,450                            | 4,087                            | 26.45%                               |
| Fuel                                 | 5040101 | 199,554            | 241,500                            | 256,962                           | 122,256                          | 47.57%                               |
| Small Furn/Equip                     | 5049902 | 132                | 5,000                              | 5,000                             | 1,642                            | 32.83%                               |
| COVID- Supplies and Cleaning         | 5049911 | 0                  | 0                                  | 0                                 | 3,948                            | 0.00%                                |
| Communication-AVL                    | 5050205 | 13,756             | 17,652                             | 17,652                            | 12,887                           | 73.00%                               |
| Communication-Data                   | 5050206 | 831                | 1,093                              | 1,093                             | 628                              | 57.47%                               |
| Purchased Transportation - In Report | 5080101 | 1,457,241          | 1,535,051                          | 1,688,096                         | 1,227,493                        | 72.71%                               |
| Marketing                            | 5090801 | <u>8,073</u>       | <u>34,132</u>                      | <u>34,132</u>                     | <u>5,173</u>                     | <u>15.15%</u>                        |
| Total Expense                        |         | 1,684,060          | 1,849,879                          | 2,018,386                         | 1,378,113                        | 68.28%                               |
| Transfers                            |         |                    |                                    |                                   |                                  |                                      |
| Cost Center Salary/Benefit Transfers | 5100100 | 103,321            | 109,503                            | 109,503                           | 73,109                           | 66.76%                               |
| Cost Center Transfer Overhead        | 5100101 | <u>27,783</u>      | <u>32,205</u>                      | <u>32,205</u>                     | <u>13,174</u>                    | <u>40.90%</u>                        |
| Total Transfers                      |         | 131,104            | 141,708                            | 141,708                           | 86,284                           | 60.89%                               |
| Total Expense                        |         | <u>1,815,164</u>   | <u>1,991,587</u>                   | <u>2,160,094</u>                  | <u>1,464,397</u>                 | <u>67.79%</u>                        |

## Attachment A

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2021

*Detail: Marin Access*

|   |         | FY20 Actual      | Total Budget -<br>Original | Total Budget -<br>Revised | Current Period<br>Actual | Percent Total<br>Budget Used |
|---|---------|------------------|----------------------------|---------------------------|--------------------------|------------------------------|
| Revenue                                 |         |                  |                            |                           |                          |                              |
| Measure A Sales Tax                     | 4092001 | 0                | 134,574                    | 134,574                   | 134,574                  | 100.00%                      |
| Measure AA - Sales Tax                  | 4092005 | 2,137,479        | 1,930,923                  | 1,930,923                 | 368,079                  | 19.06%                       |
| Measure B                               | 4099950 | 956,701          | 1,075,000                  | 1,075,000                 | 1,121,820                | 104.35%                      |
| State Transit Assistance -Pop. Based    | 4110101 | 62,368           | 60,000                     | 60,000                    | 60,000                   | 100.00%                      |
| State Prop Tx Relief HOPTR              | 4119910 | 18,719           | 16,000                     | 16,000                    | 9,271                    | 57.94%                       |
| Fed-FTA 5307 Urbanized Area Formula     | 4139910 | 687,028          | 697,574                    | 697,574                   | 520,741                  | 74.65%                       |
| Fed-FTA 5307 CARES                      | 4139914 | 315,743          | 1,500,000                  | 1,500,000                 | 559,614                  | 37.30%                       |
| Fed-FTA 5310 Mobility                   | 4139915 | 500,687          | 115,120                    | 115,120                   | 69,566                   | 60.42%                       |
| Fare Revenue                            | 4140100 | 224,988          | 342,960                    | 342,960                   | 91,676                   | 26.73%                       |
| GGBHTD Payment for Local Paratransit    | 4601003 | 1,036,216        | 1,148,187                  | 1,148,187                 | 534,360                  | 46.53%                       |
| GGBHTD Payment for Regional Paratransit | 4601004 | <u>738,501</u>   | <u>819,586</u>             | <u>819,586</u>            | <u>429,727</u>           | <u>52.43%</u>                |
| Total Revenue                           |         | 6,678,429        | 7,839,924                  | 7,839,924                 | 3,899,428                | 49.74%                       |
| Property Tax Transfer                   | 4700001 | 1,561            | 80,000                     | 80,000                    | 30,131                   | 37.66%                       |
| Program Revenue Transfer                | 4700002 | <u>(66,604)</u>  | <u>(80,000)</u>            | <u>(80,000)</u>           | <u>0</u>                 | <u>0.00%</u>                 |
| Total Transfers                         |         | (65,043)         | 0                          | 0                         | 30,131                   | 0.00%                        |
| Net Revenue                             |         | <u>6,613,386</u> | <u>7,839,924</u>           | <u>7,839,924</u>          | <u>3,929,559</u>         | <u>50.12%</u>                |
| Expense                                 |         |                  |                            |                           |                          |                              |
| Consultant Services                     | 5030301 | 36,094           | 63,000                     | 63,000                    | 36,655                   | 58.18%                       |
| Fare Processing Charges                 | 5030310 | 586              | 0                          | 0                         | 6                        | 0.00%                        |
| Customer Service                        | 5030320 | 327,417          | 329,555                    | 329,555                   | 247,167                  | 75.00%                       |
| Fuel                                    | 5040101 | 478,066          | 666,271                    | 666,271                   | 157,638                  | 23.65%                       |
| Small Furn/Equip                        | 5049902 | 431              | 5,000                      | 5,000                     | 0                        | 0.00%                        |
| Software                                | 5049903 | 145,414          | 183,315                    | 183,315                   | 136,696                  | 74.56%                       |
| COVID- Supplies and Cleaning            | 5049911 | 21,283           | 75,076                     | 75,076                    | 32,773                   | 43.65%                       |
| Communication-MERA Radio                | 5050204 | 20,291           | 21,598                     | 21,598                    | 20,204                   | 93.54%                       |
| Communication-Data                      | 5050206 | 15,587           | 15,450                     | 15,450                    | 12,816                   | 82.95%                       |
| Purchased Transportation - In Report    | 5080101 | 4,457,843        | 5,144,938                  | 5,144,938                 | 2,527,380                | 49.12%                       |
| Purchased Transportation - Regional     | 5080102 | 639,654          | 785,074                    | 785,074                   | 415,016                  | 52.86%                       |
| Marketing                               | 5090801 | 32,809           | 50,000                     | 50,000                    | 22,542                   | 45.08%                       |
| Misc-Exp Transit User Training          | 5098001 | 7,242            | 12,000                     | 12,000                    | 0                        | 0.00%                        |
| Gap Grant                               | 5098002 | <u>2,570</u>     | <u>60,000</u>              | <u>60,000</u>             | <u>0</u>                 | <u>0.00%</u>                 |
| Total Expense                           |         | 6,185,288        | 7,411,276                  | 7,411,276                 | 3,608,894                | 48.69%                       |
| Transfers                               |         |                  |                            |                           |                          |                              |
| Cost Center Salary/Benefit Transfers    | 5100100 | 337,378          | 312,866                    | 312,866                   | 271,705                  | 86.84%                       |
| Cost Center Transfer Overhead           | 5100101 | <u>90,721</u>    | <u>92,015</u>              | <u>92,015</u>             | <u>48,961</u>            | <u>53.21%</u>                |
| Total Transfers                         |         | 428,099          | 404,880                    | 404,880                   | 320,666                  | 79.20%                       |
| Total Expense                           |         | <u>6,613,386</u> | <u>7,816,156</u>           | <u>7,816,156</u>          | <u>3,929,559</u>         | <u>50.27%</u>                |

*Detail: Yellow Bus*

|   |         | FY20 Actual    | Total Budget -<br>Original | Total Budget -<br>Revised | Current Period<br>Actual | Percent Total<br>Budget Used |
|---|---------|----------------|----------------------------|---------------------------|--------------------------|------------------------------|
| Revenue                                   |         |                |                            |                           |                          |                              |
| Yellow Bus Fares - Paid by Another Agency | 4030000 | 151,010        | 151,000                    | 151,000                   | 0                        | 0.00%                        |
| Local Government Payments                 | 4090101 | 92,497         | 106,483                    | 106,483                   | 0                        | 0.00%                        |
| Measure AA - Sales Tax                    | 4092005 | 471,339        | 600,000                    | 600,000                   | 5,695                    | 0.94%                        |
| Fare Revenue - Yellow Bus                 | 4140105 | <u>301,192</u> | <u>422,665</u>             | <u>422,665</u>            | <u>0</u>                 | <u>0.00%</u>                 |



## Attachment A

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2021

|   |         |                  |                  |                  |                |               |
|---|---------|------------------|------------------|------------------|----------------|---------------|
| Total Revenue                           |         | 1,016,038        | 1,280,148        | 1,280,148        | 5,695          | 0.44%         |
| Transfers                               |         |                  |                  |                  |                |               |
| Property Tax Transfer                   | 4700001 | <u>8,849</u>     | <u>19,668</u>    | <u>19,668</u>    | <u>0</u>       | <u>0.00%</u>  |
| Net Revenue                             |         | <u>1,024,887</u> | <u>1,299,816</u> | <u>1,299,816</u> | <u>5,695</u>   | <u>0.43%</u>  |
| Expense                                 |         |                  |                  |                  |                |               |
| Consultant Services                     | 5030301 | 5,595            | 0                | 0                | 1,400          | 0.00%         |
| Fare Processing Charges                 | 5030310 | 13,330           | 18,650           | 18,650           | 911            | 4.88%         |
| Custodial Service                       | 5030602 | 1,337            | 1,957            | 1,957            | 0              | 0.00%         |
| Small Furn/Equip                        | 5049902 | 136              | 1,800            | 1,800            | 0              | 0.00%         |
| Software                                | 5049903 | 400              | 0                | 0                | 59             | 0.00%         |
| Communication-AVL                       | 5050205 | 11,550           | 15,852           | 15,852           | 0              | 0.00%         |
| Communication-Data                      | 5050206 | 8,210            | 9,785            | 9,785            | 0              | 0.00%         |
| Yellow Bus School Service               | 5080103 | 426,087          | 662,256          | 662,256          | 0              | 0.00%         |
| Marketing                               | 5090801 | 193              | 3,000            | 3,000            | 0              | 0.00%         |
| Measure AA Yellow Bus Grants            | 5098008 | 435,485          | 435,485          | 435,485          | 218,129        | 50.08%        |
| Leases and Rentals - Passenger Vehicles | 5120401 | <u>19,019</u>    | <u>25,472</u>    | <u>25,472</u>    | <u>0</u>       | <u>0.00%</u>  |
| Total Expense                           |         | 921,342          | 1,174,257        | 1,174,257        | 220,499        | 18.78%        |
| Transfers                               |         |                  |                  |                  |                |               |
| Cost Center Salary/Benefit Transfers    | 5100100 | 81,603           | 101,681          | 101,681          | 6,519          | 6.41%         |
| Cost Center Transfer Overhead           | 5100101 | <u>21,943</u>    | <u>29,905</u>    | <u>29,905</u>    | <u>1,175</u>   | <u>3.92%</u>  |
| Total Transfers                         |         | 103,546          | 131,586          | 131,586          | 7,693          | 5.85%         |
| Total Expense                           |         | <u>1,024,888</u> | <u>1,305,843</u> | <u>1,305,843</u> | <u>228,192</u> | <u>17.47%</u> |

Marin Transit  
FY2020/21 Q3 Budget Report  
From 7/1/2020 Through 3/31/2021

**Detail: Capital Budget**

|  |  | Total Project<br>Budget | FY2020/21<br>Budget | FY2020/21<br>Revised | FY2020/21<br>Actual | Total Project<br>Expenditures |
|--|--|-------------------------|---------------------|----------------------|---------------------|-------------------------------|
| EA                                       | Replace 2 Artics with 4 - 40ft Electric  | 4,366,507               | 1,000               | 1,000                | 5,177               | 7,397                         |
| PC                                       | Purchase 16 Paratransit Replacements     | 1,472,000               | 1,471,000           | 1,466,234            | 1,411,176           | 1,416,942                     |
| SC                                       | Purchase 9 Shuttle Replacements          | 1,161,000               | 1,160,000           | 1,155,025            | 987,570             | 993,545                       |
| XB                                       | Purchase 4 Replacement XHF's             | 1,740,000               | 1,728,597           | 1,727,407            | 1,668,753           | 1,681,346                     |
| XC                                       | Purchase 2 XHF Replacements              | 906,241                 | 850,000             | 903,604              | 2,327               | 4,964                         |
| NR                                       | Staff Car                                | 49,000                  | 49,000              | 49,000               | 0                   | 0                             |
| <b>Subtotal Vehicles</b>                 |  | <b>9,694,748</b>        | <b>5,259,597</b>    | <b>5,302,270</b>     | <b>4,075,003</b>    | <b>4,104,194</b>              |
| BN                                       | Novato Bus Stop Shelters                 | 0                       | 0                   | 0                    | 0                   | 0                             |
| <b>Subtotal Bus Stop Improvements</b>    |  | <b>0</b>                | <b>0</b>            | <b>0</b>             | <b>0</b>            | <b>0</b>                      |
| FS                                       | Facility - Improvements                  | 1,187,842               | 1,187,842           | 1,187,842            | 114,607             | 114,607                       |
| FA                                       | Facility - Maintenance Facility Purchase | 3,625,000               | 0                   | 3,625,000            | 139,889             | 139,889                       |
| FD                                       | Maintenance Facility Improvements        | 1,100,000               | 0                   | 100,000              | 0                   | 0                             |
| YF                                       | Yellow Bus Parking Facility              | 3,000,000               | 3,000,000           | 3,000,000            | 0                   | 0                             |
| <b>Subtotal Facility</b>                 |  | <b>4,187,842</b>        | <b>4,187,842</b>    | <b>7,912,842</b>     | <b>254,496</b>      | <b>254,496</b>                |
| AY                                       | AVL Replacement Equipment                | 180,000                 | 0                   | 32,225               | 17,792              | 165,567                       |
| ME                                       | MERA                                     | 29,000                  | 29,000              | 29,000               | 2,243               | 2,243                         |
| RT                                       | Realtime Signs                           | 212,394                 | 210,394             | 184,167              | 128,482             | 156,709                       |
| <b>Subtotal Technology Projects</b>      |  | <b>421,394</b>          | <b>239,394</b>      | <b>245,392</b>       | <b>148,517</b>      | <b>324,519</b>                |
| GG                                       | Golden Gate Capital Costs (GG)           | 17,000                  | 17,000              | 17,000               | 12,522              | 12,522                        |
| BM                                       | Bus Stop Maintenance (BM)                | 120,000                 | 120,000             | 120,000              | 76,982              | 76,982                        |
| VR                                       | Major Vehicle Repairs (VR)               | 300,000                 | 300,000             | 300,000              | 115,302             | 115,302                       |
| IF                                       | Infrastructure Support (IF)              | 590,000                 | 400,000             | 590,000              | 414,547             | 414,547                       |
| <b>Subtotal Ongoing Capital Expenses</b> |  | <b>1,027,000</b>        | <b>837,000</b>      | <b>1,027,000</b>     | <b>619,353</b>      | <b>619,353</b>                |
| <b>Total Expenditures</b>                |  | <b>15,330,984</b>       | <b>10,523,833</b>   | <b>14,487,505</b>    | <b>5,097,369</b>    | <b>5,302,561</b>              |

## Attachment B

FY2020/21 Q3  
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 | 02/10/2021          | 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   |

| Number  | Board Authorization | Description   | Function | Program | Project | GL               | Original | Change      | Final       |
|---------|---------------------|---|----------|---------|---------|------------------|----------|-------------|-------------|
| 2021-06 | 2/10/2021           | Add capital project to purchase of maintenance facility | Capital  | CPT     | FA      | 5230104 Facility | \$0      | \$3,625,000 | \$3,625,000 |
| 2021-07 | 2/10/2021           | Maintenance facility improvements                       | Capital  | CPT     | FD      | Total Project    | \$0      | \$1,100,000 | \$1,100,000 |
|         |                     |   |          |         | FD      | 5230104 Facility | \$0      | \$100,000   | \$100,000   |

## 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 Q3 FY2021 | Total Project Expenditures |
|--|--------------------------|-----------------------|-------------------------------|----------------------------|
|  | Vehicles                 | \$9,694,748           | \$4,075,003                   | \$4,104,194                |
|  | Bus Stop Improvements    | \$0                   | \$0                           | \$0                        |
|  | Facility                 | \$4,187,842           | \$254,496                     | \$254,496                  |
|  | Technology Projects      | \$421,394             | \$148,517                     | \$324,519                  |
|  | Ongoing Capital Expenses | \$1,027,000           | \$619,353                     | \$619,353 (annual)         |
|  |                          | \$15,330,984          | \$5,097,369                   | \$5,302,562                |

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

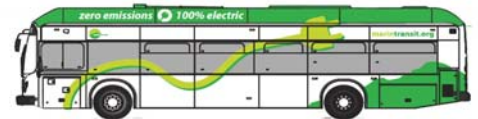
Concept: Replace two 60ft Artics with four 40ft Electric Buses

Funding: \$3,580,536 Federal Section 5307

\$785,971 Measure A

Description: Purchase of four 40-foot Battery Electric Buses to replace three 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.



VEHICLES

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u><br><u>Date</u> | <u>Percent Complete</u> | <u>Anticipated</u><br><u>Completion</u><br><u>Date</u> |
|-------------------|---------------|-----------------------------------|-------------------------|--|
| EA                | \$4,366,507   | \$7,397                           | 0%                      | Dec-21   |

### 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. All equipment has been installed and the vehicles were placed into service in January 2021. This project is in closeout.



VEHICLES

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u><br><u>Date</u> | <u>Percent Complete</u> | <u>Anticipated</u><br><u>Completion</u><br><u>Date</u> |
|-------------------|---------------|-----------------------------------|-------------------------|--|
| PC                | \$1,472,000   | \$1,416,942                       | 96%                     | Dec-20   |

## VEHICLES

**Purchase 9 Shuttle Replacements****Total Project Budget \$1,161,000**Concept: Purchase Nine Shuttle ReplacementsFunding: \$952,020 Federal Section 5307  
\$208,980 State STA SB1Description: 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. The vehicles were placed into service in March 2021 and remaining equipment installations are anticipated to be complete by April 2021.

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u> |                         | <u>Anticipated</u> |
|-------------------|---------------|--------------------|-------------------------|--------------------|
|                   |               | <u>Date</u>        | <u>Percent Complete</u> | <u>Completion</u>  |
| SC                | \$1,161,000   | \$993,545          | 86%                     | 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 XHF

Status: These vehicles will replace 4 cutaway vehicles beyond their useful life. This purchase was approved by your Board in April 2019. These vehicles were received in February 2021 and placed into service in March 2021. Due to COVID related delays, equipment installation is expected to be completed in June 2021.

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u> |                         | <u>Anticipated</u> |
|-------------------|---------------|--------------------|-------------------------|--------------------|
|                   |               | <u>Date</u>        | <u>Percent Complete</u> | <u>Completion</u>  |
| XB                | \$1,740,000   | \$1,681,346        | 97%                     | 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 XHF

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

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u> |                         | <u>Anticipated</u> |
|-------------------|---------------|--------------------|-------------------------|--------------------|
|                   |               | <u>Date</u>        | <u>Percent Complete</u> | <u>Completion</u>  |
| XC                | \$906,241     | \$4,964            | 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.

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u> |                         | <u>Completion</u> |  |
|-------------------|---------------|--------------------|-------------------------|-------------------|--|
|                   |               | <u>Date</u>        | <u>Percent Complete</u> | <u>Date</u>       |  |
| NR                | \$49,000      | \$0                | 0%                      | Jun-21            |  |

## ADMIN AND OPERATIONS FACILITY

**Facility - Capital Improvements****Total Project Budget****\$1,187,842**Concept: Acquire property and develop a maintenance facility

Funding: \$1,084,589 Measure AA/Capital Reserves  
 \$103,253 FTA 5339

Description: Make improvements to Rush Landing Facility

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.

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u> |                         | <u>Anticipated Completion</u> |  |
|-------------------|---------------|--------------------|-------------------------|-------------------------------|--|
|                   |               | <u>Date</u>        | <u>Percent Complete</u> | <u>Date</u>                   |  |
| FS                | \$1,187,842   | \$114,607          | 10%                     | Jun-21                        |  |

**Maintenance Facility Purchase****Total Project Budget****\$3,625,000**Concept: Acquire a maintenance facility for paratransit vehicles

Funding: \$3,625,000 Measure AA/Capital Reserves

Description: 3000 Kerner - Maintenance Facility Purchase

Status: Marin Transit is in escrow to purchase property located at 3000 Kerner Boulevard in San Rafael. Prior to acquisition, Marin Transit is conducting due diligence activities such as an Environmental Site Assessment, Building Inspections, and an ALTA Survey.

| <u>Project ID</u> | <u>Budget</u> | <u>Expended to</u> |                         | <u>Anticipated Completion</u> |  |
|-------------------|---------------|--------------------|-------------------------|-------------------------------|--|
|                   |               | <u>Date</u>        | <u>Percent Complete</u> | <u>Date</u>                   |  |
| FA                | \$3,625,000   | \$139,889          | 4%                      | Jul-21                        |  |



**Maintenance Facility - Capital Improvements****Total Project Budget****\$1,100,000**

Concept: Capital improvement for maintenance facility  
Funding: \$1,100,000 Measure AA/Capital Reserves

Description: Capital Improvements at 3000 Kerner Blvd

Status: Once the purchase of 3000 Kerner is complete, Marin Transit will perform modifications to convert the space into a paratransit vehicle maintenance facility. Planned improvements include retrofitting warehouse space for effective use for vehicle maintenance and reconfiguration of office space.



| Project ID | Budget      | <u>Expended to</u> |                         | <u>Anticipated Completion</u> |  |
|------------|-------------|--------------------|-------------------------|-------------------------------|--|
|            |             | <u>Date</u>        | <u>Percent Complete</u> | <u>Date</u>                   |  |
| FD         | \$1,100,000 | \$0                | 0%                      | Dec-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      | <u>Expended to</u> |                         | <u>Anticipated Completion</u> |  |
|------------|-------------|--------------------|-------------------------|-------------------------------|--|
|            |             | <u>Date</u>        | <u>Percent Complete</u> | <u>Date</u>                   |  |
| YF         | \$3,000,000 | \$0                | 0%                      | NA                            |  |

**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: |                  | <u>Total Project</u> | <u>Expended to</u> |
|-----------|------------------|----------------------|--------------------|
|           |                  | <u>Cost</u>          | <u>Date</u>        |
| AY        | AVL Replacements | \$180,000            | \$165,567          |
| ME        | MERA             | \$29,000             | \$2,243            |
| RT        | Realtime Signs   | \$212,394            | \$156,709          |



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. Fleet wide AVL replacements were completed in March 2021. Real Time Signs contract has been awarded and 19 signs are installed and operational as of march 2021. 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:

GG

BM

VR

IF

Golden Gate Capital Costs

Bus Stop Maintenance

Major Vehicle Repairs

Infrastructure Support

Total Project

Budgets

\$17,000

\$120,000

\$300,000

\$590,000

Annual Budget

\$17,000

\$120,000

\$300,000

\$590,000

Expended in

FY2021

\$12,522

\$76,982

\$115,302

\$414,547

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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June 7, 2021

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

**SUBJECT: Marin County Transit District Third Quarter FY  
2020/21 Performance Report**

**board of directors**

Dear Board Members:

**RECOMMENDATION:** Accept report.

kate colin  
president  
city of san rafael

**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 third quarter of FY 2020/21.

judy arnold  
vice president  
supervisor district 5

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

stephanie moulton-peters  
2nd vice president  
supervisor district 3

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.

damon connolly  
director  
supervisor district 1

**FISCAL/STAFFING IMPACT:** None associated with this report.

eric lucan  
director  
city of novato

Respectfully submitted,

katie rice  
director  
supervisor district 2

Aida Banihashemi  
Planning Manager

dennis rodoni  
director  
supervisor district 4

Attachments

brian colbert  
alternate  
town of san anselmo

## Quarterly Performance Report for FY 2020/21 Q3

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This report summarizes the operational performance of Marin Transit services for the third quarter of FY 2020/21 from January 1, 2021 through March 31, 2021. The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A and Measure AA.

### 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

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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 reflect buses at full capacity. Due to the COVID-19 pandemic, the State of California and the Marin County Public Health Officer limited boarding to 25% of seated capacity.

## Performance Summary

In the third quarter of FY 2020/21, Marin Transit carried a total of 351,380 passengers systemwide. This represents a decrease of 50.8% in ridership compared to the third quarter of the previous fiscal year and a 1.8% increase from the second quarter of this fiscal year. On fixed-route transit services, Marin Transit carried 339,046 riders. This is a 47.8% decrease from FY 2019/20 and a 1.5% increase from the second quarter of this fiscal year. Marin Access services carried 12,332 trips on demand response and mobility management programs. This reflects a decrease of 65.9% compared to the last fiscal year and an increase of 13.3% 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 third quarter of FY 2020/21, Local Trunkline services carried 127,754 passengers. Supplemental Routes 135 and 171 provide additional service on Routes 35, 71, and 71x and carried an additional 39,992 passengers. Combined, ridership on these routes represent a 34.7% decrease compared to the third quarter of FY 2019/20 and 4%

increase from the second quarter of FY21. No routes met their productivity target of 20 passengers per hour or subsidy target of \$4.50 per passenger. Local Trunkline and backup supplemental services accounted for 35.7% of fixed route service in revenue hours and 49.5% of fixed route ridership in the third quarter of FY2020/21.

#### **Local Basic (Routes 17, 22, 23, 23x, 29, and 49)**

Local Basic services carried a total of 108,837 passengers during the third quarter of this fiscal year. Supplemental Routes 117 and 122 provide backup service to Routes 17 and 22 carried an additional 6,597 passengers. Combined, these routes account for a decrease of 42.6% compared to last fiscal year, and a 0.9% increase from the second quarter of this fiscal year. No routes met their performance target of 18 passengers per hour or the subsidy target of \$6.50 per passenger. Local Basic routes and their backup routes represent 32.9% of fixed route revenue hours and 34% of fixed route ridership in the third quarter of FY2020/21.

#### **Local Connector (Routes 219, 228, 233, 245, 251, and 257)**

During the third quarter, Local Connector services carried 41,156 total passengers. This is 52.9% lower than the previous year and a 7.4% decrease from the second 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 21.4% of fixed route service in revenue hours and carried 12.1% of fixed-route ridership in the third 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 125, 145, and 151. Route 145 resumed service in November 2020 and carried a total of 651 passengers in the third quarter. Routes 125 and 151 resumed service in February 2021 and carried a total of 1,460 passengers in the third 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 backup service carried a total of 45,808 passengers during the third quarter of FY 2020/21. There are no performance targets established for this temporary service.

### **Rural (West Marin Stagecoach Routes 61 and 68)**

In the third quarter, the two Stagecoach routes carried 12,599 passengers. This is a 42.5% decrease from the prior year and a 5.4% decrease compared to second quarter of FY21. Neither route met their productivity goal of 6 passengers per hour or subsidy goal of \$12.00 per passenger. Stagecoach ridership represented 3.7% of fixed route ridership in the third 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. The route was suspended on February 22, 2021. In the third quarter of FY 2020/21, Route 122 carried 781 passengers. This represents an 83.3% decrease from the third 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 to the COVID-19 pandemic and did not operate during the third 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 third quarter of FY 2020/21, local paratransit carried 7,756 passengers. The service productivity average of 1.8 passengers per hour did not meet the 2.0 standard. The number of passengers represents a 69.4% decrease in ridership compared to the prior fiscal year. With a subsidy per passenger of \$101.20, the service did not meet the subsidy target of \$35.00 per passenger.

The Novato Dial-a-Ride service carried 447 passengers and met its 2.0 productivity standard at 2.5 passengers per hour. Ridership was 65.3% 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 third quarter, the service carried 87 passengers. This represents a 8.8% increase compared to last year. The service productivity average of 1 passenger per hour did not meet the 2.0 passengers per hour target. The service did not meet the subsidy target of \$35.00 per passenger.

In July 2016, Marin Transit added a general public dial-a-ride service between Point Reyes Station and Novato. The service runs twice per month on the first and third Monday. The service carried 34 passengers in the third quarter, which is 48.5% lower than the third quarter of last year. At 0.8 passengers per hour, the rural dial-a-ride did not meet its 2.0 productivity target. The service did not meet its subsidy target of less than \$35.00 per passenger trip.

The Volunteer Driver Program completed 1,921 trips in the third quarter of FY 2020/21. This represents a 35.1% decrease compared to the previous fiscal year.

The Catch-a-Ride program provided 944 one-way trips. This is a decrease of 69.4% compared to the prior year.

In July 2020 Marin Transit launched an updated on-demand microtransit service, Marin Transit Connect. This pilot program carried a total of 656 passengers in the third quarter, a 80.5% decrease from the prior year. There are currently no Board-adopted performance targets for the Connect service. At the beginning of FY 2019/20, staff provided the Board with a one-year evaluation report of the previous Connect pilot. The report suggested performance targets of 4.0 passengers per hour and \$15.00 per passenger trip. The Connect's performance continued to improve in FY 2019/20. The program is not meeting outlined targets, primarily due to low utilization from first-last mile commuters. Prior to the pandemic, commuters were the largest rider group. They 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**

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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 and Muir Woods Shuttle service. Supplemental School Routes were largely suspended, and the District redeployed these resources to other areas to assist with overcrowding issues. Staff continue to coordinate with schools and our partners at the National Park Service to determine when these services will be reinstated. Marin Transit staff assume that the Muir Woods Shuttle will resume weekend/Holiday service from Pohono in mid-June and most Supplemental School routes will return in the fall of 2021.

In the third quarter of FY 2020/21, most ridership occurred 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 50.8% 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 53% during the third quarter of FY 2020/21 compared to the prior year. The District continues to experience a slow and steady rebound in ridership, likely due to increased availability of vaccinees and the multi-agency (MCTD, GGBHTD, & SMART) effort to provide fare free transit to vaccinations. Additionally, COVID-19 cases continue to decline and guidance from the State and the CDC reflect easing of COVID restrictions.

Regionally, Marin Transit fixed route services continue to perform relatively well compared to other North Bay transit agencies. In the third quarter of FY2020/21, Golden Gate Transit carried 136,513 passengers, representing just over a third of Marin Transit's fixed route ridership (351,380), while SMART carried only 24,073 passengers. Given the significant drop in commuter transit market due to COVID-19 lockdowns, Golden Gate Transit experienced a 77.6% decrease while SMART reported an 86.4% decrease in the third quarter of 2019/20. At 50.7%, 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. Comparing to other Countywide peer agencies, Napa Valley Transportation Authority (VINE), SamTrans, and Solano County Transit (SolTrans) experienced a 74%, 69%, and 56% decline in bus ridership, respectively.

Compared to the prior year, demand for Marin Access mobility management and demand response programs declined by 65.9% during the third 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 Q3 | FY 2020/21 Q3 | Impact |
|--|---------------------|---------------|---------------|--------|
| Calendar                                       | Weekdays            | 65            | 64            | --     |
|  | Weekends & Holidays | 29            | 29            | --     |
|  | Muir Woods Shuttle  | 33            | 0             | ▼▼▼    |
| Service Disruptions (cancelled/missed service) |                     | 37            | 64            | ▼      |
| Rainfall (inches)                              |                     | 3.82          | 7.02          | ▼      |
| Gas Prices                                     |                     | \$3.90        | \$3.91        | --     |

The District continues to maintain the remaining fixed route services and run supplemental backup services to allow for adequate social distancing. Staff been working with school districts to reinstate supplemental school routes as schools reopen for in-class learning. In May, the District increased passenger capacities on Marin Transit vehicles to 50%. This helped alleviate pass-ups and will inform future service and operations as the economy reopens. Staff will continue to monitor service and ridership levels and respond to changing circumstances as needed. Staff anticipate there will be future adjustments to reflect changes to Marin County COVID-19 tier assigned by the California Department of Public Health and as more of the population is vaccinated.

## FY 2021 Marin Access Outreach and Travel Training

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### Travel Navigator Reporting Month: January, February, and March 2021

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

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## Fixed-Route

## Fixed-Route Passenger Statistics by Route

| Typology                | Route         | Passengers     | %Change*      | Revenue Hours | %Change*       | Productivity (pax/hr) | Change*      |
|-------------------------|---------------|----------------|---------------|---------------|----------------|-----------------------|--------------|
| 1. Local Trunkline      | 35            | 70,179         | ▼53.4%        | 6,099         | ▲4.4%          | 11.5                  | ▼14.3        |
|                         | 36            | 36,271         | ▼55.4%        | 3,347         | ▼1.0%          | 10.8                  | ▼13.2        |
|                         | 71            | 21,304         | ▼14.2%        | 3,161         | ▲70.6%         | 6.7                   | ▼6.7         |
|                         | <b>Rollup</b> | <b>127,754</b> | <b>▼50.3%</b> | <b>12,608</b> | <b>▲13.8%</b>  | <b>10.1</b>           | <b>▼13.1</b> |
| 2. Local Basic          | 17            | 25,057         | ▼55.1%        | 3,342         | ▼8.4%          | 7.5                   | ▼7.8         |
|                         | 22            | 19,697         | ▼55.1%        | 2,835         | ▼34.2%         | 6.9                   | ▼3.3         |
|                         | 23            | 23,566         | ▼46.0%        | 2,727         | ▲0.8%          | 8.6                   | ▼7.5         |
|                         | 23X           | 6,552          | ▼38.0%        | 624           | ▼9.2%          | 10.5                  | ▼4.9         |
|                         | 29            | 4,456          | ▼50.0%        | 637           | ▼8.8%          | 7.0                   | ▼5.8         |
|                         | 49            | 29,509         | ▼48.3%        | 3,764         | ▲1.0%          | 7.8                   | ▼7.5         |
|                         | <b>Rollup</b> | <b>108,837</b> | <b>▼50.5%</b> | <b>13,929</b> | <b>▼11.7%</b>  | <b>7.8</b>            | <b>▼6.1</b>  |
| 3. Local Connector      | 219           | 5,963          | ▼48.2%        | 1,539         | ▼4.9%          | 3.9                   | ▼3.2         |
|                         | 228           | 7,584          | ▼55.5%        | 2,359         | ▼5.8%          | 3.2                   | ▼3.6         |
|                         | 233           | 4,512          | ▼46.8%        | 1,007         | ▼7.3%          | 4.5                   | ▼3.3         |
|                         | 245           | 4,691          | ▼59.4%        | 1,036         | ▼4.5%          | 4.5                   | ▼6.1         |
|                         | 251           | 12,086         | ▼47.5%        | 2,336         | ▼1.6%          | 5.2                   | ▼4.5         |
|                         | 257           | 6,320          | ▼60.0%        | 1,878         | ▼2.2%          | 3.4                   | ▼4.9         |
|                         | <b>Rollup</b> | <b>41,156</b>  | <b>▼52.9%</b> | <b>10,156</b> | <b>▼4.1%</b>   | <b>4.1</b>            | <b>▼4.2</b>  |
| 4. Supplemental         | 113           | 0              | ▼100.0%       | 0             | ▼100.0%        |                       |              |
|                         | 115           | 0              | ▼100.0%       | 0             | ▼100.0%        |                       |              |
|                         | 117           | 5,816          | ▲11.7%        | 1,268         | ▲1,039.8%      | 4.6                   | ▼42.2        |
|                         | 119           | 0              | ▼100.0%       | 0             | ▼100.0%        |                       |              |
|                         | 125           | 104            | ▼95.7%        | 37            | ▼72.0%         | 2.8                   | ▼15.2        |
|                         | 135           | 23,715         |               | 1,641         |                | 14.5                  |              |
|                         | 139           | 0              | ▼100.0%       | 0             | ▼100.0%        |                       |              |
|                         | 145           | 651            | ▼86.8%        | 396           | ▲556.1%        | 1.6                   | ▼80.3        |
|                         | 149           | 0              | ▼100.0%       | 0             | ▼100.0%        |                       |              |
|                         | 151           | 1,356          | ▼87.0%        | 375           | ▲94.4%         | 3.6                   | ▼50.5        |
|                         | 154           | 0              | ▼100.0%       | 0             | ▼100.0%        |                       |              |
|                         | 171           | 16,277         |               | 2,687         |                | 6.1                   |              |
|                         | Covid         | 0              |               | 0             |                |                       |              |
|                         | <b>Rollup</b> | <b>47,919</b>  | <b>▲7.5%</b>  | <b>6,404</b>  | <b>▲513.2%</b> | <b>7.5</b>            | <b>▼35.2</b> |
| 5. Rural                | 61            | 2,920          | ▼40.5%        | 1,444         | ▲22.6%         | 2.0                   | ▼2.1         |
|                         | 68            | 9,679          | ▼43.1%        | 2,474         | ▼6.9%          | 3.9                   | ▼2.5         |
|                         | <b>Rollup</b> | <b>12,599</b>  | <b>▼42.5%</b> | <b>3,919</b>  | <b>▲2.2%</b>   | <b>3.2</b>            | <b>▼2.5</b>  |
| 6. Partnership Services | 122           | 781            | ▼83.3%        | 415           | ▼25.3%         | 1.9                   | ▼6.5         |
|                         | <b>Rollup</b> | <b>781</b>     | <b>▼83.3%</b> | <b>415</b>    | <b>▼25.3%</b>  | <b>1.9</b>            | <b>▼6.5</b>  |
| 7. Yellow Bus Rollup    | Hdn Valley    | 0              | ▼100.0%       | 0             | ▼100.0%        |                       |              |
|                         | <b>Rollup</b> | <b>339,048</b> | <b>▼50.0%</b> | <b>47,434</b> | <b>▲7.6%</b>   | <b>7.1</b>            | <b>▼8.2</b>  |

\* 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         | \$943,088      | ▲4.3%    | \$60,846          | ▼59.7%   | \$12.57         | ▲\$7.57  | 6.5%             | ▼10.2%  |
|                         | 36         | \$516,929      | ▼0.5%    | \$29,855          | ▼61.6%   | \$13.43         | ▲\$7.99  | 5.8%             | ▼9.2%   |
|                         | 71         | \$506,173      | ▲69.5%   | \$21,032          | ▼33.3%   | \$22.77         | ▲\$12.01 | 4.2%             | ▼6.4%   |
|                         | Rollup     | \$1,966,190    | ▲14.2%   | \$111,733         | ▼57.0%   | \$14.52         | ▲\$8.82  | 5.7%             | ▼9.4%   |
| 2. Local Basic          | 17         | \$358,833      | ▼36.6%   | \$23,830          | ▼63.2%   | \$13.37         | ▲\$4.38  | 6.6%             | ▼4.8%   |
|                         | 22         | \$300,632      | ▼31.5%   | \$18,625          | ▼66.2%   | \$14.32         | ▲\$5.58  | 6.2%             | ▼6.4%   |
|                         | 23         | \$416,289      | ▲2.2%    | \$21,827          | ▼55.6%   | \$16.74         | ▲\$8.53  | 5.2%             | ▼6.8%   |
|                         | 23X        | \$96,606       | ▼7.9%    | \$5,981           | ▼42.0%   | \$13.83         | ▲\$4.88  | 6.2%             | ▼3.6%   |
|                         | 29         | \$98,218       | ▼8.0%    | \$4,253           | ▼56.1%   | \$21.09         | ▲\$10.21 | 4.3%             | ▼4.7%   |
|                         | 49         | \$404,566      | ▲3.9%    | \$23,681          | ▼59.7%   | \$12.91         | ▲\$7.11  | 5.9%             | ▼9.2%   |
|                         | Rollup     | \$1,675,144    | ▼16.8%   | \$98,198          | ▼60.4%   | \$14.49         | ▲\$6.46  | 5.9%             | ▼6.4%   |
| 3. Local Connector      | 219        | \$161,390      | ▼3.0%    | \$5,280           | ▼63.0%   | \$26.18         | ▲\$12.98 | 3.3%             | ▼5.3%   |
|                         | 228        | \$240,952      | ▼3.6%    | \$7,602           | ▼65.4%   | \$30.77         | ▲\$17.38 | 3.2%             | ▼5.6%   |
|                         | 233        | \$103,172      | ▼6.3%    | \$4,094           | ▼56.1%   | \$21.96         | ▲\$10.06 | 4.0%             | ▼4.5%   |
|                         | 245        | \$108,559      | ▲0.3%    | \$4,139           | ▼63.5%   | \$22.26         | ▲\$13.86 | 3.8%             | ▼6.7%   |
|                         | 251        | \$243,488      | ▼0.0%    | \$9,614           | ▼54.1%   | \$19.35         | ▲\$9.68  | 3.9%             | ▼4.6%   |
|                         | 257        | \$195,410      | ▲0.6%    | \$5,857           | ▼63.3%   | \$29.99         | ▲\$18.70 | 3.0%             | ▼5.2%   |
|                         | Rollup     | \$1,052,970    | ▼1.8%    | \$36,587          | ▼61.0%   | \$24.70         | ▲\$13.50 | 3.5%             | ▼5.3%   |
| 4. Supplemental         | 113        | \$0            | ▼100.0%  | \$0               | ▼100.0%  |                 |          |                  |         |
|                         | 115        | \$0            | ▼100.0%  | \$0               | ▼100.0%  |                 |          |                  |         |
|                         | 117        | \$158,269      | ▲728.6%  | \$6,236           | ▲162.9%  | \$26.14         | ▲\$22.93 | 3.9%             | ▼8.5%   |
|                         | 119        | \$0            | ▼100.0%  | \$0               | ▼100.0%  |                 |          |                  |         |
|                         | 125        | \$5,762        | ▼72.6%   | \$101             | ▼95.5%   | \$54.43         | ▲\$46.61 | 1.8%             | ▼8.9%   |
|                         | 135        | \$194,411      |          | \$21,301          |          | \$7.30          |          | 11.0%            |         |
|                         | 139        | \$0            | ▼100.0%  | \$0               | ▼100.0%  |                 |          |                  |         |
|                         | 145        | \$50,014       | ▲392.7%  | \$895             | ▼55.6%   | \$75.45         | ▲\$73.81 | 1.8%             | ▼18.0%  |
|                         | 149        | \$0            | ▼100.0%  | \$0               | ▼100.0%  |                 |          |                  |         |
|                         | 151        | \$45,872       | ▲52.0%   | \$1,247           | ▼75.0%   | \$32.91         | ▲\$30.50 | 2.7%             | ▼13.8%  |
|                         | 154        | \$0            | ▼100.0%  | \$0               | ▼100.0%  |                 |          |                  |         |
|                         | 171        | \$339,733      |          | \$15,802          |          | \$19.90         |          | 4.7%             |         |
|                         | Covid      | \$0            |          | \$0               |          |                 |          |                  |         |
|                         | Rollup     | \$794,062      | ▲359.5%  | \$45,583          | ▲79.4%   | \$15.62         | ▲\$12.31 | 5.7%             | ▼9.0%   |
| 5. Rural                | 61         | \$182,513      | ▲36.2%   | \$2,075           | ▼61.0%   | \$61.79         | ▲\$35.56 | 1.1%             | ▼2.8%   |
|                         | 68         | \$308,312      | ▼0.2%    | \$7,254           | ▼58.0%   | \$31.10         | ▲\$13.95 | 2.4%             | ▼3.2%   |
|                         | Rollup     | \$490,825      | ▲10.8%   | \$9,328           | ▼58.7%   | \$38.22         | ▲\$19.03 | 1.9%             | ▼3.2%   |
| 6. Partnership Services | 122        | \$49,066       | ▼41.0%   | \$1,020           | ▼98.0%   | \$61.52         | ▲\$54.84 | 2.1%             | ▼60.4%  |
|                         | Rollup     | \$49,066       | ▼41.0%   | \$1,020           | ▼98.0%   | \$61.52         | ▲\$54.84 | 2.1%             | ▼60.4%  |
| 7. Yellow Bus Rollup    | Hdn Valley | \$0            | ▼100.0%  | \$0               | ▼100.0%  |                 |          |                  |         |
|                         |            | \$6,249,332    | ▲6.4%    | \$302,452         | ▼68.0%   | \$17.54         | ▲\$10.27 | 4.8%             | ▼11.3%  |

\* 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 | 87         | ▲8.8%    | 86            | ▲43.8%   | 1.0                   | ▼0.3    |
|                    | Local Para | 7,756      | ▼69.4%   | 4,470         | ▼63.2%   | 1.7                   | ▼0.4    |
|                    | MTC        | 656        | ▼80.5%   | 1,443         | ▼17.9%   | 0.5                   | ▼1.5    |
|                    | Novato DAR | 447        | ▼65.3%   | 181           | ▼68.6%   | 2.5                   | ▲0.2    |
|                    | PtReyesDAR | 34         | ▼48.5%   | 40            | ▲27.1%   | 0.8                   | ▼1.2    |
|                    | Rollup     | 8,980      | ▼70.2%   | 6,221         | ▼57.4%   | 1.4                   | ▼0.6    |
| Catch-A-Ride       | CAR_Gen    | 574        | ▼68.7%   | 0             |          |                       |         |
|                    | CAR_LowInc | 370        | ▼70.4%   | 0             |          |                       |         |
|                    | Rollup     | 944        | ▼69.4%   | 0             |          |                       |         |
| Volunteer Driver   | VolDrvr    | 1,971      | ▼8.6%    | 2,436         | ▼8.6%    | 0.8                   | ▲0.0    |
|                    | VolDvrWM   | 437        | ▼45.5%   | 711           | ▼44.9%   | 0.6                   | ▼0.0    |
| Rollup             |            | 12,332     | ▼65.9%   | 9,368         | ▼49.5%   | 1.3                   | ▼0.6    |

### 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 | \$5,020        | ▲29.3%   | \$101             | ▼73.3%   | \$56.53         | ▲\$12.73  | 2.0%             | ▼7.7%   |
|                    | Local Para | \$802,282      | ▼30.2%   | \$17,652          | ▼64.1%   | \$101.16        | ▲\$57.81  | 2.2%             | ▼2.1%   |
|                    | MTC        | \$152,311      | ▼1.1%    | \$2,385           | ▼79.2%   | \$228.55        | ▲\$186.22 | 1.6%             | ▼5.9%   |
|                    | Novato DAR | \$28,195       | ▼44.3%   | \$915             | ▼61.0%   | \$61.03         | ▲\$23.60  | 3.2%             | ▼1.4%   |
|                    | PtReyesDAR | \$2,311        | ▲13.4%   | \$35              | ▼88.2%   | \$66.94         | ▲\$40.50  | 1.5%             | ▼12.9%  |
|                    | Rollup     | \$990,118      | ▼27.2%   | \$21,088          | ▼66.9%   | \$107.91        | ▲\$64.96  | 2.1%             | ▼2.6%   |
| Catch-A-Ride       | CAR_Gen    | \$51,624       | ▼16.4%   | \$2,329           | ▼37.4%   | \$85.88         | ▲\$54.21  | 4.5%             | ▼1.5%   |
|                    | CAR_LowInc | \$27,792       | ▼8.3%    | \$1,510           | ▼40.5%   | \$71.04         | ▲\$48.81  | 5.4%             | ▼2.9%   |
|                    | Rollup     | \$79,416       | ▼13.7%   | \$3,839           | ▼38.7%   | \$80.06         | ▲\$52.22  | 4.8%             | ▼2.0%   |
| Volunteer Driver   | VolDrvr    | \$21,603       | ▲8.0%    | \$0               |          | \$10.96         | ▲\$1.69   | 0.0%             | -       |
|                    | VolDvrWM   | \$8,702        | ▼26.4%   | \$0               |          | \$19.91         | ▲\$5.16   | 0.0%             | -       |
| Rollup             |            | \$1,099,839    | ▼25.8%   | \$24,927          | ▼64.4%   | \$87.16         | ▲\$48.13  | 2.3%             | ▼2.4%   |

\* Change compared to same quarter of prior year

## Systemwide Total

### Systemwide Passenger Statistics Summary

|        | Passengers | %Change* | Revenue Hours | %Change* | Productivity (pax/hr) | Change* |
|--------|------------|----------|---------------|----------|-----------------------|---------|
| Values | 351,380    | ▼50.8%   | 56,802        | ▼9.3%    | 6.2                   | ▼5.2    |

### Systemwide Financial Statistics Summary

|        | Operating Cost | %Change* | Passenger Revenue | %Change* | Average Subsidy | Change*  | Farebox Recovery | Change* |
|--------|----------------|----------|-------------------|----------|-----------------|----------|------------------|---------|
| Values | \$7,349,171    | ▼0.1%    | \$327,379         | ▼67.8%   | \$19.98         | ▲\$11.10 | 4.5%             | ▼9.3%   |

\* Change compared to same quarter of prior year



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June 7, 2021

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

**SUBJECT: Metropolitan Transportation Commission Resolution  
for Transportation Development Act and State Transit Assistance  
Funds FY 2021/22**

**board of directors**

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

Dear Board Members:

**RECOMMENDATION:** Authorize the Marin Transit Board President to sign Resolution 2021-07 authorizing the filing of an application with the Metropolitan Transportation Commission for Transportation Development Act/State Transit Assistance Funds for Fiscal Year 2021/22.

**SUMMARY:**

Marin Transit staff is preparing an application to the Metropolitan Transportation Commission (MTC) for Local Transportation funds (TDA) and State Transit Assistance funds (STA). This application requires that your Board approve the attached resolution.

TDA funding is generated from a statewide quarter-cent sales tax. Marin Transit and Golden Gate Bridge Highway and Transportation District (GGBHTD) share these funds in Marin County based on a formula determined in our local service agreement. The formula is defined as 50 percent based on the proportion of revenue hours each operates and 50 percent on the proportion of passengers.

The State apportions STA funding to transit operators in two ways:

**Revenue** - Based on the amount of local revenue that a transit operator generates; and

**Population** – Based on the county's population.

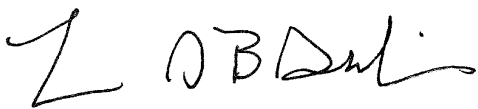
The State Controller directly apportions revenue-based STA to all eligible transit operators, including Marin Transit. MTC allocates the STA population-based funds to transit operators based on a regional policy. MTC revised the regional policy due to the passage of new state legislation for transportation funding (SB1). The three eligible transit operators in Marin County—Marin Transit, Golden Gate Bridge Highway and Transportation District, and SMART—signed an agreement in FY 2017/18 to split population funds based on ridership and the amount of service provided to address MTC's new STA Population-Based Policy (MTC Resolution 4321).

**FISCAL/STAFFING IMPACT:** MTC approval of Marin Transit's funding application will provide approximately \$5.8 million in TDA revenue and \$2.4 million in STA funding to support the District's operations and vehicle purchases. The expected revenue is included in the FY2021/22 Marin Transit Budget and summarized in Table 1.

**Table 1: Marin Transit's Anticipated FY2021/22 TDA and STA Claims**

| Revenue  | Marin Transit FY2022 Anticipated Claim | Notes   |
|--|--|---|
| Transportation Development Act (TDA)                                   | \$5,871,942                            | Marin Transit shares Marin County's allocation with GGBHTD based on proportions of revenue hours and passengers. Allocation is comparable to pre-pandemic level and includes carry forward funds. |
| State Transit Assistance (STA - Revenue Based)                         | \$1,500,000                            | The total annual allocation for FY2022 is estimated to be \$1.1 M; \$400,000 of prior year funds are included in the claim.   |
| State Transit Assistance (State of Good Repair Revenue Based)          | \$244,675                              | SB 1 established the State of Good Repair Program in April 2017 to support capital projects.  |
| State Transit Assistance (Population Based) – Marin County Block Grant | \$824,860                              | Marin Transit shares MTC's allocation to Marin County with GGBHTD and SMART based on proportions of revenue hours and passengers. Similar to pre-pandemic levels.                                 |
| State Transit Assistance (STA - Population Based) Paratransit          | \$60,000                               | This is funding from the above allocation pool to support paratransit service.  |

Respectfully submitted,



Lauren Gradia  
Director Finance and Capital Programs

Attachment: Resolution No. 2021-07 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act 4.0/State Transit Assistance Funds for Fiscal Year 2021/22



**RESOLUTION NO. 2021-07**

**RESOLUTION OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS  
AUTHORIZING THE FILING OF AN APPLICATION WITH THE METROPOLITAN  
TRANSPORTATION COMMISSION FOR TRANSPORTATION DEVELOPMENT ACT 4.0/STATE  
TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2021/22**

**WHEREAS**, the Transportation Development Act (TDA), Pub Util. Code 99200 et. seq. provides for the disbursement of funds from the Local Transportation Funds of the County of Marin for use by eligible claimants for the purpose of providing local public transit service; and

**WHEREAS**, pursuant to the provisions of the TDA, and pursuant to the applicable rules and regulations thereunder (21 Cal Adm. Code 660 et. seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Funds shall file its claim with the Metropolitan Transportation Commission; and

**WHEREAS**, the State Transit Assistance (STA) fund is created pursuant to Public Utilities Code 99310 et seq., and

**WHEREAS**, the STA fund makes funds available pursuant to Public Utilities Code Section 99313 and 99314 for allocation to eligible applicants to support approved transit projects; and

**WHEREAS**, TDA and STA funds from the Local Transportation Fund of Marin County funds will be required by Marin County Transit District in Fiscal Year 2021/22 for providing public transportation; and

**WHEREAS**, the Marin County Transit District is an eligible claimant for TDA/STA funds pursuant to Public Utilities Code §99260;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Marin County Transit District, that the General Manager, or designee, is authorized to file an appropriate TDA/STA application together with all necessary supporting documents with the Metropolitan Transportation Commission for an allocation of TDA/STA funds in Fiscal Year 2021/22 on behalf of the Marin County Transit District.

**APPROVED AND PASSED** this 7th day of June 2021.

\_\_\_\_\_  
Kate Colin, President

ATTEST:

\_\_\_\_\_  
Nancy Whelan, General Manager



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June 7, 2021

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

**SUBJECT: Authorizing Resolution and Project List for California's State of Good Repair Program**

Dear Board Members:

**board of directors**

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

**RECOMMENDATION:** Adopt Resolution #2021-08 Approving the Project List for FY2021/22 for the California State of Good Repair Program.

**SUMMARY:** Staff requests that your Board adopt Resolution #2021-08 (Attachment A) approving the project list and authorizing the General Manager to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds (SGR) FY2021/22 funds.

The SGR Program is funded with a portion of a new California Transportation Improvement Fee on vehicle registrations created under State Senate Bill (SB) 1. The SB1 SGR program provides approximately \$105 million annually to transit operators in California for eligible transit maintenance, rehabilitation, and capital projects. These funds are allocated to eligible agencies under the State Transit Assistance (STA) Program formula pursuant to Public Utilities Code (PUC) section 99312.1. Under the STA formula, half of the funds are allocated based on population and half based on transit operator revenues.

This is the fourth year of funding under the SB1 SGR program. For FY2021/22, the State Controller has indicated that \$244,675 will be available to Marin Transit according to our revenue share. At this time, no reduction is expected to the funding generated from vehicle registrations.

*Marin Transit Project List*

Consistent with prior years, Marin Transit staff recommends programming the FY2021/22 SGR funds towards vehicle purchases to ensure the state of good repair of the District's revenue vehicle fleet. As shown in Table 1, the SGR fund will contribute local match funds to the federal Section 5307 project funding for the replacement of seven 35ft hybrid transit vehicles. These vehicles will be replaced

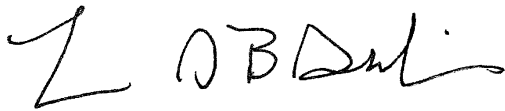
in FY2022/23, and staff anticipates adding additional SGR funds next fiscal year to fully fund this purchase.

**Table 1: Marin Transit SGR Project List**

| Project Title                            | Project Description  | FY2021/21SB2 SGR | Measure A/AA % | Federal Funds | Total              |
|--|--|------------------|----------------|---------------|--------------------|
| Purchase Seven 35ft Hybrid Vehicles (LE) | Replace seven transit buses that are beyond their useful lives, (12-year life) | \$244,675        | \$481,572      | \$4,527,072   | <b>\$5,658,641</b> |

**FISCAL IMPACT:** With this action, Marin Transit will have the requisite Board approvals to apply for the \$244,675 in FY2021/22 SGR funding. This programming of SGR funds is consistent with District's adopted 10-year capital plan and reduces the need to use capital reserves on vehicle replacement projects.

Respectfully submitted,



Lauren Gradia  
Director of Finance and Capital Programs

Attachment A - Resolution 2021-08

**RESOLUTION NO. 2021-08****APPROVING THE PROJECT LIST FOR FY 2021/22  
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

**WHEREAS**, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

**WHEREAS**, SGR funds are allocated by the *Metropolitan Transportation Commission*; and

**WHEREAS**, the *Marin County Transit District* share of SGR funds for fiscal year 2021/22 is estimated to be \$244,675; and

**WHEREAS**, these funds will be used towards the purchase of seven vehicles to replace 35ft hybrid vehicles; and

**WHEREAS**, in order to qualify for these funds, the *Marin County Transit District* is required to submit a proposed project list to California Department of Transportation (Caltrans) on an annual basis; and

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors for the Marin County Transit District hereby approves the SB1 State of Good Repair Project List for FY 2021/21; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the *Marin County Transit District* that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the *General Manager* is hereby authorized to submit a request for Scheduled Allocation of the SB1 State of Good Repair Funds and to execute the related grant applications, forms and agreements.

**APPROVED AND PASSED** this 7<sup>th</sup> day of June 2021

---

Kate Colin, President

ATTEST:

---

Nancy Whelan, General Manager



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san rafael, ca 94901

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June 7, 2021

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

**SUBJECT: Resolution 2021-09 Low Carbon Transit Operations Program**

Dear Board Members:

**board of directors**

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

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

**SUMMARY:** Staff requests that your Board approve the revised attached resolution for FY 2020/21 Low Carbon Transit Operations Program (LCTOP) funds (#2021-09). In February 2021, your Board approved resolution #2021-02 in the amount of \$446,000. Resolution #2021-09 replaces resolution #2021-02 and updates the funding amounts to match the final programming amount of \$284,681. The lower funding amount is due to a decrease in State Cap and Trade Auction proceeds during the pandemic. Additional information on the LCOTP program was provided in the February 1, 2021 board letter.

Marin Transit will continue to request that Caltrans program the funds towards the purchase of four 40ft battery-electric buses. These state funds will help cover the local match and the increased costs for electric vehicles. 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 staff expects the vehicles will be delivered in October 2021. Marin Transit has federal 5307 funding to partially pay for these vehicles.

**FISCAL/STAFFING IMPACT:** Staff does not anticipate that the decrease in funding for the \$3.24 million project will be significant. The \$284,681 in FY 2020/21 programmed funds represents just under ten percent of the Board-approved total project budget.

Respectfully submitted,

Lauren Gradia  
Director of Finance and Capital Programs

Attachment A: Resolution

**RESOLUTION #2021-09****AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:**

Purchase Four 40ft Electric Transit Vehicles  
\$114,217 Population-Based Funds and \$170,464 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**, board resolution 2021-02 approved in February 2021 had the FY20-21 funding total incorrectly listed as \$446,000; and

**WHEREAS**, resolution 2021-09 updates the funding total to \$284,681 and replaces resolution 2021-02; 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: **\$284,681***

*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 7th day of June 2021**

**Agency Board Designee:**

BY: \_\_\_\_\_



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June 7, 2021

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

## **SUBJECT: COVID-19 Recovery Plans and American Rescue Plan Act Funding**

### **board of directors**

Dear Board Members:

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

**RECOMMENDATION:** This is an information item.

**SUMMARY:** The attached fact sheet provides an overview of Marin Transit's challenges and innovations related to ridership and service levels during the COVID-19 pandemic. It provides a preview of our service plans for the coming months. This information will be considered along with other data as the Metropolitan Transportation Commission considers distribution of the American Rescue Plan Act Funding.

**BACKGROUND:** On May 26, 2021, the Metropolitan Transportation Commission (MTC) approved principles to guide the distribution of transit funding from the American Rescue Plan (ARP) Act of 2021. The Bay Area will receive \$1.68 billion from the ARP and MTC is responsible for programming these funds to eligible transit operators in the Bay Area. The principles are intended to focus on what restored transit service will look like rather than to focus on the recent past losses in ridership and revenue. The three principles are:

1. Stabilize and Sustain Transit
2. Restore and Reimagine Service
3. Improve Customer Experience

On June 9, 2021, MTC's Programming and Allocations Committee will host a workshop for Commissioners to hear directly from transit operators about the challenges that the pandemic has posed and their outlook for transit services and financial sustainability for FY 2021-22 and beyond. MTC staff have requested data from the operators about ridership, service levels, and demographics as well as information about financial condition, budget assumptions and scenario planning. In addition to the data presented in spreadsheet form, MTC staff also invited operators to submit narratives describing these challenges and plans. This information will be presented at the MTC workshop and will guide and inform the ARP fund distribution.

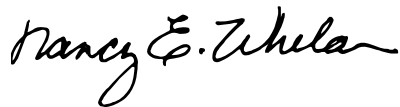


Marin Transit staff prepared the attached fact sheet in response to MTC's request for a narrative addressing the challenges and outlook we are facing during and after the pandemic. MTC staff will include the data and narratives in the materials they provide at the Programming and Allocations Committee workshop. Although the fact sheet was prepared to respond to MTC's request for information, staff believes it will be useful for other audiences and for other purposes. It is provided for your information only.

Staff will return to your Board with a more detailed report on the distribution of ARP funds when it becomes available.

**FISCAL/STAFFING IMPACT:** None associated with this report.

Respectfully submitted,

A handwritten signature in black ink, reading "Nancy E. Whelan". The signature is fluid and cursive, with the first name "Nancy" and last name "Whelan" clearly legible, and a middle initial "E." in between.

Nancy Whelan  
General Manager

Attachment



# MARIN TRANSIT COVID-19 RESPONSE

Marin Transit is the local bus provider in Marin County with **3.2 million annual riders** (pre-COVID), at least **59% of its riders are low-income**, and **64% are from minority populations**. Marin Transit continued to serve people who needed transit most during the pandemic – **essential workers, people making essential trips, and students** – retaining more of its ridership than most transit agencies in the Bay Area.

Maintaining six feet of distancing on buses continues to challenge transit operations. To address ridership demand with distancing requirements, Marin Transit has redeployed buses from suspended services such as supplemental school routes and the Muir Woods Shuttle to high demand routes where pass-ups were occurring. Even with added service and redeployed service, pass-ups have recently spiked as ridership continues to rebound and schools reopen. Nearly 1,600 waiting riders were passed-up during the second week of May 2021, many of which were students returning home from school.

During this recovery period Marin Transit has focused on:

- **Retaining drivers**
- **Implementing cost control measures**
- **Continuing to deliver safe, reliable transportation**

Sales tax revenues have been impacted less than initially anticipated and combined with federal relief funds, Marin Transit is in a stable short term financial position. Marin Transit's biggest challenge now is how to meet returning demand for high-capacity services safely, while meeting distancing requirements on buses, within existing capital and financial resources.



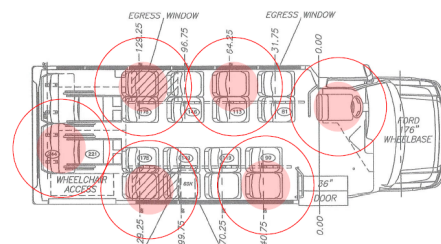
## AGENCY COST CONTROL MEASURES



- Made service adjustments - eliminating unproductive service and right-sizing demand response service.
- Reallocated service to meet demand and distancing requirements.
- Shifted contracted service to lower cost operators for an annual savings of \$1.2 million.
- Reduced costs where possible (e.g. froze administration costs and pay).
- Focused on retaining contractor drivers.

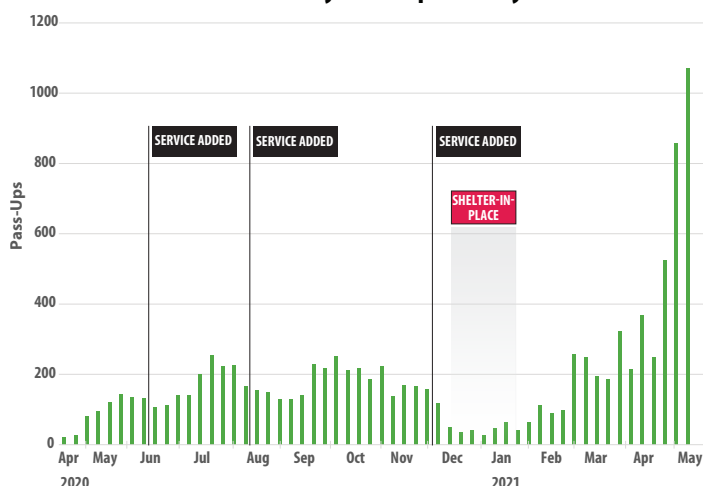
# SERVICE IMPACTS

COVID-19 led to about a 60% decline in ridership on fixed route service. Marin Transit carried **more average daily passengers** than any other bus, rail, or ferry agency in the North Bay and experienced a smaller decline than most other Bay Area Transit Agencies. This is due to a strong core ridership continuing to work in service jobs and make essential trips and schools reopening sooner in Marin than peer counties. That, along with vehicle capacity restrictions led to **ongoing capacity issues and pass ups** starting in the fall of 2020. Marin Transit **deployed backup service** to help meet this demand.



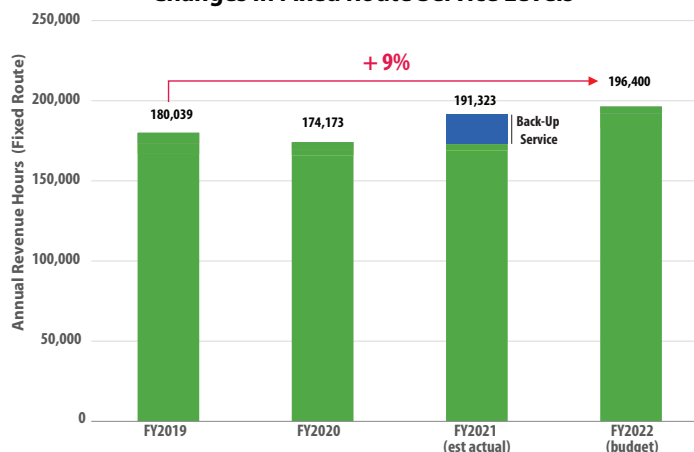
Vehicle Capacity was limited on buses to allow for social distancing.

**Weekly Pass-Up Activity**



Passups occurred due to vehicle capacity limits. Additional service was deployed to help meet demand and reduce pass-ups.

**Marin Transit COVID Response  
Changes in Fixed Route Service Levels**



Service reallocated from supplemental school and Muir Woods shuttle and added 9% more service hours on high ridership routes.

# INNOVATIONS TO MEET SERVICE DEMANDS

- Made 10 service and schedule changes during the year to address distancing requirements and ridership demand on high ridership routes.
- Coordinated with Golden Gate Transit to fill gaps resulting from reduction in regional service to preserve local mobility.
- Ongoing monitoring of pass-up data by stop to adjust schedules.
- Creatively deployed service to high schools by blending supplemental and regular fixed route service.
- Provided free fixed route and paratransit rides to vaccination sites.
- Re-assigned paratransit drivers to deliver meals on wheels, groceries, and prescriptions.
- Modified paratransit contract compensation structure to account for periods of reduced demand; new tiered pricing structure allows greater flexibility and ability to scale up or down in contracted services.



# WHAT'S NEXT

- Increase bus capacity to 50% now and to 100% when schools fully open in August.
- Closely monitor ridership and revenue; cut service if needed in Spring 2021/22.
- Continue to focus on providing cost-effective, affordable, equitable bus service to low income and minority riders.



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June 7, 2021

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

**SUBJECT: Second Amendment to Agreement with West Marin Senior Services for Services to Support Marin Access Programs in West Marin for an amount not to exceed \$16,400.**

Dear Board Members:

**board of directors**

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

**RECOMMENDATION:** Authorize General Manager to execute the second amendment to the agreement between Marin County Transit District and West Marin Senior Services for services to support Marin Access programs in West Marin through June 30, 2022.

**SUMMARY:** Staff requests that your Board authorize the General Manager to execute the second amendment to the agreement with West Marin Senior Services (WMSS) to exercise the second option year through June 30, 2022. In 2019, your Board approved a contract with West Marin Senior services to provide support for Marin Access Programs. The contract consisted of a one-year term with four additional option years. The first option year expires on June 30, 2021.

**BACKGROUND:** In 2011, Marin Transit contracted with West Marin Senior Services to operate a volunteer driver program (TRIP) serving rural west Marin County. TRIP was primarily designed to reimburse mileage expenses for riders who find their own volunteer drivers. In some cases, WMSS worked with the riders to match them with a suitable driver. That contract expired on June 30, 2016.

Marin Transit completed a Senior Mobility Study that included an assessment of Marin Access programs in 2016 and awarded a comprehensive Travel Navigator contract. These activities provided an opportunity for Marin Transit and WMSS staff to reevaluate their services for seniors and people with disabilities in West Marin. The partners worked together to reallocate funding and program responsibilities to better meet the needs of these residents.

In July 2016, Marin Transit adjusted the programs serving west Marin and shifted responsibilities for program administration to the Travel Navigator team. Marin Transit also entered into an agreement with WMSS to continue to provide support for Marin Access programs including marketing and driver matching service for TRIP. The initial agreement was for a one-year term to pilot this new role. Marin Transit amended the contract to authorize two additional one-year terms in 2017 and 2018.



Due to the COVID-19 pandemic, WMSS has been challenged to administer the program as intended. There have been unforeseen limitations on staff time, and WMSS has not been able to conduct in person consultations or outreach events with West Marin community members. Many currently eligible and potential riders have been deterred from using the TRIP Volunteer Driver Program with support of a volunteer driver due to shelter in place requirements and concerns about contracting COVID-19.

Given these conditions, WMSS has not invoiced MCTD during the COVID-19 pandemic. Staff anticipate that WMSS may be able to resume its support role for Marin Access programs in the first quarter of FY22 as COVID-19 positive cases continue to decline and a majority of Marin County residents are vaccinated.

**FISCAL/STAFFING IMPACT:** The total cost for this second amendment to the agreement with West Marin Senior Services will not exceed \$16,400. Compensation for the services will be based on a monthly fixed fee of \$500 for marketing and outreach and a fee per ride match of \$20 per round trip. If the parties choose to exercise additional option years, the annual cost will remain the same as outlined in Table 1.

**Table 1: Pricing for West Marin Senior Services to Support Marin Access Programs in West Marin County**

|                     | Marketing & Outreach | Driver Matching Services | Annual Not to Exceed |
|---------------------|----------------------|--------------------------|----------------------|
| <b>FY 19/20</b>     | \$6,000              | \$10,400                 | \$ 16,400            |
| <b>Option Years</b> |                      |                          |                      |
| <b>FY 20/21</b>     | \$6,000              | \$10,400                 | \$ 16,400            |
| <b>FY 21/22</b>     | \$6,000              | \$10,400                 | \$ 16,400            |
| <b>FY 22/23</b>     | \$6,000              | \$10,400                 | \$ 16,400            |
| <b>FY 23/24</b>     | \$6,000              | \$10,400                 | \$ 16,400            |

Respectfully submitted,



Joanna Huitt  
Senior Mobility Planner

Attachment: 1015 - Second Amendment to the Agreement with West Marin Senior Services

1015

## SECOND AMENDMENT TO AGREEMENT

BY AND BETWEEN THE

MARIN COUNTY TRANSIT DISTRICT AND WEST MARIN SENIOR SERVICES DATED JULY 1, 2019

THIS AMENDMENT is made and entered into this 7<sup>th</sup> day of June 2020, by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as "Marin Transit" or "District") and WEST MARIN SENIOR SERVICES (hereinafter referred to as "Contractor").

### RECITALS

WHEREAS, the District and the Contractor entered into an agreement to support Marin Access programs in West Marin dated July 1, 2019 (# 192001); and

WHEREAS, the parties extended the agreement for an additional year and extended the term of the agreement to June 30, 2021 (#192042); and

WHEREAS, the parties wish to extend the agreement for an additional year and extend the term of the agreement to June 30, 2022; 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) Section 4, Maximum Cost to District, is hereby amended to read as follows:

**4. MAXIMUM COST TO DISTRICT:** In no event will the cost to District for the services to be provided herein exceed the maximum sum of \$49,200 including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to District may be amended by written notice from District to reflect that reduction.

3) Section 5, Time of Contract, is hereby amended to read as follows:

**5. TIME OF CONTRACT:** This Contract shall commence on July 1, 2019, and shall terminate on June 30, 2022, with two additional option years. Certificate(s) of Insurance must be current on the 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 with 30 days of completion of the stated scope of services.

4) Exhibit "B" Fees and Payment Schedule, section (5) is amended to read as follows:

(5) **MAXIMUM CONTRACT AMOUNT:** The contract includes three fiscal years, with a maximum payment amount of \$16,400 each year. The maximum amount payable to Contractor under this Contract for this three-year period shall not exceed \$49,200. Two additional option years are included and the maximum payment per year is \$16,400.

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

CONTRACTOR:

MARIN COUNTY TRANSIT DISTRICT:

By \_\_\_\_\_



APPROVED AS TO FORM:

\_\_\_\_\_

County Counsel



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san rafael, ca 94901

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June 7, 2021

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

**SUBJECT: Marin County Transit District Final Operating and Capital Budget for FY 2021/22**

**board of directors**

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  
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city of novato

katie rice  
director  
supervisor district 2

dennis rodoni  
director  
supervisor district 4

brian colbert  
alternate  
town of san anselmo

Dear Board Members:

**RECOMMENDATION:** Adopt FY 2021/22 budget.

**SUMMARY:** At the March 15, 2021 Board Workshop, two key aspects of the service plan for next fiscal year were discussed: ridership and revenues. The discussion informed the preparation of the annual budget and service plan for FY 2021/22.

Marin Transit's draft budget for July 1, 2021 to June 30, 2022 was presented at your Board's May 3, 2021 meeting. Staff is requesting that your Board adopt the final FY2021/22 budget today. The final budget document is attached to this board letter and includes no changes from the draft budget.

The FY 2021/22 Expenditure Budget for Operations and Capital Projects of \$49.2 million is balanced with the planned expenditure of capital reserve funding (Table 1). The expenditure budget fully funds the Emergency Reserve (two months operating expenses) and Contingency Reserve (four months of operating expenses) while setting aside \$11.5 million in Capital Reserves.

The COVID-19 pandemic will continue to impact the next fiscal year, and the draft FY2021/22 budget is based on a projected recovery and the return of school and recreational services. While state and local revenues are anticipated to recover, many are not expected to meet pre-pandemic projections. Marin Transit is budgeting \$4 million in federal relief funds to backfill lost revenues and fund cost increases to provide additional service and continue enhanced vehicle cleaning.

The operating expense budget of \$35.3 million is a one percent increase over the FY2020/21 budget and allows for the maximum level of fixed route service possible with the existing vehicle fleet and service delivery infrastructure. As Marin recovers from the COVID-9 pandemic, there is still significant uncertainty regarding how service



needs may have changed. The budget is based on a proposed service plan that redistributes increased fixed route service hours in the current year from supplemental backup service back to supplemental school service, rural service, and core fixed route services. Staff will continue to provide updates to your Board and revise the service plan as needed to best serve post-pandemic needs.

Facility costs for Rush Landing (Local Operations) and Kerner (Paratransit Maintenance) are included in the operations budget. The operations budget continues to fund costs for cleaning supplies and COVID-19 protocols. After no increases in the prior year, District staff wages and administrative cost will increase to accommodate merit-based salary increases and are sufficient to allow for a possible additional staff member.

**Table 1: Budget Summary**

|                                | FY2019/20<br>Actual | FY2020/21<br>Revised Budget | FY2020/21<br>Estimated<br>Actual | FY2021/22<br>Budget |
|--------------------------------|---------------------|-----------------------------|----------------------------------|---------------------|
| <b>Revenue</b>                 |                     |                             |                                  |                     |
| Operations                     | 35,850,387          | 34,501,986                  | 30,610,753                       | 36,948,095          |
| Capital                        | 15,853,562          | 8,694,494                   | 8,700,453                        | 8,158,442           |
| <b>Total Revenue</b>           | <b>\$51,703,949</b> | <b>\$43,196,480</b>         | <b>\$39,311,206</b>              | <b>\$45,106,537</b> |
| <b>Expenditures</b>            |                     |                             |                                  |                     |
| Operations                     | 31,066,346          | 34,962,322                  | 29,452,185                       | 35,381,744          |
| Capital                        | 15,858,925          | 10,762,336                  | 8,515,716                        | 13,838,442          |
| <b>Total Expenditures</b>      | <b>\$46,925,271</b> | <b>\$45,724,658</b>         | <b>\$37,967,901</b>              | <b>\$49,220,186</b> |
| Net Change in Fund Balance     | \$4,778,678         | -\$2,528,178                | \$1,343,305                      | -\$4,113,649        |
|                                |                     |                             |                                  |                     |
| Emergency Reserve              | 5,594,559           | 5,852,845                   | 5,852,845                        | 5,896,957           |
| Contingency Reserve            | 11,189,118          | 11,705,690                  | 11,705,690                       | 11,793,915          |
| Capital Reserve                | 15,229,829          | 11,926,793                  | 15,798,276                       | 11,552,290          |
| Fund Balance (total reserve)   | \$32,013,506        | \$29,485,328                | \$33,356,811                     | \$29,243,162        |
|                                |                     |                             |                                  |                     |
| Expenditure of Capital Reserve | 0                   | 2,067,842                   | 0                                | 5,680,000           |

The budget document attached to this report provides additional information and trends for the operations budget for Administration, Local Service, Yellow Bus Service, Rural Service, and Marin Access.

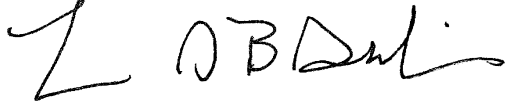
Marin Transit's capital expenditure budget is \$13.6 million to fund transit vehicles, bus stop improvements, transit technology projects, and other capital expenses. In FY2021/22 Marin Transit will complete the purchase of four 40ft electric vehicles, two 35ft rural vehicles, and five paratransit vehicles. The District will initiate a mid-life hybrid battery replacement project and a procurement for electric paratransit vehicles. These projects will be primarily funded with Federal Transit Administration Section 5307 funding matched with local and state funds. The FY2021/22 budget includes expenditure of \$5.7 million in capital reserves for improvements at the Rush Landing and Kerner facilities and to purchase additional land for vehicle parking.

**Final Budget Compared to Draft Budget**

The proposed final operations and capital budget for FY 2021/21 includes no changes from the draft budget.

**FISCAL IMPACT:** Board action will authorize FY2021/22 operations and capital expenditure levels.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'L. Gradia', written over the printed name.

Lauren Gradia  
Director of Finance and Capital Projects

Attachment



# MARIN TRANSIT BUDGET FY 2021/22



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## Marin Transit Budget Overview

The Marin County Transit District (Marin Transit) is responsible for local transit service within Marin County, and pre-COVID provided over 3.2 million unlinked passenger trips per year and over 250,000 revenue hours of service. During the pandemic, Marin Transit retained a higher percentage of its riders than most transit agencies in the bay area. Essential workers and the transit dependent continued to rely on Marin Transit core services. With capacity restrictions on vehicles to help prevent the spread of COVID-19, Marin Transit re-deployed school and recreational service hours and added additional fixed route service in FY2020/21 to reduce passenger pass-ups on core services. With this FY2021/22 budget, Marin Transit is planning for another year of recovery. Significant federal relief act funding from CARES, CRRSSA, and now the American Rescue Plan Act will allow Marin Transit to budget for the maximum service allowed for with the existing vehicle fleets and service delivery infrastructure.

Marin Transit delivers services through contract operators. These include: Golden Gate Bridge Highway & Transportation District (GGBHTD), Marin Airporter, MV Transportation, Marin Senior Coordinating Council (dba Vivalon, operated as Whistlestop), and Michael's Transportation. Marin Transit's Short Range Transit Plan (S RTP) is the primary service and financial planning document for the District and includes ten years of financial projections for operations and capital programs. The District's Board adopted the most recent S RTP on February 3, 2020. Due to the disruptions during the COVID-19 pandemic the FY2021/22 service plan has been modified from the S RTP. Marin Transit has developed these modifications incrementally during the pandemic to respond to rapidly changing conditions. In an effort to limit pass-ups due to capacity restrictions, the FY2021/22 budgeted fixed route service levels are elevated to the maximum amount of service Marin Transit can provide with existing capital resources and service contracts.

Staff will continue to bring quarterly financial reports to the Marin Transit Board and budget revisions may be needed as the pandemic recovery progresses and the financial landscape and service demand are better understood.

### ***Budget Process and Timeline***

The budget process begins in late February as a review of District and program level goals and objectives with finance and operations staff. This year, the Board held a workshop in mid-March to understand the pandemic current impacts on ridership and revenues, and to discuss service plans options and assumptions for revenue projections. Following the board workshop, staff held meetings focused on each program area. The Director of Finance compiled all the program data and developed a draft budget to present to the Board of Directors at the May meeting. The final budget will incorporate any changes from the draft version, and the Board considers adoption of the budget at their June meeting.

The following is the timeline for fiscal year July 1, 2021 to June 30, 2022 (FY2021/22) budget development:

|                   |                                       |
|-------------------|---------------------------------------|
| February 23, 2021 | Budget kick-off meeting               |
| March 15, 2021    | Board Workshop                        |
| March-April 2021  | Program level budget meetings         |
| May 3, 2021       | Draft presented to Board of Directors |
| June 7, 2021      | Adoption of final budget              |

## Relevant Financial Policies

This section details financial policies relevant to the District's annual budget and budget process. The Board has adopted these policies as part of the FN-01 policy document.

### ***Basis of Accounting***

Marin Transit's resources are allocated to and accounted for in the financial statements as an enterprise fund type of the proprietary fund group. Enterprise funds are accounted for on a flow of economic resources measurement focus. Marin Transit also uses the accrual basis of accounting, recording revenues when earned, and recording expenses at the time the liability is incurred. Grant revenue is recognized when program expenditures are incurred in accordance with program guidelines. Proprietary funds further distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

When both restricted and unrestricted revenues are available for use, it is Marin Transit's policy to use restricted revenues first then unrestricted revenues as they are needed.

### ***Annual Budget Adoption***

The Marin Transit Board of Directors adopts an annual budget for Marin Transit's fiscal year starting July 1 and ending June 30. Under the direction of the Director of Finance, staff develops a balanced budget for the Board of Directors that provides sufficient and sustainable funding for local transit service needs using the following guidelines:

- Maintain adopted reserve level
- Preserve a balance of revenues and expenditures over a ten-year horizon
- Provide for Short Range Transit Plan (S RTP) adopted service levels
- Allow for innovative growth

The Board adopts the annual budget for the coming fiscal year no later than the June Board of Directors meeting.

### ***Budget Amendment***

Budget control occurs at the total program level (administration, local, yellow bus, rural, Marin Access, facility, capital). Deviations from budgeted line item amounts are acceptable if the total program expenses do not exceed the budget authority.

Budget authority transfers between programs require General Manager approval and must be made such that total budget expenditures are not exceeded.

In the event that overall expenditures are anticipated to exceed the approved annual budget authority, Board of Directors' approval is required prior to incurring the expense. Requests for budget amendments must include adequate supporting documentation and identification of available revenue to support the expenditure. If circumstances require immediate action, the General Manager may act in place of the Board of Directors and must present the expenditure to the Board of Directors at the next possible opportunity.

All budget amendments are reported to the Board quarterly, as part of the quarterly finance reports.

### ***Reserve Policy***

Marin Transit maintains an unrestricted reserve consisting primarily of property tax revenues. The District is dependent on many diverse funding sources for the operation of its services that are subject to state and federal funding availability and administrative processes. The reserve balance is essential to mitigate current and future risk of revenue shortfalls and unanticipated expenditures. The following reserve balance policy provides parameters on desired levels and uses of unrestricted reserve funds. The reserve balance levels are defined to minimize disruptions to the District's services due to fluctuation in funding and in accordance with the Government Finance Officers Association (GFOA) recommendations.

The District shall strive to maintain a reserve balance equivalent to a minimum of two months and up to a maximum six months operating expenses based on the adopted budget.

Any reserve balance equal to but not exceeding two months operating expenditures is defined as the emergency reserve. The emergency reserve will be available for use during prolonged revenue shortages to sustain District operations until service reductions, program cuts, or fare increases are made to reestablish a balanced budget and restore the emergency reserve.

Any reserve balance greater than two months of operating expenditures, but less than four months of operating expenditures, is defined as the contingency reserve. The contingency reserve is available to maintain current service levels during short-term periods of declining revenue or slower than anticipated revenue growth.

When the emergency reserve is fully funded and the contingency reserve is funded with the equivalent of at least two months of operations funds, the District may fund a capital reserve through the budgeting process. The capital reserve is available to provide resources for high priority capital projects or grant matching funds. The reserve is designed to reduce the District's future needs for borrowing or bonding for large capital projects. With Board approval, capital reserve funds can be transferred to the contingency reserve or the emergency reserve if these funds fall below the target levels.

If, for a prolonged period, the total reserve balance held in emergency and contingency reserves exceeds six months of operating expenditures, Marin Transit will consider options such as but not limited to: expanding transit service or decreasing fares in an effort to provide the optimal level of transit service and benefits to Marin County.

### ***Indirect Costs***

In order to provide for the reasonable and consistent allocation or distribution of costs to its various grants and funding programs, Marin Transit develops an Indirect Cost Rate Proposal (ICRP) annually. The ICRP is designed in accordance with Federal Title 2 CFR 200 and is approved by the Federal Transit Administration (FTA).

### **Budget Summary**

The FY 2021/22 expenditure budget for operations and capital projects is \$49.2 million. The expenditure budget allows for a fully funded Emergency Reserve (two months operating expenses), a Contingency Reserve of four months of operating expenses, and a Capital Reserve of \$11.6 million. The proposed budget continues to be impacted by the COVID-19 pandemic and is based on a projected recovery and the gradual return of school and



recreational services. While state and local revenues are anticipated to recover, many are not expected to meet pre-pandemic projections and Marin Transit is budgeting \$4 million in federal relief funds to backfill lost revenues and to fund cost increases needed to address capacity limitations and cleaning requirements.

There continues to be significant uncertainty regarding the pandemic recovery timeline, transit needs, and revenue projections. Marin Transit was in a strong financial position before the COVID-19 pandemic, and this provides the District resources to address immediate needs and prevents the need to reduce services.

As the District looks to FY2021/22, staff is continuing to review financial projections, operations requirements, and transit demand on a regular basis. Marin Transit provides a critical lifeline service in Marin County that will be maintained, and the District needs to be prepared to restore services that provide recreational trips, social trips, traffic relief and school transportation when appropriate. Staff will continue to bring quarterly financial reports to the Board with additional information on service plans, revenue projections, and if needed, proposed budget amendments. The proposed schedule for budget updates is as follows:

|                       |  |
|-----------------------|--|
| October/November 2021 | FY2021 Annual Financial Report   |
| December 2021         | FY2022 First Quarter Financial Report and Update                         |
| March 2022            | FY2022 Second Quarter Financial Report and Update                        |
| May 2022              | FY2023 Draft Budget and Financial Update                                 |
| June 2022             | FY2023 Final Budget and FY2022 Third Quarter Financial Report and Update |

Capital expenditures include continued investments in the revenue service vehicles, bus stop improvements, and operations facilities. The Capital budget includes the expenditure of \$5.7 million in capital reserves for improvements at the Rush Landing facility, improvements at the Kerner facility and the for the purchase of additional land for vehicle parking.

**Table 1: Budget Summary**

|                                | FY 2019/20<br>Actual | FY 2020/21<br>Revised Budget | FY 2020/21<br>Estimated<br>Actual | FY 2021/22<br>Budget |
|--------------------------------|----------------------|------------------------------|-----------------------------------|----------------------|
| <b>Revenue</b>                 |                      |                              |                                   |                      |
| Operations                     | 35,850,387           | 34,501,986                   | 30,610,753                        | 36,948,095           |
| Capital                        | 15,853,562           | 8,694,494                    | 8,700,453                         | 8,158,442            |
| <b>Total Revenue</b>           | <b>\$51,703,949</b>  | <b>\$43,196,480</b>          | <b>\$39,311,206</b>               | <b>\$45,106,537</b>  |
| <b>Expenditures</b>            |                      |                              |                                   |                      |
| Operations                     | 31,066,346           | 34,962,322                   | 29,452,185                        | 35,381,744           |
| Capital                        | 15,858,925           | 10,762,336                   | 8,515,716                         | 13,838,442           |
| <b>Total Expenditures</b>      | <b>\$46,925,271</b>  | <b>\$45,724,658</b>          | <b>\$37,967,901</b>               | <b>\$49,220,186</b>  |
| Net Change in Fund Balance     | \$4,778,678          | -\$2,528,178                 | \$1,343,305                       | -\$4,113,649         |
|                                |                      |                              |                                   |                      |
| Emergency Reserve              | 5,594,559            | 5,852,845                    | 5,852,845                         | 5,896,957            |
| Contingency Reserve            | 11,189,118           | 11,705,690                   | 11,705,690                        | 11,793,915           |
| Capital Reserve                | 15,229,829           | 11,926,793                   | 15,798,276                        | 11,552,290           |
| Fund Balance (total reserve)   | \$32,013,506         | \$29,485,328                 | \$33,356,811                      | \$29,243,162         |
|                                |                      |                              |                                   |                      |
| Expenditure of Capital Reserve | 0                    | 2,067,842                    | 0                                 | 5,680,000            |

### District Fund Balance

Marin Transit's fund balance represents the total unrestricted net position made up of local property tax funding. Each year, the fund balance increases or decreases by the net difference between total revenue and total expenses for the year. Marin Transit's Board-adopted policy designates an Emergency Reserve equivalent to two months of operating expenses and a Contingency Reserve equivalent to an additional two to four months of operating expenses. Marin Transit staff and Board Members review 10-year projections of revenues and expenses in the SRTP to ensure long term financial stability while maximizing mobility for local transit riders.

Marin Transit was in a strong financial position before the COVID-19 pandemic, and this helped prevent the need to make service cuts based on preliminary projections of revenues losses. Prior to the pandemic, Marin Transit has been able to rebuild the District's fund balance based on strategic efforts to lower service contract rates and control administrative costs combined with revenues from a strong economy.

The next step in financial stability for the District is transitioning from leased operations and maintenance facilities to a District-owned location. To this end, Marin Transit purchased a two-and-half acre parcel in Novato in FY2019/20 for vehicle parking, and is under contract to purchase a maintenance site in San Rafael for paratransit maintenance.

Marin Transit has a balanced operations budget for FY2021/22 using one-time Federal relief funding and carryforward balances of local and state funding. While the FY2021/22 Budget maintains a fully funded operating reserve, there is a net reduction of \$4.1 million to the District's fund balance. The reduction is due to the planned investment of \$5.7 million in capital reserve funds on significant facility improvement projects and for the purchase of additional land for transit vehicle parking.

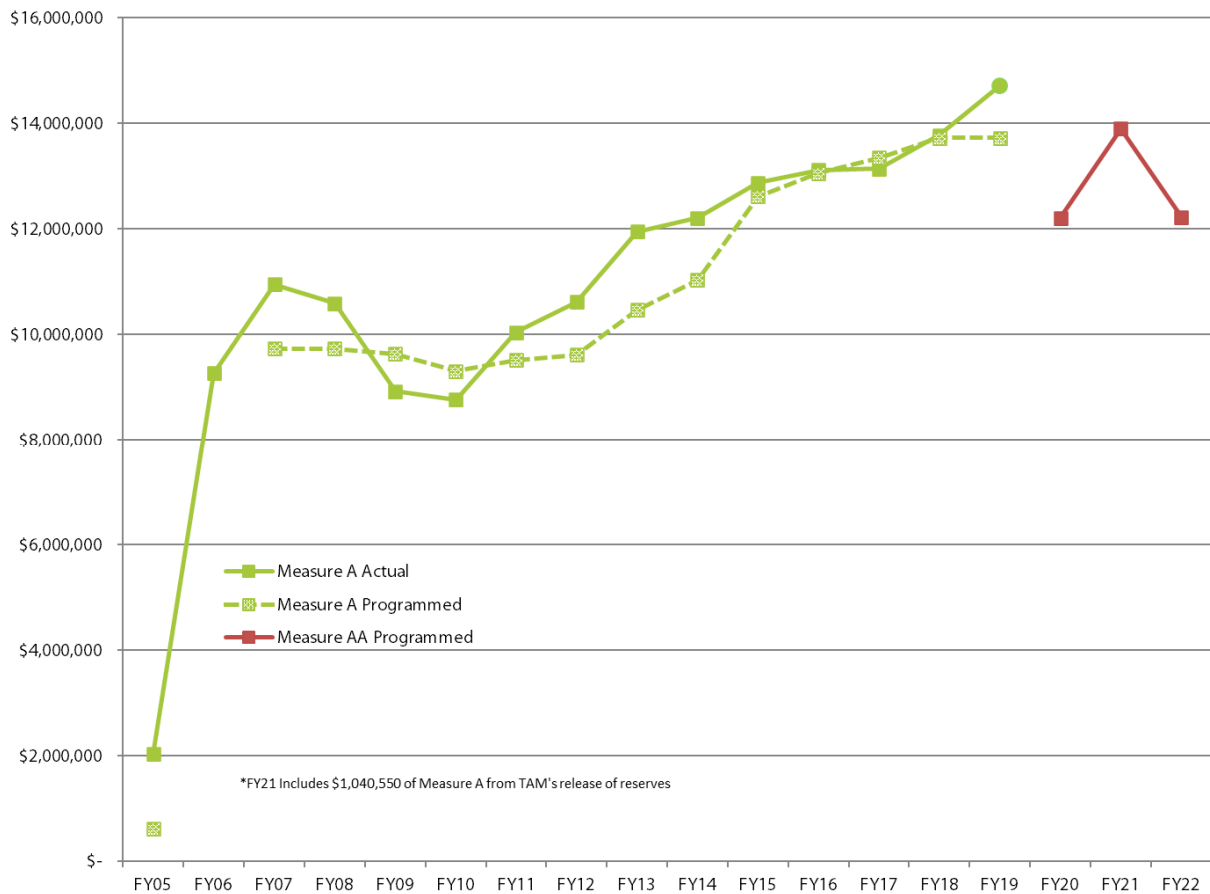
## Local Sales Tax – Measure A and Measure AA

On November 6, 2018, Marin County voters passed Measure AA, a renewal to the county's ½-cent transportation sales tax and new expenditure plan. The first ½-cent sales transportation sales tax (Measure A) was a 20-year measure passed in 2004 and FY2024/25 would have been the last year of the sales tax. The renewal measure (Measure AA) is a 30- year extension effective April 2019. Local sales tax funding provides approximately 34% of Marin Transit's operating revenues. The sales tax also provides a share of capital funds needed to match federal and state grant funding for vehicles. As shown in the District's 2017 Short Range Transit Plan, without the sales tax funding Marin Transit would need to cut service levels significantly and end programs like the community shuttles, West Marin Stagecoach, Muir Woods Shuttle and school bus service.

The new expenditure plan was updated to reflect the needs of Marin County and projects that were completed under Measure A. Measure AA continues to prioritize local transit and the voter approved expenditure plan indicates that 55% of allocated sales tax revenues will go to local transit. The expenditure plan for Measure AA does make changes to the sub-strategies and their allocations within the transit strategy. Additional funds are committed to school transportation and ferry access in Measure AA in new sub strategies, while funding for Bus Transit Facilities is reduced. The amount of funding going to local transit is reduced in the new measure due the need to restart "off the top" commitments that had ended in the old Measure (Figure1).

The Transportation Authority of Marin (TAM) programs Measure A/AA funding to the District based on projections and adjusts future year balances to account for actual sales tax receipts. Based on the programmed amounts, Marin Transit requests annual allocations of funds from TAM. Figure 1 shows Marin Transit's share of Measure A and Measure AA projected revenues and actual receipts. TAM established a reserve fund under Measure A to account for potential economic declines that could adversely impact sales tax collections.

TAM initially forecasted severe declines in sales tax revenue at the start of the pandemic. Sales tax based revenues have not declined as precipitously as expected and revised projections are more optimistic, albeit still less than projected prior to the pandemic. To maintain program levels in FY2020/21, TAM released some of the prior Measure A reserve and suspended the collection of Measure AA reserves. This increased Marin Transit's annual allocation of Measure A/AA to \$13.9 million in FY2020/21. For FY2021/22 TAM has projected revenue similar to FY2019/20 levels and has restarted collection of the Measure AA reserves. This results in a decrease of the amount of annual revenue available to Marin Transit by \$1.7 million. In FY2021/22, \$12.2 million in annual revenue is available to Marin Transit.

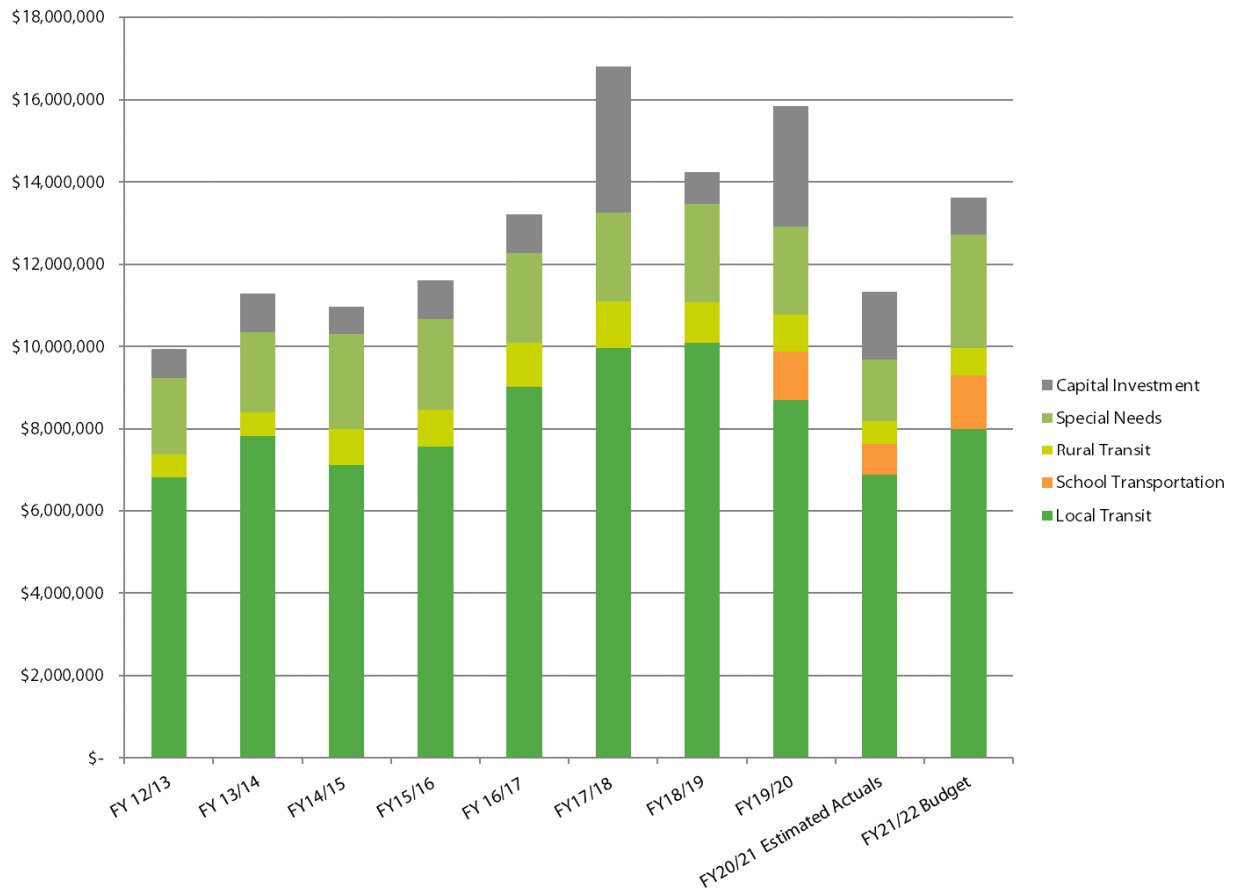
**Figure 1: Programmed Measure A/AA Transit Funds by Fiscal Year (TAM Projection & Actual Receipts)<sup>1</sup>**

The District's actual expenditure of Measure A/AA revenue varies due to capital replacement cycles and the availability of other grant funds in a particular year (Figure 2). In any given year, unclaimed Measure A/AA revenue is available for TAM to allocate to Marin Transit in future years.

With the FY2021/22 requested allocations, Marin Transit will have an estimated carryover in the Local Service sub strategy of \$1 million. TAM holds these unallocated funds, and they are not included in Marin Transit's Emergency or Contingency Reserve funds. Instead, Marin Transit programs these funds in the ten-year operation and capital financial forecasts in the adopted SRTP. Figure 2 shows the annual expenditure of local sales tax funds by category. Consistent funding availability is critical to maintaining transit service operations.

<sup>1</sup> TAM 2021 Measure AA SPU

**Figure 2: Local Sales Tax Expenditures by Fiscal Year (Measure A/AA)**



## Operations Budget

Marin Transit's FY2021/22 operations budget provides for operation of the following services:

|                                      |                       |
|--------------------------------------|-----------------------|
| Local Basic and Local Trunkline      | 118,200 revenue hours |
| Local Connector (Community Shuttles) | 44,800 revenue hours  |
| Supplemental School and Partnership  | 9,000 revenue hours   |
| Muir Woods Shuttle                   | 4,440 revenue hours   |
| Novato Dial-A-Ride                   | 2,600 revenue hours   |
| Yellow School Bus Service            | 6 buses               |
| West Marin Stagecoach Service        | 20,000 revenue hours  |
| Rural Dial-A-Ride Service            | 400 revenue hours     |
| Local Paratransit Service            | 40,700 revenue hours  |
| Regional Paratransit Service         | 4,400 revenue hours   |
| Catch-A-Ride                         | 9,800 trips           |
| Volunteer Driver                     | 13,500 trips          |
| Transit Connect                      | 6,120 revenue hours   |

The operating expense budget of \$35.3 million is a one percent increase over the FY2020/21 budget and provides for a similar level of fixed route service with supplemental back up service hours re-distributed to rural service, supplemental school service, and core fixed route services. The budget provides for seventy percent of pre-COVID paratransit service hours. There are no major cost increases this year due to constraining costs during the pandemic and a projection of a slow recovery of paratransit demand. Facility costs for Rush Landing (Local Operations) and Kerner (Paratransit Maintenance) are now included in the operations budget. The operations budget continues costs of cleaning supplies and new protocols needed in response to COVID-19. After no increases in the prior year, District staff wages and administrative cost increase to accommodate merit-based increases and an additional staff member on the finance team.

### COVID Impacts

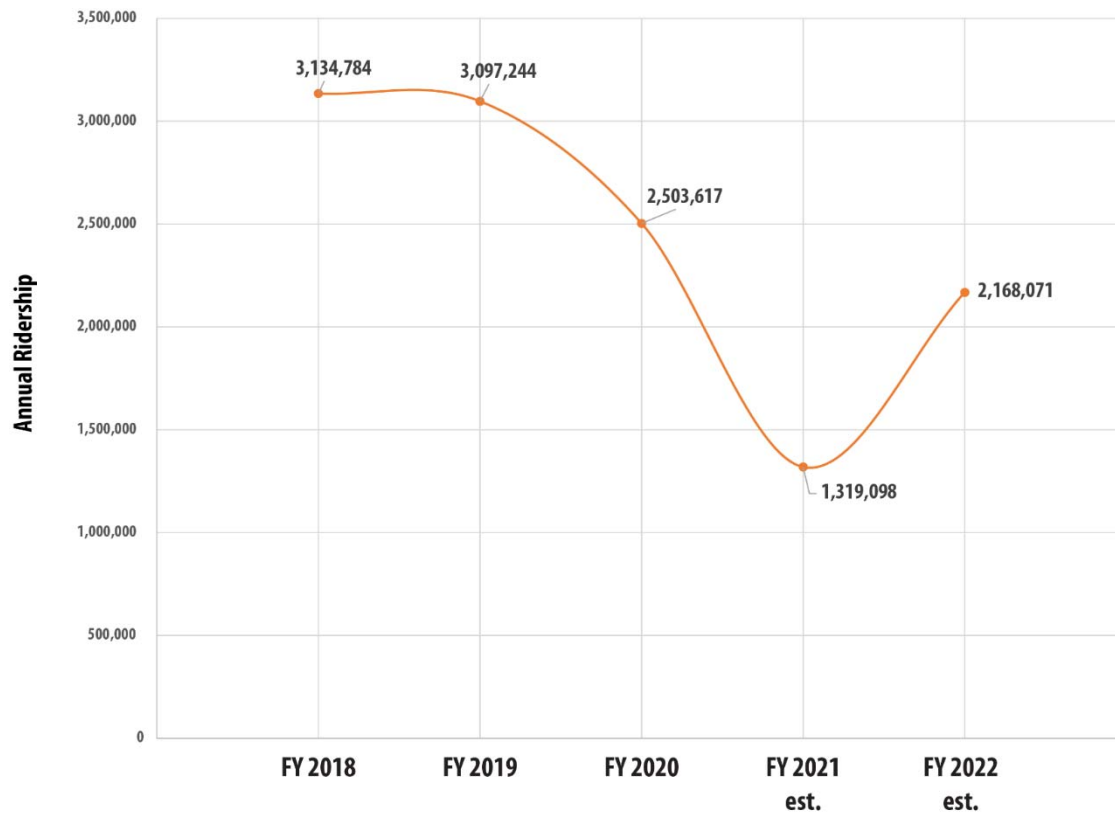
Marin Transit riders, contractors, drivers, and direct staff have all been affected by the shelter in place order and the actions needed to prevent the spread of COVID-19. The COVID-19 pandemic has challenged transit agencies to provide service under unprecedented conditions. Shelter-in-place orders initiated in March 2020 drastically reduced ridership. Economic conditions and ridership losses due to the pandemic reduced transit revenues. Marin Transit quickly responded to these changing conditions over the past year and will need to continue to adjust and adapt in the upcoming fiscal year.

Marin Transit continues to provide transit service to those who need it most during this pandemic. Due to physical distancing requirements, the number of passengers on transit vehicles is limited to approximately 25 percent of the vehicle's normal seated capacity. Passengers waiting for a bus are passed-up if the bus reaches its capacity limit of about nine passengers per bus. Marin Transit re-deployed and added supplemental back-up bus service or regular service multiple times over the past year to avoid passing up waiting passengers on our most heavily travelled routes. Service levels in our highest ridership areas now operate as frequently as every five minutes. The supplemental service has reduced pass-ups and helped ensure that riders can reliably catch a bus without significant delays.

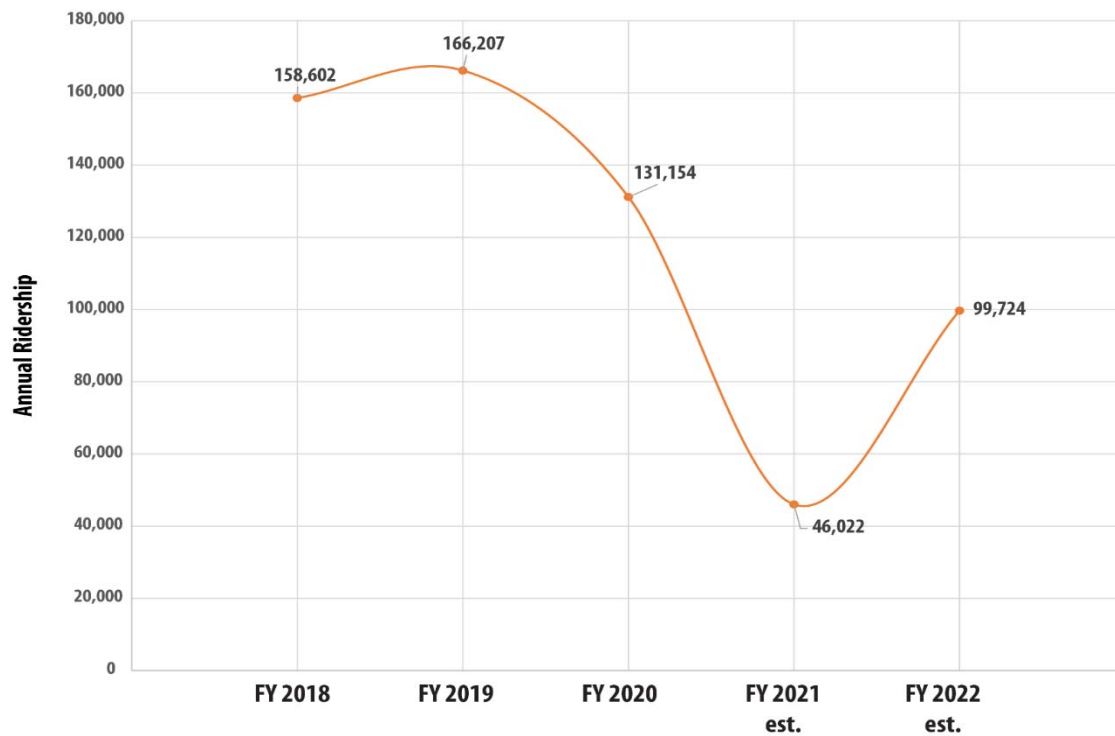
Marin Transit suspended Supplemental School services, Yellow Bus, and the Muir Woods Shuttle at the onset of the pandemic. These services accounted for approximately 25 percent of our ridership in past years. The available buses and service hours from these suspended services were reallocated to supplemental (back-up) service in high ridership areas of the County. The supplemental service reduced pass-ups of passengers due to capacity restrictions on buses needed to maintain social distancing. The District recently reinstituted certain Supplemental School routes as some high schools returned to in-classroom learning in February and March. The District anticipates restarting the Muir Woods shuttle service in summer 2021.

Marin Transit is currently experiencing a 58 percent decline in systemwide ridership compared to the prior year. Fixed route ridership dropped significantly early in the pandemic and rose steadily as riders returned to work in essential services and made essential trips. Ridership on paratransit and demand response services has suffered the greatest losses and remains low at just 26 percent of ridership last year. The budget is based on a projected return of fixed route ridership to 60 percent pre-COVID levels in the first half of FY2021/22 and increases to 80 percent of pre-COVID levels at the end of FY2021/22 (average of 70 percent pre-COVID) (Figure 3). The budget also projects that demand response ridership returns to 50 percent pre-COVID levels in the first half of FY 2021/22 and returns to 70 percent of pre-COVID levels by the end of the fiscal year (average of 60 percent of the pre-COVID level) (Figure 4). The budgeted service plan assumes vehicle capacities will increase as the County advances through the State's tiered risk levels. It is assumed that by June 2021, vehicles will be able to accommodate 50% of vehicle capacities and supplemental back-up services will no longer be needed.

**Figure 3: Fixed Route Ridership By Fiscal Year**



**Figure 4: Demand Response (Paratransit) Ridership By Fiscal Year**





**Table 2: Operations Budget (Admin, Local, Yellow Bus, Rural, & Marin Access)**

|                                      | FY 2019/20<br>Actual    | FY 2020/21<br>Budget<br>Revised | FY 2020/21<br>Estimated<br>Actuals | FY 2021/22<br>Final Budget | % Δ from<br>FY2020/21<br>Budget |
|--------------------------------------|-------------------------|---------------------------------|------------------------------------|----------------------------|---------------------------------|
| <b>Revenue</b>                       |                         |                                 |                                    |                            |                                 |
| Fare Revenue                         | 3,233,295               | 3,157,591                       | 1,503,341                          | 3,017,579                  | -4%                             |
| Advertising & Other Revenue          | 520,168                 | 594,048                         | 410,608                            | 610,447                    | 3%                              |
| Reimbursements (GGBHTD)              | 1,897,214               | 2,074,256                       | 1,375,491                          | 1,342,481                  | -35%                            |
| Interest                             | 353,735                 | 200,700                         | 222,630                            | 160,700                    | -20%                            |
| Measure A/AA                         | 12,911,936              | 12,722,302                      | 9,712,534                          | 12,726,002                 | 0%                              |
| Measure A Interest                   | 85,000                  | 0                               | 0                                  | 0                          | -                               |
| Measure B                            | 956,701                 | 1,075,000                       | 1,109,293                          | 944,943                    | -12%                            |
| Property Taxes                       | 4,755,734               | 4,471,001                       | 4,998,799                          | 4,940,101                  | 10%                             |
| Development Fees                     | 54,204                  | 45,500                          | 69,148                             | 45,500                     | 0%                              |
| State Transit Assistance (STA)       | 2,047,902               | 1,498,871                       | 1,680,191                          | 2,384,860                  | 59%                             |
| Transit Development Act (TDA)        | 5,225,171               | 3,817,097                       | 3,817,097                          | 5,871,942                  | 54%                             |
| Other State                          | 18,958                  | 16,300                          | 22,164                             | 32,300                     | 98%                             |
| FTA Funds                            | 3,475,476               | 5,713,288                       | 9,204,456                          | 5,294,542                  | -7%                             |
| National Park Service                | 370,399                 | 16,033                          | 0                                  | 418,694                    | 2511%                           |
| Transfers to Capital Budget          | (55,505)                | (900,000)                       | (3,515,000)                        | (841,996)                  | -6%                             |
| <b>Total Revenue</b>                 | <b>35,850,388</b>       | <b>34,501,987</b>               | <b>30,610,752</b>                  | <b>36,948,095</b>          | <b>7%</b>                       |
| <b>Expenses</b>                      |                         |                                 |                                    |                            |                                 |
| Salaries and Benefits                | 2,470,182               | 2,675,000                       | 2,517,183                          | 2,806,721                  | 5%                              |
| Professional Service                 | 277,828                 | 574,508                         | 314,384                            | 590,752                    | 3%                              |
| Professional Service- Legal          | 25,385                  | 100,000                         | 19,467                             | 103,000                    | 3%                              |
| Security and Maintenance             | 261,864                 | 330,130                         | 405,916                            | 388,631                    | 18%                             |
| Customer Service                     | 637,447                 | 659,555                         | 685,538                            | 678,352                    | 3%                              |
| Mobility Management Support Programs | 9,812                   | 72,000                          | 0                                  | 92,360                     | 28%                             |
| Grants to Other Agencies             | 435,485                 | 435,485                         | 218,129                            | 410,406                    | -6%                             |
| Materials and Supplies               | 289,124                 | 369,618                         | 369,736                            | 397,352                    | 8%                              |
| COVID Cleaning and Supplies          | 70,168                  | 375,076                         | 243,325                            | 342,000                    | -9%                             |
| General Insurance                    | 48,404                  | 68,200                          | 66,090                             | 72,928                     | 7%                              |
| Contract Service Operation           | 24,172,094              | 26,050,929                      | 22,851,788                         | 25,960,597                 | 0%                              |
| Membership & Prof Development        | 22,955                  | 52,318                          | 16,600                             | 53,888                     | 3%                              |
| Mileage and Travel                   | 16,015                  | 25,000                          | 341                                | 25,750                     | 3%                              |
| Marketing                            | 126,142                 | 199,042                         | 83,195                             | 178,411                    | -10%                            |
| Communication                        | 158,029                 | 228,670                         | 198,581                            | 264,888                    | 16%                             |
| Fuel                                 | 2,111,976               | 2,967,168                       | 1,646,998                          | 3,124,622                  | 5%                              |
| Utilities (Facility)                 | 12,547                  | 34,200                          | 32,000                             | 65,000                     | 90%                             |
| Vehicle and Vehicle Parking Leases   | 19,019                  | 25,472                          | 0                                  | 26,236                     | 3%                              |
| Office - Rental and Overhead         | 137,817                 | 142,000                         | 139,853                            | 146,260                    | 3%                              |
| Partner Agency Pass Through          | 85,000                  | 0                               | 0                                  | 0                          | -                               |
| Transfers to Capital Budget          | (320,948)               | (422,049)                       | (356,940)                          | (346,410)                  | -18%                            |
| <b>Total Expenses</b>                | <b>31,066,345</b>       | <b>34,962,322</b>               | <b>29,452,184</b>                  | <b>35,381,744</b>          | <b>1%</b>                       |
| <b>Net Revenue Over Expenditures</b> | <b><u>4,784,043</u></b> | <b><u>(460,335)</u></b>         | <b><u>1,158,568</u></b>            | <b><u>1,566,351</u></b>    |                                 |

The economic impacts of the COVID-19 will have significant and long-term impacts on Marin Transit financials. Fare revenue accounts for eleven percent of Marin Transit's budget, and revenues based on sales tax and diesel tax account for a total of 61 percent. The Metropolitan Transportation Commission's (MTC) and Transportation Authority of Marin (TAM) initially forecasted severe declines in sales tax based revenues. Marin County sales tax revenue has not declined as precipitously as expected but the budget levels are less than pre-pandemic projections. As more economic data becomes available the District will need to monitor and adjust revenue projections. Significant federal relief funds have been critical in back-filling lost revenues and maintaining contract operations.

### **District Revenue**

Marin Transit derives its revenues from multiple sources (Figure 3), with no single revenue source providing the majority of the District's operating funds. The primary revenue sources for Marin Transit operations are:

- Measure A /Measure AA sales tax operating funds;
- Transportation Development Act (TDA) funds;
- State Transit Assistance (STA) funds;
- Passenger fares; and
- Property taxes.

To develop revenue projections for the FY 2021/22 budget, staff referred to Metropolitan Transportation Commission (MTC) revenue projections for STA and TDA, used TAM's allocation numbers for Measure AA, and presented assumptions to the Board of Directors at a March 15, 2021 board workshop. Due to the rapidly changing economic conditions from the COVID-19 response, all financial projections have a higher-than-normal uncertainty. All revenue projections will need to be reviewed quarterly and budget adjustments may be needed.

### **Revenue Declines**

The operating revenue budget of \$36.9 million is a 7% increase from the prior year budget (table 3). Since this revenue includes carryforward revenue from prior year surpluses and one-time Federal funding, it masks the underling declines of significant revenue sources. Table 3 shows projected losses of major revenue sources compared to the pre-pandemic projections included in the District's SRTP. The table includes the projected losses included in the FY2020/21 budget, the updated projected losses for FY2020/21 based on new information, and projected changes for FY2021/22. Due to the significant one-time federal relief funding through the CARES Act and the CRRSAA, Marin Transit is able to fully backfill all revenue losses and fund the additional service costs that were needed.

**Table 3: Projections of Revenues Significantly Affected by COVID-19 Pandemic**

| Revenue                              | Source                 | FY2021 Project Revenue Impacts |                    | Projected FY2022 Change (compared to pre-COVID estimate) | Notes  |
|--------------------------------------|------------------------|--------------------------------|--------------------|--|--|
|                                      |                        | Projected in FY2021 Budget     | Updated Projection |  |  |
| Fares                                | Passengers             | \$ (729,929)                   | \$(848,273)        | \$ (865,263)   | Fare revenue is still impacted by lower ridership  |
| Measure AA                           | Marin County Sales Tax | \$(1,474,176)                  | \$(1,617,267)      | \$(2,702,355)  | Sales tax revenues have remained stable but annual revenue is lower due to slow growth and TAMs restarting the collection of their reserve   |
| State Transit Assistance             | Diesel Fuel Tax        | \$(1,107,870)                  | \$(999,056)        | \$(1,018,666)  | Projected lower revenue based on lower fuel consumption and prices. Marin Transit has prior year Revenue Based funds available. Amount in Budget shows the combined prior year and current year amounts. |
| Transportation Development Act       | State sales tax        | \$(1,272,366)                  | \$ (817,403)       | \$ 21,273  | Sales tax funding is less impacted than initially projected  |
| Education Revenue Augmentation Funds | Property Tax           | \$ (260,000)                   | \$ -               | \$ -   | Based on prior recessions this source is volatile and is not available in recessions   |
| GGBHTD payment for Paratransit       | GGBHTD                 | \$ -                           | \$ -               | \$(761,900)  | Reduce due to drop in GGBHTDs Marin County fixed route ridership and lower projected costs.  |
| Federal Relief Funds                 | Federal Fuel Taxes     | \$ 4,500,000                   | \$8,120,184        | \$ 4,178,69  | CARES and CRRSAA funding   |
| <b>Total</b>                         |                        | <b>\$ (344,341)</b>            | <b>\$3,838,185</b> | <b>\$(1,148,220)</b>                                     |  |

### **Federal Relief Funds**

Marin Transit is receiving timely and significant federal funding for transit operations. The federal government has passed three relief bills that provide significant one-time funding for transit operators. These bills are Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriation Act of 2021 (CRRSAA), and the American Rescue Plan Act of 2021 (table 4). The funding is provided at a 100 percent federal share, with no local match required. The funding is available to support capital, operating and other expenses generally eligible under those programs to prevent, prepare for, and respond to COVID-19. The Federal Transit Administration (FTA) has allocated the formula funding to regions and states through the Section 5307 urbanized program and the Section 5311 rural program.

The Metropolitan Transportation Commission (MTC) is the recipient of Section 5307 funds for the Bay Area. MTC worked quickly with all Bay Area transit agencies to develop a sub-allocation of the region's funding that reflects the initial needs of the transit agencies during this crisis and focused on restoring revenue losses for all operators. Funding through the Section 5311 program has been allocated by Caltrans. The allocation amounts in table 4 include both the Section 5307 and Section 5311 funds.

Marin Transit anticipates expending all \$10.2 million in CARES act funding in FY2019/20 and FY2020/21. All \$4.2 million in allocated CRRSAA funding is budgeted for FY2020/21 for local and rural services. The final federal funding, the American Rescue Plan Act includes almost twice the amount of funding to support transit as the CRRSAA act. MTC is working with transit operators to ensure all Bay Area agencies have sufficient funding to restore services and adapt to new conditions post pandemic. Marin Transit can use this additional federal funding to continue service levels and to address new needs as they develop.

**Table 4 Federal Relief Funds**

| Federal Relief Bill   | Marin Transit Allocation | Anticipated Expenditure Year |
|---|--------------------------|------------------------------|
| Coronavirus Aid, Relief, and Economic Security (CARES) Act                      | \$10,176,307             | FY2020, FY2021               |
| Coronavirus Response and Relief Supplemental Appropriation Act of 2021 (CRRSAA) | \$4,178,691              | FY2022                       |
| American Rescue Plan Act of 2021  | TBD                      | FY2022, FY2023               |

### **Revenue Variances**

All budgeted revenues that change more than \$100,000 compared to the prior budget are listed in table 5.

Fare revenue is tied closely to the return of ridership which is projected to be 70% of pre-COVID levels for fixed route service and 60% for demand response. This about twice current fare revenue but is \$865,000 below pre-pandemic fare revenue.

Marin Transit's is projecting a lower reimbursement rate from GGBHTD for the operation of local paratransit. This reimbursement rate is based on the relative amount of Marin County fixed route riders each agency carries in the prior year. GGBHTD's typical share is about 25%, but due to drops in ridership on regional services, staff anticipates this may drop to 11%. The lower reimbursement rate reduces this revenue by \$730,000.

Measure B revenue decreases in the FY2021/22 budget compared to the prior year budget due to less prior year carryforward revenue.

Property tax revenue increases 10% in the FY2021/22 budget compared to the prior year since current year collections have shown this revenue source has not been significantly affected by the pandemic. The budget includes a modest three percent growth and a restoration of the volatile Education Revenue Augmentation Funds.

State Transit Assistance Funds (STA) funds are collected from the sales tax on diesel fuel. In FY2017/18, Senate Bill 1 (SB1) increased the state gas tax to restore state transit funds back to historic levels in 2018. The State Controller follows a statutory allocation method to distribute funds to transit operators. In accordance with the statute, STA funding is split 50% based on (a) locally generated revenue expended on transit operations (revenue based) and 50% based on (b) the population of the County (population based). The three eligible transit operators in Marin County—Marin Transit, Golden Gate Bridge Highway and Transportation District, and SMART—signed an agreement in FY 2017/18 to split population funds based on ridership and service provided to address MTC's new STA Population-Based Policy (MTC Resolution 4321).

STA revenue in the FY2021/22 budget increases 59% compared to the prior year. This is due to the low projection in FY2020/21 and due to the planned expenditure of prior year revenue-based funds. While there was a significant drop in vehicle miles traveled during the pandemic, the collapse of global oil prices and the resulting lower price of diesel fuel impacted STA funding more significantly. In recent months, the price of fuel prices has rebounded but projected STA annual revenue allocations remain below the District's SRTP projections.

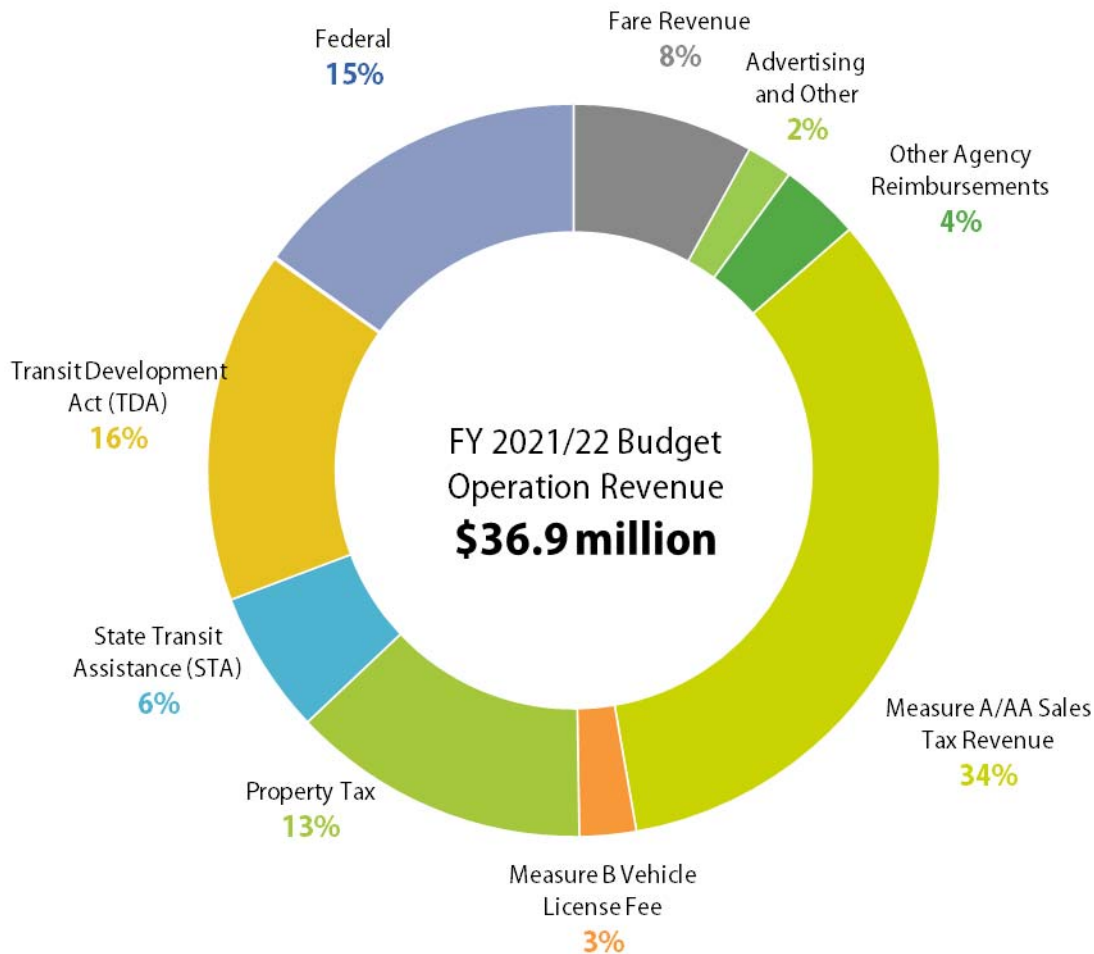
Similar to Measure AA local sales tax revenue, Transportation Development Act (TDA) funding is also generated from sales tax have been less impacted by the pandemic than projected. The FY2020/21 budget included a 25% decrease in TDA while the current estimated actual is only an 11% decline. The County Auditor Controller is projecting another 3% decrease in TDA revenue for FY 2021/22. However, Marin Transit will receive 43.12% of Marin County TDA funds in FY 2020/21, which is a one percent increase over the prior year based on increased ridership and service relative to SMART and GGBHTD. The increased share of county revenue results in a 1% increase in TDA funds for Marin Transit relative to the prior year estimated actuals and a 54% increase over the prior year budget.

FTA funding primarily consists of federal relief funds and decreases seven percent in the FY2021/22 budget. Additional federal relief funding may be available through the American Rescue Plan Act. The budget includes the

restoration of National Park Service funding for the Muir Woods Shuttle. This funding is dependent on the return of service this summer.

**Table 5: Revenue Variances in Operations Budget >\$100,000 over prior year**

| Revenue Category               | FY 2021/22 Budget | Variance from Prior Year Budget |       | Notes  |
|--------------------------------|-------------------|---------------------------------|-------|--|
|                                |                   | Amount (\$)                     | %     |  |
| Fare Revenue                   | \$3,017,579       | (\$140,000)                     | -4%   | Projected fare revenue is projected to be 75% of pre-pandemic (FY2019 fares). This is 4% less than the FY2020/21 budget and twice the FY2020/21 estimated actual.  |
| Reimbursements (GGBHTD)        | \$1,342,481       | (\$731,775)                     | -35%  | The project share of local paratransit costs paid by GGBHTD decreases significantly since GGBHTD carried fewer passengers in FY2020/21 relative to Marin Transit.  |
| Measure B                      | \$944,943         | (\$130,057)                     | -12%  | Lower amounts of prior year carryforward funds are available   |
| Property Tax                   | \$4,940,101       | 469,100                         | 10%   | Prior year property tax revenues included a projected revenue drop in volatile augmentation funds. Property tax revenue continues to grow. This budget returns this fund source to a pre-pandemic level. Property tax revenue is projected to have a modest 3% growth. |
| State Transit Assistance       | \$2,046,902       | \$885,989                       | 59%   | This budget restores STA revenue to a pre-pandemic level, but is below Short Range Transit Plan projections that included annual growth.   |
| Transportation Development Act | \$5,294,542       | \$2,054,845                     | 54%   | This budget restores TDA revenue to a pre-pandemic level and includes prior year carry forward revenue since the projected decline in sales tax revenue did not occur.   |
| FTA Funds                      | \$5,294,542       | (\$418,746)                     | -7%   | The current budget includes CRRSAA relief funding but the expended federal relief funding in FY2021/22 will be significantly less than FY2020/21 unless additional funding from the American Rescue Plan is allocated.   |
| National Park Service          | \$418,694         | \$402,661                       | 2511% | The budget includes resuming operation of the Muir Woods Shuttle. The budget includes the corresponding NPS funding.   |

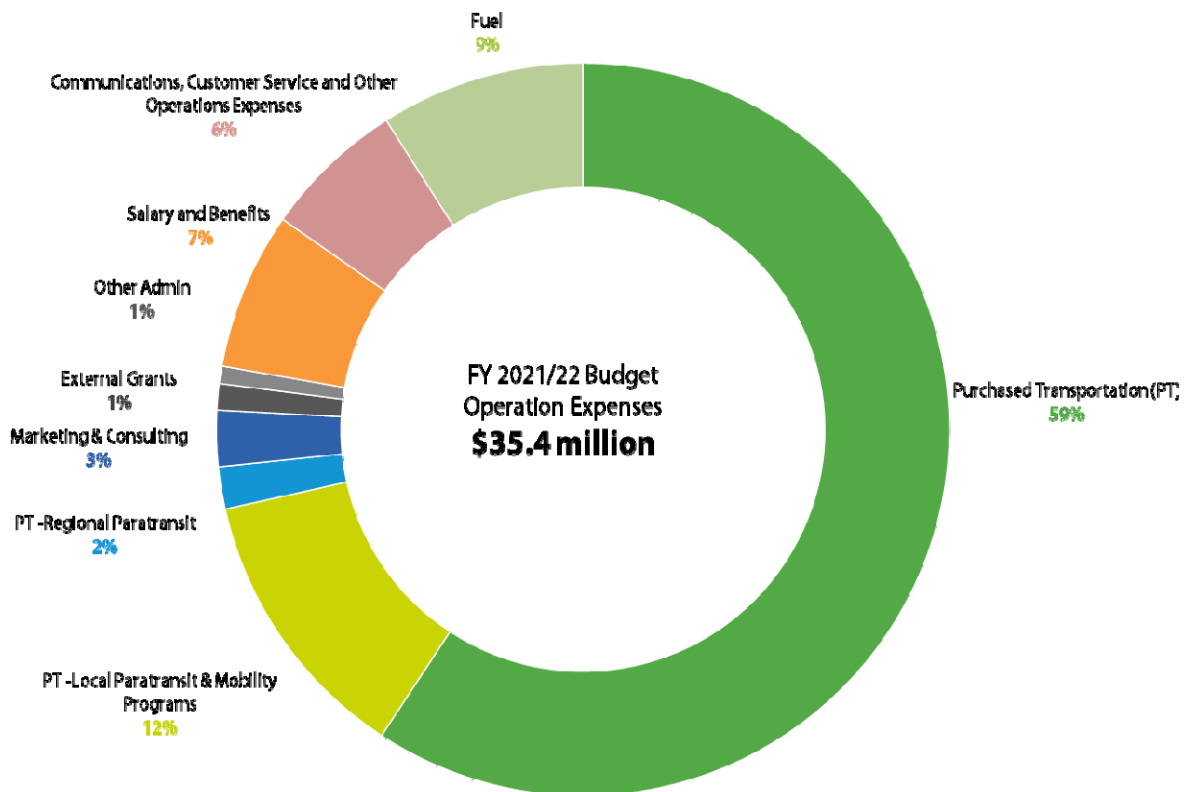
**Figure 5: Revenue Sources for FY 2021/22 Budget**

### District Expenses

Marin Transit provides local transit service through purchased transportation contracts. Under this structure, the majority of district operations expenses (Figure 4) are for contract service operation (73%) and associated fuel (9%) and other operations expenses (6%). Contract service operations includes local paratransit, regional paratransit and fixed route purchased transportation. The following sections discuss information and trends on general agency costs including staffing, consulting, fuel, and marketing. More detailed operations and service costs are discussed in later sections that correspond to the District's program areas: local service, yellow bus, rural service, and Marin Access. The District's operations budget is within 1% of the FY2020/21 budget and 12% higher than FY2020/21 estimated actuals. The budget doesn't have the typical annual growth compared to the prior year due primarily to lower paratransit service demand. Categories with variances greater than \$100,000 are summarized in table 6.

**Table 6: Expense Variances in Operations Budget (>\$100,000)**

| Expense Category      | FY 2021/22 Budget | Variance from Prior Year Budget |    | Notes  |
|-----------------------|-------------------|---------------------------------|----|--|
|                       |                   | Amount (\$)                     | %  |  |
| Salaries and Benefits | \$2,806,721       | \$131,721                       | 5% | No increases to this budget were made in FY2020/21 to control costs during the pandemic. This increase allows for merit-based salary increases and provides for one additional financial analyst position. |
| Fuel                  | \$3,189,622       | \$222,454                       | 7% | This increase reflects recent increases in fuel prices and some increases for expanded service levels  |

**Figure 6: Operations Expenses for FY 2021/22 Budget**



## Staffing

Marin Transit directly employs all District staff. Benefits for regular employees include medical benefits coordinated through the County of Marin and an employer-funded defined contribution retirement program. Due to the pandemic and revenue uncertainty, Marin Transit froze the salary and benefits budget at the prior year level and did not make performance-based salary adjustments.

The FY2020/21 budget includes a 5% increase to salary and benefits that will allow for salary increases and would allow for increasing staffing by one position to 17.4 regular full-time equivalent positions (Table 7 and Figure 5). Marin Transit currently has one vacant position.

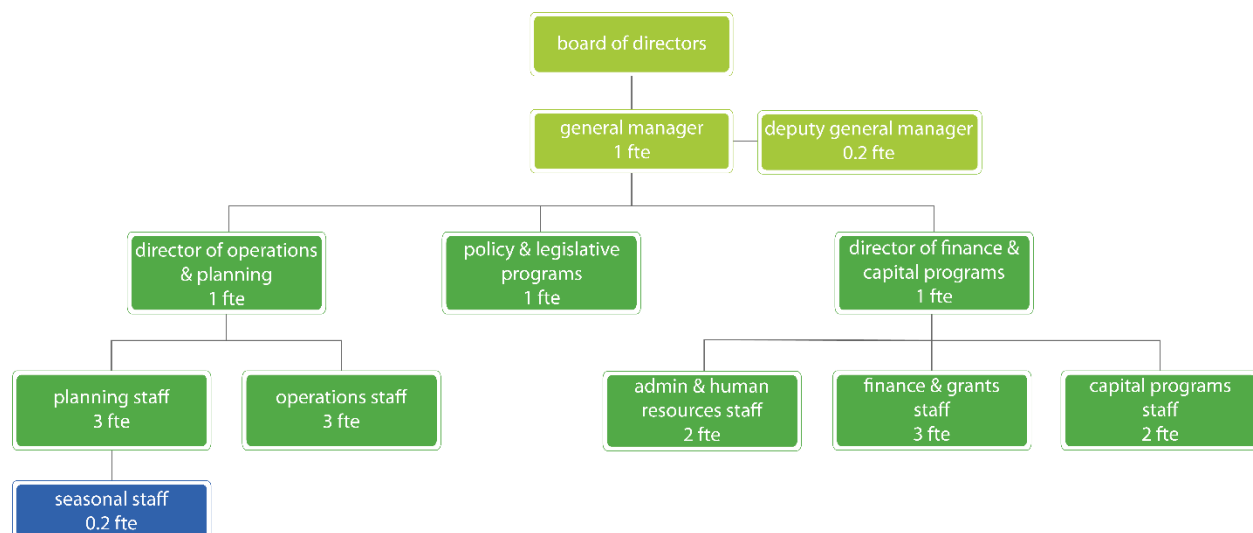
Based on the District's employment framework, top and bottom of the salary ranges for each classification can be increased by the consumer price index (CPI)<sup>2</sup> as of February of each year. Last fiscal year, due to economic uncertainties, no increases were made to salary band levels. For this year, CPI was 1.6% in February and salary bands will be increased accordingly.

Benefit costs are on a calendar year and health insurance benefit rates decreased 5% in 2021 after increasing 8.3% in 2020. There is capacity in the budget to accommodate some benefit rate adjustments in 2022.

**Table 7: Personnel Counts (FTE)**

|        | FY 2019/20 | FY 2020/21      | FY2021/22 |
|--------|------------|-----------------|-----------|
| Budget | 16.4       | 16.4            | 17.4      |
| Actual | 15.5       | 16.0 (estimate) |           |

**Figure 7: Marin Transit FY 2021/22 Organization Structure**



<sup>2</sup> Bay Area CPI February 2021– 1.6%, bls.com

## **Fuel**

Marin Transit pays directly for fuel used in all purchased transportation contracts. This structure shifts the risks for fuel price fluctuations to the District. In exchange, the contractors provide lower contract rates as they do not need to hedge against potential fuel price increases.

The method for purchasing fuel varies among contracts depending on the volume of service, existing infrastructure, and location of service. GGBHTD maintains its own fuel contract and delivery system. Two contractors fuel their vehicles at the County of Marin facility, and a fourth contractor uses a combination of commercial pumps and onsite delivery. In general, the bulk contract purchases by the County of Marin and GGBHTD provide a lower cost per gallon and result in a delayed market effect. As the District identifies future facility locations, the potential for fuel savings should be considered.

After the District's fuel expenses increased 17% in FY 2018/19, fuel prices were stable in the first half of FY2019/20 and then fell dramatically with as global demand plummeted. In FY2020/21 fuel prices re-bounded to pre-pandemic levels and it is likely they will continue to increase as the global demand for fuel increases with the pandemic recovery. The FY2021/22 budget includes a 5% increase in projected fuel prices.

The budget also includes electric power costs for the District's electric buses. Two vehicles are currently operated by GGBHTD, where the vehicles are charged overnight during off-peak hours to reduce utility demand charges. The vehicle chargers have a submeter in GGBHTD's San Rafael maintenance yard, allowing for segmentation of the utility costs from the larger facility. The budget includes \$2,085 per month for electrical power to charge each vehicle. Four new electric buses will be delivered in FY2021/22 and will be charged in the District's Rush Landing facility. A partial year of electrical power is included in the budget for these vehicles.

## **Administration**

Expenses in the administration budget include: staff salaries and benefits, audit fees, insurance, travel costs, professional development expenses, office rental, and other associated costs. The administration budget (table 8) includes revenues and expenses shared by all program areas. While these items are budgeted and recorded under administration, expenses are allocated to the program budgets based on a program's resource usage (i.e., billed staff time). This enables Marin Transit to track the full cost of programs.

In the current fiscal year, many administrative line-item budgets, like salaries, office supplies, and equipment are fixed at the prior year levels. In some cases, where the District had been frequently under budget, budgets were reduced. Items tied to multi-year contracts that increase annually like the administrative office lease and auditing services are increased according to contracted rates. For FY2021/22, three percent increases have been made to most administrative budgets to accommodate general inflation across the current and budget years (two years). Salary and Benefits budget increases 5% to accommodate a new position and merit based salary increases (see staffing, page 22). Insurance costs increased to include insurance costs on parking and maintenance facilities.

Marin Transit's current office lease began in June 2018 and extends for five years, through June 2023.

Table 8: Administration Budget

|                         |                               | FY 2020<br>Actual | FY2021<br>Budget-<br>Revised | FY 2021<br>Estimated<br>Actuals | FY2022<br>Budget | % Δ<br>From FY<br>2021<br>Budget |
|-------------------------|-------------------------------|-------------------|------------------------------|---------------------------------|------------------|----------------------------------|
| <b>Revenue</b>          |                               |                   |                              |                                 |                  |                                  |
| 4070400                 | Interest                      | 353,735           | 200,700                      | 222,630                         | 160,700          | -20%                             |
| 4079950                 | Development Fees              | 22,103            | 20,500                       | 24,766                          | 20,500           | 0%                               |
| 4079954                 | Residual ABX 126              | 32,101            | 25,000                       | 44,383                          | 25,000           | 0%                               |
| 4080101                 | PropTax-CurrntSecured         | 4,143,282         | 4,200,000                    | 4,342,160                       | 4,472,425        | 6%                               |
| 4080102                 | County Fee-Admin Basic Tax    | (55,828)          | (66,499)                     | (62,492)                        | (68,494)         | 3%                               |
| 4080103                 | Property Tax-Unitary          | 38,244            | 39,000                       | -                               | 40,170           | 3%                               |
| 4080104                 | PropTax-CurrntUnSecur         | 86,244            | 80,000                       | 148,666                         | 80,000           | 0%                               |
| 4080105                 | Educ Rev Augm Fund-Redist     | 441,482           | 120,000                      | 530,035                         | 320,000          | 167%                             |
| 4080106                 | PropTax-Supp CY SECR          | 92,303            | 90,000                       | 29,758                          | 90,000           | 0%                               |
| 4080107                 | PropTax-Supp Unsecured        | 3,583             | 1,000                        | 2,165                           | 1,000            | 0%                               |
| 4080108                 | PropTax-Redemption            | 3,291             | 2,000                        | 4,315                           | 2,000            | 0%                               |
| 4080109                 | Property Tax-Prior Unsecured  | 3,133             | 5,500                        | 4,192                           | 3,000            | -45%                             |
| 4089901                 | Other Federal                 | 154               | 150                          | -                               | 150              | 0%                               |
| 4119940                 | Other State                   | 239               | 300                          | 435                             | 300              | 0%                               |
| <b>Subtotal Revenue</b> |                               | <b>5,164,066</b>  | <b>4,717,651</b>             | <b>5,291,013</b>                | <b>5,146,751</b> | <b>12%</b>                       |
| 4700001                 | Property Tax Transfer         | (467,196)         | (3,495,075)                  | (3,876,173)                     | (3,098,005)      | 11%                              |
| <b>Net Revenue</b>      |                               | <b>4,696,870</b>  | <b>1,222,576</b>             | <b>1,414,840</b>                | <b>2,048,746</b> | <b>16%</b>                       |
| <b>Expense</b>          |                               |                   |                              |                                 |                  |                                  |
| 5010200                 | Salaries                      | 1,586,784         | 1,710,720                    | 1,669,554                       | 1,800,921        | 5%                               |
| 5020000                 | Benefits                      | 883,398           | 964,280                      | 847,630                         | 1,005,800        | 4%                               |
| 5030301                 | Consultant Services           | 119,809           | 200,000                      | 87,768                          | 206,000          | 3%                               |
| 5030304                 | Prof Svcs - Legal             | 25,385            | 100,000                      | 19,467                          | 103,000          | 3%                               |
| 5030305                 | Prof Svcs - Audit             | 28,535            | 35,898                       | 35,898                          | 37,693           | 5%                               |
| 5049901                 | Office Supplies               | 7,784             | 13,000                       | 2,215                           | 13,390           | 3%                               |
| 5049902                 | Small Furn/Equip              | 2,123             | 10,000                       | 13,573                          | 10,300           | 3%                               |
| 5049903                 | Software Maintenance          | 69,213            | 65,000                       | 84,096                          | 90,000           | 38%                              |
| 5049904                 | Copier Suppl & Srv            | 8,784             | 9,725                        | 8,315                           | 10,017           | 3%                               |
| 5049905                 | Postage                       | 2,349             | 3,278                        | 3,222                           | 3,377            | 3%                               |
| 5049906                 | Computers                     | 10,065            | 21,500                       | 5,478                           | 22,145           | 3%                               |
| 5050201                 | Communication - Phone         | 3,057             | -                            | 1,123                           | -                | -                                |
| 5060301                 | Insurance - Gen Liability     | 28,111            | 32,500                       | 24,850                          | 33,475           | 3%                               |
| 5090101                 | Memberships & Prof Dev.       | 48,404            | 68,200                       | 66,090                          | 72,928           | 7%                               |
| 5090202                 | Mileage and Travel            | 22,955            | 52,318                       | 16,600                          | 53,888           | 3%                               |
| 5090801                 | Marketing                     | 16,015            | 25,000                       | 341                             | 25,750           | 3%                               |
| 5100401                 | County Fee - Special District | 12,747            | 13,506                       | 2,158                           | 13,911           | 3%                               |
| 5121200                 | Office Rental                 | 137,817           | 142,000                      | 139,853                         | 146,260          | 3%                               |
| <b>Subtotal Expense</b> |                               | <b>3,013,335</b>  | <b>3,466,925</b>             | <b>3,028,231</b>                | <b>3,648,855</b> | <b>5%</b>                        |
| 5100100                 | Salary/Benefit Transfers      | (2,345,658)       | (2,497,265)                  | (2,465,441)                     | (2,654,451)      | 6%                               |
| 5100101                 | Transfer Overhead             | (658,288)         | (629,039)                    | (551,415)                       | (563,590)        | -10%                             |
| <b>Net Expense</b>      |                               | <b>9,389</b>      | <b>340,621</b>               | <b>11,375</b>                   | <b>430,814</b>   | <b>26%</b>                       |

## Local Service

The local service budget (table 10) includes all revenues and expenses related to the provision of fixed route service and general purpose dial-a-ride, excluding rural service. Major programs in the local service budget include local fixed route, Community Shuttle service, supplemental school, Muir Woods seasonal shuttle, and Novato Dial-A-Ride. In FY 2020/21, revenues and expenses for yellow bus service were included in the local service budget. Other major expenses in the local service budget include consultant services for stop-level ride checks, service contract audits and reviews, communications, marketing, and staff time for contract oversight. This budget also includes costs and revenues for special projects such as the youth pass, and Homeward Bound tickets.

The local service budget for FY 2021/22 is \$24 million. It represents a 6.5% increase over the prior year revised budget and is based on returning service levels by program to the District's pre-pandemic service plan. The service plan includes the gradual return of Muir Woods Shuttle service, the return of supplemental school service and ending most of the supplemental back up service added to accommodate social distancing during the pandemic (Table 8). If current social distancing measures are not relaxed or if service demand changes, Marin Transit will need to modify the service plan.

Fixed route ridership is projected to return to 60% pre-COVID levels in the first half of FY2021/22 and increase to 80% of pre-COVID levels at the end of FY2021/22 (average of 70% pre-COVID).

Services are operated under contract to Marin Airporter (Local basic and Community Shuttles) and MV Transportation (Supplemental School and Muir Woods Shuttle), and Vivalon, dba Whistlestop (Novato Dial-A-Ride). Local Basic and Trunk line services are also operated through an intra-agency agreement with the Golden Gate Bridge Highway and Transportation District (GGBHTD). The intra-agency agreement also includes revenue sharing and the payment to GGBHTD for customer service and maintenance and security at the San Rafael Transit Center.

Several contract amendments were made by the Marin Transit Board to address impacts of the COVID-19 pandemic. New expenses for cleaning and servicing vehicles were added to the GGBHTD, Marin Airporter, and MV Transportation contracts for a total annual cost of \$245,000. Since MV Transportation began operating additional hours for supplemental service needed for distancing required during the pandemic, their contract was amended to increase the fixed fee amount by \$60,000 per year to provide additional maintenance services. These services will continue until hours are reduced. Each contract also includes an annual price escalation of 2.7 -3%. As a result, the purchased transportation budget increases 5% in FY2021/22 compared to the prior year budget. Hourly rates for services are shown in table 9.

**Table 9: Local Budget Service Levels**

| Service Type                           | FY 2021/22<br>Budgeted<br>Service<br>(Rev Hrs) | Average<br>Contract Cost<br>Per Hour<br>(without fuel) | Notes   |
|--|--|--|---|
| Local Basic and Trunk<br>Line          | 118,200  | \$112.21   | Service levels increased 3% compared to prior year revised budget; service provide by two contractors; blended contract rate remains similar to prior year due to a shift or service between contractors in FY 2020/21. |
| Community Shuttles                     | 44,800   | \$80.58  | Service level increased 2.5% compared to prior year revised budget; contract rate increases 3%.   |
| Supplemental School<br>and Partnership | 6,700  | \$115.18   | Service level decreases 66% from prior year revised budget but is 34% higher than the pre-COVID service level.  |
| Muir Woods Shuttle                     | 6,500  | \$147.72   | Gradual return to pre-pandemic service levels   |
| Novato Dial-A-Ride                     | 2,600  | \$81.4   | Operated by paratransit contractor  |

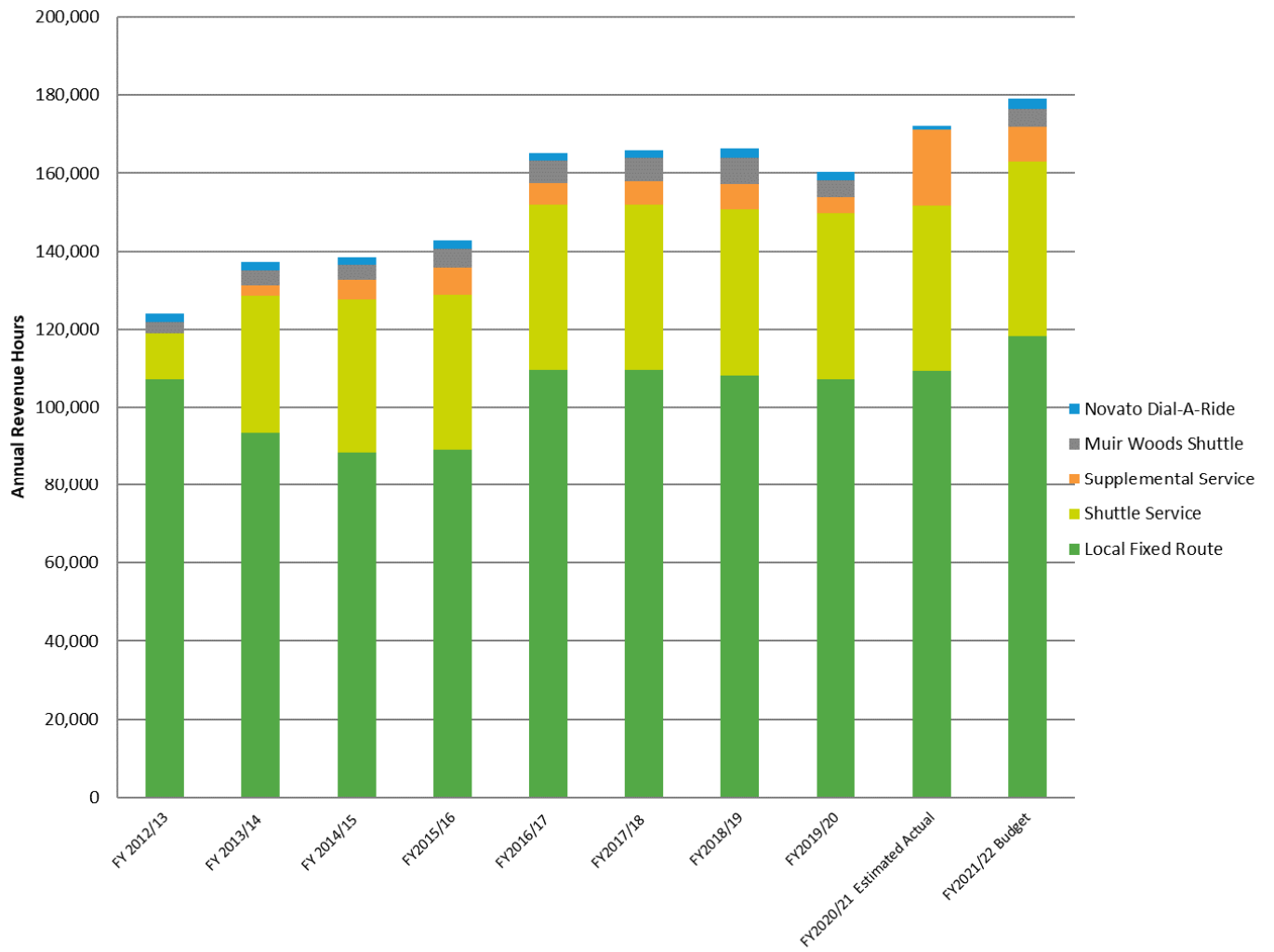
Local service is funded with a combination of fare revenue, advertising revenue, Measure A/AA local sales tax funds, Transportation Development Act (TDA), State Transit Assistance (STA), and federal grants. Measure AA sales tax funds in the local budget include both sub-strategy 4.1 Local Bus funding and sub-strategy 4.4 - School Service funds for providing supplemental school service to middle and high schools. Total local sales tax revenues budgeted for local service are \$8.7 million and includes \$1.7 million in prior year carryforward funds. Measure AA funding is 36% of budgeted revenues for local service and at a similar funding level to the prior year budget.

In anticipation of a large drop in available state operations funding from TDA and STA and in accordance with guidance from MTC, Marin Transit budgeted for a 40% drop in state operations revenues in FY2020/21. Revenues did drop but not as significantly as feared. Annual allocations are not at pre-pandemic levels but combined with carryforward revenues, the local budget for STA and TDA increase 62% and 54% from the prior year budget.

Fare revenues are budgeted based on ridership and average fare per passengers. FY2021/22 ridership is expected to be 70% of pre-pandemic levels. Marin Transit also provides two major fare subsidy programs that reduce fare revenue. These are the youth pass program for free fixed route transit to low-income youth and Homeward Bound that provides free fixed route transit to people participating in County programs. The low-income youth fare program is budgeted to distribute \$500,000 in free fares and Measure B funds up to \$80,000 in free fares through the Homeward Bound program.

Marin Transit is budgeting \$3.6 million of Federal relief funds to backfill lost revenues and fund annual service cost increases.

**Figure 8: Local Revenue Service Hours by Program**



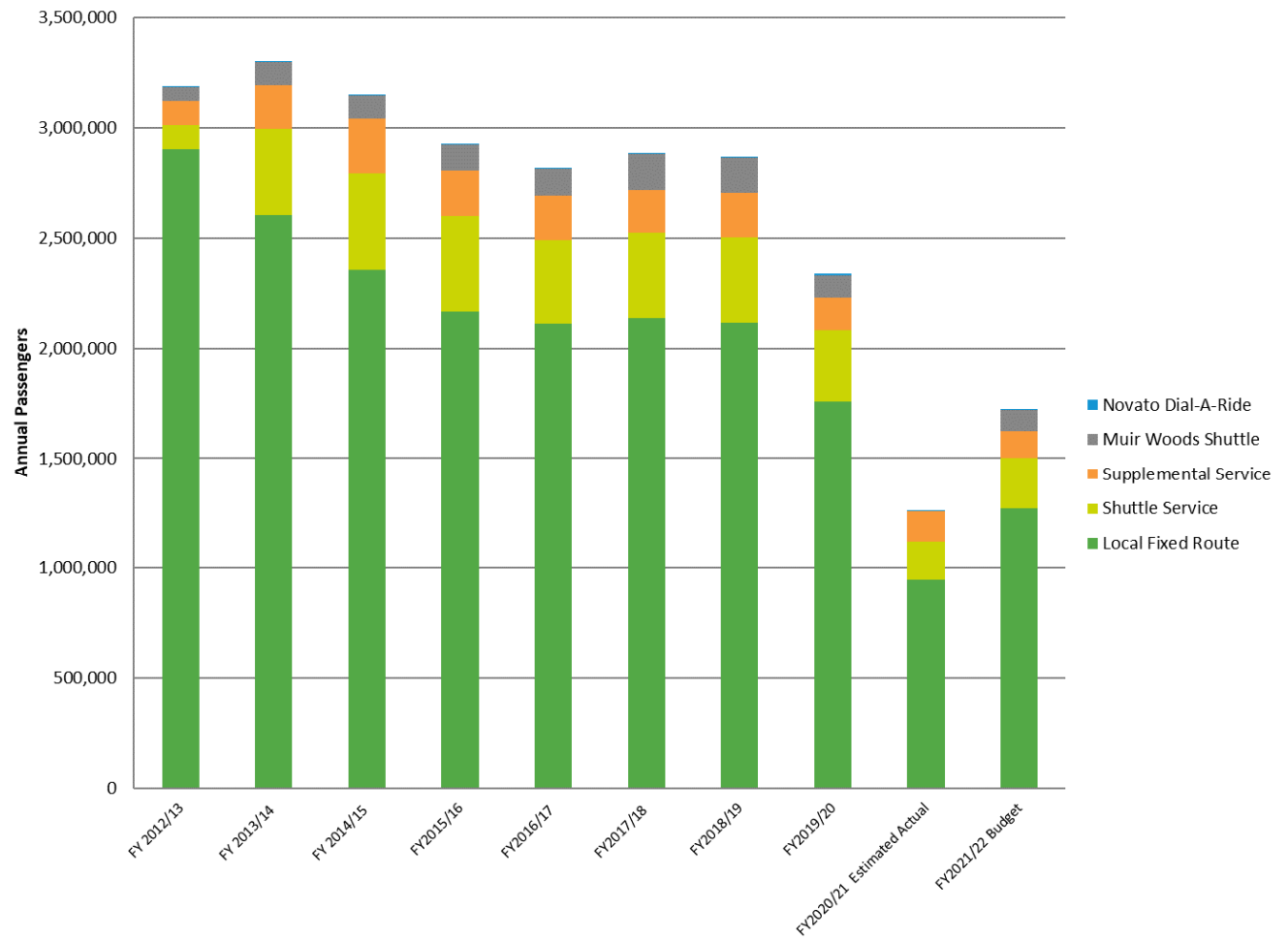
**Figure 9: Local Passenger Trips by Program**

Table 10: Local Service Budget

|                         |                                | FY 2020<br>Actual | FY2021<br>Budget-<br>Revised | FY 2021<br>Estimated<br>Actuals | FY2022<br>Budget  | % Δ<br>From FY<br>2021<br>Budget |
|-------------------------|--------------------------------|-------------------|------------------------------|---------------------------------|-------------------|----------------------------------|
| <b>Revenue</b>          |                                |                   |                              |                                 |                   |                                  |
| 4060301                 | Advertising Revenue            | 237,238           | 265,740                      | 245,548                         | 273,712           | 3%                               |
| 4070301                 | Lease of Property              | 282,930           | 328,308                      | 165,060                         | 336,735           | 3%                               |
| 4090101                 | Other Gov Agency Payments      | 30,000            | 0                            | 0                               | 0                 | -                                |
| 4092001                 | Measure A Sales Tax            | 1,699,572         | 565,432                      | 944,535                         | 0                 | -100%                            |
| 4092003                 | Measure A Sales tax - Interest | 85,000            | 0                            | 0                               | 0                 | -                                |
| 4092005                 | Measure AA Sales Tax           | 7,703,546         | 8,899,994                    | 6,456,642                       | 8,680,992         | -2%                              |
| 4110101                 | State Transit Assistance (STA) | 1,594,383         | 1,438,871                    | 1,620,191                       | 2,324,860         | 62%                              |
| 4110102                 | Transit Development Act (TDA)  | 5,225,171         | 3,817,097                    | 3,817,097                       | 5,871,942         | 54%                              |
| 4110103                 | STA - Lifeline                 | 391,151           | 0                            | 0                               | 0                 | -                                |
| 4119911                 | State SREC Credits             | 0                 | 0                            | 16,167                          | 16,000            | -                                |
| 4139910                 | Fed-FTA 5307                   | 0                 | 70,520                       | 70,520                          | 0                 | -100%                            |
| 4139912                 | Fed-FTA 5307 Relief Funds      | 1,500,608         | 3,000,000                    | 6,760,570                       | 3,654,814         | 22%                              |
| 4139951                 | National Park Service          | 370,245           | 15,883                       | 0                               | 418,544           | 2535%                            |
| 4140100                 | Fare Revenue                   | 1,964,027         | 1,786,534                    | 1,177,939                       | 1,563,217         | -13%                             |
| 4020000                 | Special Fares - Paid by Agency | 510,430           | 373,010                      | 213,970                         | 556,323           | 49%                              |
| <b>Subtotal Revenue</b> |                                | <b>21,594,301</b> | <b>20,561,389</b>            | <b>21,488,239</b>               | <b>23,697,139</b> | <b>15%</b>                       |
| 4700001                 | Property Tax Transfer          | 39,176            | 1,500,000                    | -                               | 300,000           | -80%                             |
| 4700002                 | Program Revenue Transfer       | 66,604            | 80,000                       | 52,000                          | 80,000            | 0%                               |
| <b>Total Revenue</b>    |                                | <b>21,700,081</b> | <b>22,141,389</b>            | <b>21,540,239</b>               | <b>24,077,139</b> | <b>9%</b>                        |
| <b>Expense</b>          |                                |                   |                              |                                 |                   |                                  |
| 5030301                 | Consultant Services            | 55,024            | 224,000                      | 154,110                         | 210,000           | -6%                              |
| 5030310                 | Fare Processing Charges        | 14,523            | 17,510                       | 11,742                          | 18,035            | 3%                               |
| 5030320                 | Customer Service               | 310,030           | 330,000                      | 355,982                         | 338,910           | 3%                               |
| 5030602                 | Custodial Service              | 12,133            | 37,613                       | 3,000                           | 68,291            | 82%                              |
| 5030701                 | Security Services              | 248,254           | 290,560                      | 402,916                         | 298,324           | 3%                               |
| 5040101                 | Fuel                           | 1,405,450         | 1,983,935                    | 1,258,546                       | 2,268,597         | 14%                              |
| 5040160                 | Electrical Power               | 28,906            | 60,000                       | 32,944                          | 120,000           | 100%                             |
| 5040180                 | Utilities (facility)           | 12,547            | 34,200                       | 32,000                          | 35,000            |                                  |
| 5049902                 | Small Equipment                | 3,983             | 10,000                       | 0                               | 10,000            | 0%                               |
| 5049904                 | Software                       | 38,311            | 42,000                       | 75,168                          | 43,260            | 3%                               |
| 5049911                 | COVID-19 Supplies and Cleaning | 45,828            | 300,000                      | 183,525                         | 244,927           | -18%                             |
| 5050205                 | Communication                  | 59,692            | 114,740                      | 114,106                         | 128,454           | 12%                              |
| 5080101                 | Purchased Transportation       | 17,191,268        | 17,770,564                   | 17,010,974                      | 18,374,221        | 3%                               |
| 5090801                 | Marketing                      | 72,320            | 98,403                       | 49,770                          | 90,000            | -9%                              |
| 5100404                 | Expense Transfer - GGT Wave    | 85,000            | 0                            | 0                               | 0                 | -                                |
| <b>Subtotal Expense</b> |                                | <b>19,583,269</b> | <b>21,313,525</b>            | <b>19,684,783</b>               | <b>22,248,019</b> | <b>4%</b>                        |
| 5100100                 | Salary/Benefit Transfers       | 1,592,126         | 1,601,698                    | 1,717,610                       | 1,801,776         | 12%                              |
| 5100101                 | Overhead Transfer              | 428,123           | 424,382                      | 382,748                         | 307,752           | -27%                             |
| <b>Total Expense</b>    |                                | <b>21,603,518</b> | <b>23,339,605</b>            | <b>21,785,141</b>               | <b>24,357,547</b> | <b>4%</b>                        |



## Yellow Bus Service

The yellow bus program was suspended for FY2020/21 in response to the COVID-19 pandemic and there are still many unknowns for the FY2021/22 school year. Many schools are anticipating re-opening with more typical schedules in 2021 but there is still uncertainty about exact schedules and how social distancing requirements will impact daily academics.

The FY2020/21 budget includes revenue and expenses associated with the operations of following components:

- (A) Operation of the Ross Valley yellow bus program at pre-pandemic services levels;
- (B) Distribution of Measure AA funding to existing eligible Marin County Yellow Bus Programs; and
- (C) General staffing support for the development of yellow bus services in Marin County.

In prior years, Marin Transit staff provided planning and operations support to the Mill Valley and Tiburon yellow bus programs. The City of Mill Valley suspended their program in FY2020/21. Marin Transit is anticipating more limited staff role in the Tiburon bus program now that it is more established.

(A) Management of the Ross Valley yellow bus program - In FY 2021/22 Marin Transit anticipates continuing to manage operations, service contracts, and pass sales for six yellow buses serving Ross Valley schools. Annually, Marin Transit makes several assumptions to develop the budget and price the passes for the upcoming school year and presents a draft and final budget to the Ross Valley Yellow School Bus program Joint Exercise of Powers Authority (JEPA) for its review and approval. Due to uncertainties about academic schedules in the 2021/22 school year, Marin Transit does not anticipate the program parameters can be finalized until mid-summer, when the school district has more information about schedules and the JEPA has determined service levels, pass prices and subsidy levels. The FY 2021/22 budget includes revenue and expense assumptions based on pre-pandemic services. These assumptions may need to be adjusted as additional information on service levels, pass prices and contributions from other local agency partners such as the County of Marin, the Town of San Anselmo, and the Town of Fairfax are finalized.

(B) Distribution of Measure AA funding to existing Marin County yellow bus programs - With the passage of Measure AA, a new sub-strategy for school transportation was established. Marin Transit is not receiving new funding, but funding that was previously in the Local Transit and Capital Funding sub-strategies now make up the new sub-strategy. Marin Transit has always spent Measure A sales tax on school transportation, including supplemental school service, the youth pass program and bus service to Ross Valley schools.

In January 2019, the Marin Transit board approved a three-year program to distribute \$600,000 a year in Measure AA funding to eligible home to school "yellow bus" programs. Due to the pandemic, only about half of these funds are anticipated to be expended in FY 2020/21. The remaining un-spent funds, approximately \$290,000, will be available for supplemental allocations for re-mobilization costs or other cost resulting from the year-long suspension. The Marin Transit board approved the annual allocation of \$542,362 of FY2021/22 funds in February 2021 to the yellow bus programs as shown in table 11. This is the final year of the three-year program and the Board will be considering extending and updating the program in the fall and winter.

(C) General staffing support for the development of yellow bus service in Marin County- Marin Transit will continue to document need, facilitate and provide planning support for new service, and help develop and sustain yellow bus service in Marin County.

**Table 11: FY 2021/22 Measure AA Yellow School Bus Grant Allocations**

|   | <b>Ross Valley<br/>School<br/>District</b>                 | <b>Mill Valley<br/>School District<br/>(discontinued)</b> | <b>Reed Union<br/>School<br/>District</b>           | <b>San Rafael<br/>Elementary<br/>School<br/>District</b> | <b>Miller<br/>Creek<br/>ESD</b> |
|---|--|---|---|--|---------------------------------|
| <b>Program Structure</b>  |  |   |   |  |                                 |
| <b>Does Marin Transit<br/>directly contract with a<br/>yellow bus operator?</b> | Yes  | No  | No  | No   | No                              |
| <b>Contract Type</b>  | Marin Transit<br>owns contract<br>with service<br>provider | Marin Transit<br>provides<br>Operational<br>Support       | Marin Transit<br>provides<br>Operational<br>Support | None   | None                            |
| <b>Service Provider</b>   | Michael's<br>Transportation                                | Michael's<br>Transportation                               | First Student                                       | First Student  | Self-<br>performs               |
| <b>FY 2017/18 Program Data</b>  |  |   |   |  |                                 |
| <b>Number of Buses</b>  | 6  | 2   | 7   | 12   | 6                               |
| <b>Number of Schools<br/>Served</b>   | 3  | 3   | 3   | 8  | 4                               |
| <b>One-way Passes</b>   | 1,013  | 244   | 1,316   | 2,792  | 605                             |
| <b>FY 2021/22 Measure AA Distribution</b>                                       |  |   |   |  |                                 |
| <b>Formula Results</b>  | \$232,085  | \$0   | \$135,877   | \$232,085  | \$42,244                        |

Table 12: Yellow School Bus Service Budget

|                         |                                 | FY 2020<br>Actual | FY2021<br>Budget-<br>Revised | FY 2021<br>Estimated<br>Actuals | FY2022<br>Budget | % Δ<br>From FY<br>2021 Budget |
|-------------------------|---------------------------------|-------------------|------------------------------|---------------------------------|------------------|-------------------------------|
| <b>Revenue</b>          |                                 |                   |                              |                                 |                  |                               |
| 4030000                 | Yellow Bus Fares- Paid By Other | 151,010           | 151,000                      | 0                               | 151,000          | 0%                            |
| 4090101                 | Local Government Payments       | 92,497            | 106,483                      | 0                               | 109,677          | 3%                            |
| 4092005                 | Measure AA Sales Tax            | 471,339           | 600,000                      | 229,520                         | 613,200          | 2%                            |
| 4140105                 | Fare Revenue - Yellow Bus       | 301,192           | 422,665                      | 0                               | 422,665          | 0%                            |
| <b>Subtotal Revenue</b> |                                 | <b>1,016,038</b>  | <b>1,280,148</b>             | <b>229,520</b>                  | <b>1,296,542</b> | <b>1%</b>                     |
| 4700001                 | Property Tax Transfer           | 8,849             | 19,668                       | 2,855                           | 13,219           | -33%                          |
| <b>Total Revenue</b>    |                                 | <b>1,024,887</b>  | <b>1,299,816</b>             | <b>232,375</b>                  | <b>1,309,761</b> | <b>1%</b>                     |
| <b>Expense</b>          |                                 |                   |                              |                                 |                  |                               |
| 5030301                 | Consultant Services             | 5,595             | 0                            | 1,400                           | 0                | -                             |
| 5030310                 | Fare Processing Charges         | 13,330            | 18,650                       | 1,558                           | 19,210           | 3%                            |
| 5030602                 | Custodial Service               | 1,337             | 1,957                        | 0                               | 2,016            | 3%                            |
| 5049902                 | Small Furn/Equip                | 136               | 1,800                        | 0                               | 1,800            | 0%                            |
| 5049903                 | Software                        | 400               | 0                            | 0                               | 0                | -                             |
| 5050205                 | Communication-AVL               | 11,550            | 15,852                       | 0                               | 16,327           | 3%                            |
| 5050206                 | Communication-Data              | 8,210             | 9,785                        | 0                               | 10,079           | 3%                            |
| 5080103                 | Yellow Bus School Service       | 426,087           | 662,256                      | 0                               | 682,124          | 3%                            |
| 5090801                 | Marketing                       | 193               | 3,000                        | 0                               | 3,000            | 0%                            |
| 5098050                 | Grants to Yellow Bus Programs   | 435,485           | 435,485                      | 218,129                         | 410,406          | -6%                           |
| 5120401                 | Leases and Rentals              | 19,019            | 25,472                       | 0                               | 26,236           | 3%                            |
| <b>Subtotal Expense</b> |                                 | <b>921,342</b>    | <b>1,174,257</b>             | <b>221,087</b>                  | <b>1,171,198</b> | <b>0%</b>                     |
| 5100100                 | Salary/Benefit Transfers        | 81,603            | 101,681                      | 9,283                           | 106,584          | 5%                            |
| 5100101                 | Transfer Overhead               | 21,943            | 29,905                       | 2,005                           | 31,980           | 7%                            |
| <b>Total Expenses</b>   |                                 | <b>1,024,888</b>  | <b>1,305,843</b>             | <b>232,375</b>                  | <b>1,309,762</b> | <b>0%</b>                     |

## Rural Service

Rural service is operated as the West Marin Stagecoach (Stagecoach) and includes northern Route 68, southern Route 61, and the rural Dial-A-Ride program. The West Marin Stagecoach, Routes 68 and 61, is operated under contract with MV Transportation. The rural Dial-A-Ride service is operated by Marin Transit's paratransit contractor, Vivalon, dba Whistlestop.

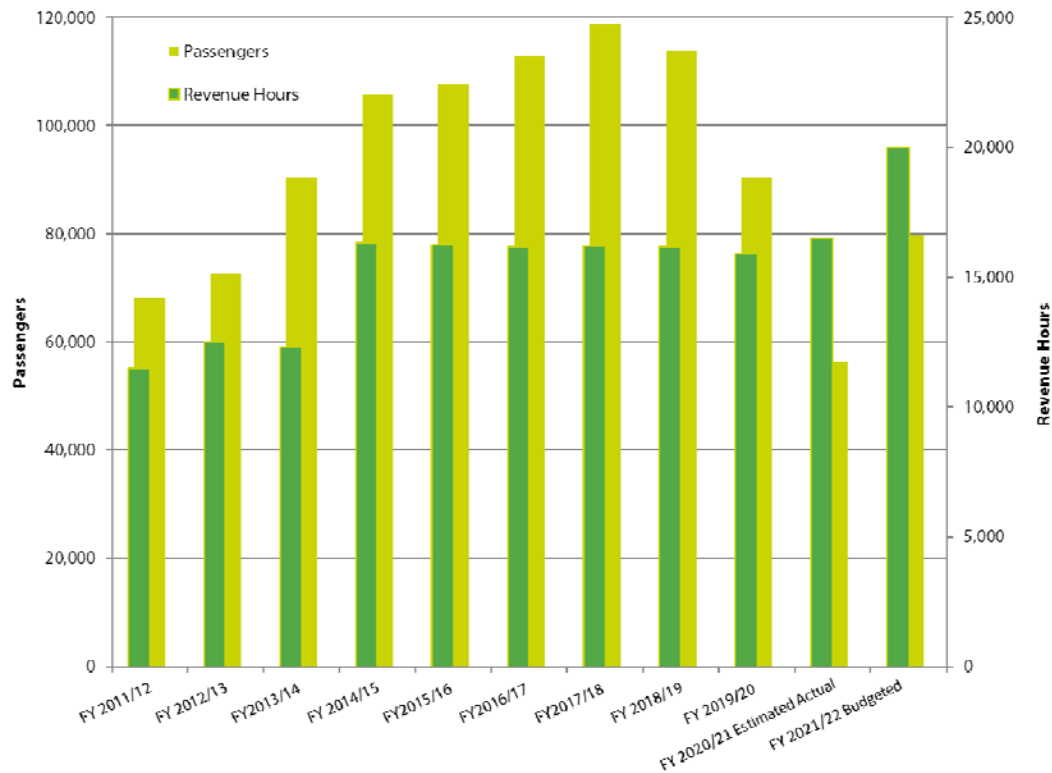
Since most of the Rural service provides lifeline connections to rural communities, these services continued to operate throughout the COVID-19 pandemic. In September 2020, Marin Transit added 1,050 service hours to Route 61 to convert the seasonal peak/off-peak schedules to a consistent year-round schedule at the historic peak service level. These hours also allow for a new extension (Route 61m) to connect Mill Valley to Stinson Beach on weekends and holidays.

The FY2021/22 budget temporarily increases the budgeted Stagecoach service hours by 15%, from 17,450 annual hours to 20,000 annual hours (table 13). The budgeted hours are the maximum hours that can be operated based on the available equipment and facilities. Actual hours will be determined based on the service level needed to minimize pass-ups on seasonal services and to retain drivers until the full return of school and Muir Woods shuttle services. The additional service will be funded with a combination of federal CRRSAA relief funding and local property tax. Marin Transit will continue to monitor service demand and vehicle distancing requirements to evaluate if service levels should be adjusted. Similar to local fixed routes services, ridership for FY2021/22 is projected to be 70% of the pre-pandemic level (Figure 7).

The FY2021/22 budget includes operation of the Rural Dial-A-Ride at current levels. This includes one round trip per week from Tomales and Dillon Beach to Petaluma and two round trips per month from Point Reyes to Novato.

**Table 13: Rural Budget Service Levels**

| Service Type          | Service Level<br>(Revenue<br>Hours) | Contract Cost Per<br>Hour (without<br>fuel) | Notes  |
|-----------------------|-------------------------------------|---|--|
| West Marin Stagecoach | 20,000                              | \$94.33                                     | Allows for a temporary increase of services levels by re-allocating Muir Woods service hours to prevent pass-ups on seasonal services and retain drivers for return of services. |
| Rural Dial-A-Ride     | 400                                 | \$82.36                                     | Continue service twice a month between Point Reyes and Novato and weekly between Dillon Beach/Tomales and Petaluma   |

**Figure 10: Rural Service Level and Ridership Trends**

The rural service budget (table 14) includes contract service operations, marketing, fuel, communications, and Marin Transit staff expenses. Additional costs have been added for COVID related cleaning and maintenance.

Rural service is funded with a combination of local sales tax funds and Federal Transit Administration (FTA) Section 5311 rural funding. Marin Transit is receiving \$523,877 in CRRSAA funding that will help fund the temporary increase in services and will help backfill drops in other revenue sources. Fare revenue is projected to be 70% of pre-pandemic levels as riders return to transit and capacity limits on vehicles are reduced.

Marin Transit receives the same 3% annual allocation of local sales tax funds under Measure AA as Measure A.

Table 14: Rural Service Budget

|                         |                                | FY 2020<br>Actual | FY 2021<br>Budget | FY 2021<br>Estimated<br>Actuals | FY 2022<br>Budget | % Δ<br>from FY2021<br>Budget |
|-------------------------|--------------------------------|-------------------|-------------------|---------------------------------|-------------------|------------------------------|
| <b>Revenue</b>          |                                |                   |                   |                                 |                   |                              |
| 4092001                 | Measure AA Sales Tax           | 0                 | 27,059            | 27,059                          | 0                 | -100%                        |
| 4092005                 | Measure A Sales Tax            | 900,000           | 564,320           | 570,204                         | 664,630           | 18%                          |
| 4139920                 | Fed-FTA 5311 Rural             | 231,638           | 220,302           | 224,902                         | 231,649           | 5%                           |
| 4139951                 | Fed-FTA 5311 Relief Funds      | 239,772           | 109,772           | 800,000                         | 523,877           | 377%                         |
| 4140100                 | Fare Revenue                   | 81,649            | 81,423            | 49,886                          | 81,474            | 0%                           |
| <b>Subtotal Revenue</b> |                                | <b>1,453,059</b>  | <b>1,002,876</b>  | <b>1,672,051</b>                | <b>1,501,630</b>  | <b>50%</b>                   |
| 4700001                 | Property Tax Transfer          | 362,105           | 995,407           | 318,459                         | 1,158,429         | 16%                          |
| <b>Total Revenue</b>    |                                | <b>1,815,164</b>  | <b>1,998,283</b>  | <b>1,990,510</b>                | <b>2,660,059</b>  | <b>33%</b>                   |
| <b>Expense</b>          |                                |                   |                   |                                 |                   |                              |
| 5030301                 | Consultant Services            | 4,472             | 15,450            | 2,305                           | 15,914            | 3%                           |
| 5040101                 | Fuel                           | 199,554           | 256,962           | 160,198                         | 257,829           | 0%                           |
| 5049902                 | Small Equipment                | 132               | 5,000             | 3,283                           | 5,000             | 0%                           |
| 5049911                 | COVID-19 Supplies and Cleaning | 0                 | 0                 | 0                               | 13,073            | -                            |
| 5050205                 | Communication-AVL              | 13,756            | 17,652            | 25,775                          | 18,182            | 3%                           |
| 5050206                 | Communication-Data             | 831               | 1,093             | 831                             | 1,126             | 3%                           |
| 5080101                 | Purchased Transportation       | 1,457,241         | 1,688,096         | 1,667,540                       | 1,909,351         | 13%                          |
| 5090801                 | Marketing                      | 8,073             | 34,132            | 8,672                           | 20,000            | -41%                         |
| <b>Subtotal Expense</b> |                                | <b>1,684,059</b>  | <b>2,018,385</b>  | <b>1,868,604</b>                | <b>2,240,475</b>  | <b>11%</b>                   |
| 5100100                 | Salary/Benefit Transfers       | 103,321           | 109,503           | 99,676                          | 124,348           | 14%                          |
| 5100101                 | Transfer Overhead              | 27,783            | 32,205            | 22,229                          | 37,310            | 16%                          |
| <b>Total Expenses</b>   |                                | <b>1,815,163</b>  | <b>2,160,093</b>  | <b>1,990,509</b>                | <b>2,402,133</b>  | <b>11%</b>                   |

### Marin Access (Paratransit and Mobility Management)

The Marin Access budget includes Marin Access paratransit services for both local and regional trips and associated costs for fuel, communications, scheduling software, and marketing. The Marin Access budget also includes Marin Transit's Mobility Management services. The purpose of the Mobility Management program is to increase mobility for the County's older adults and those with disabilities in need of transportation services, and provide cost effective and improved alternatives to paratransit. The Mobility Management services (table 15) include the Catch-A-Ride subsidized taxi program, volunteer driver reimbursement programs, the "Marin Transit Connect" on demand service, the Travel Navigator eligibility and information center, and travel training.

**Table 15: Marin Access Budget Service and Program Levels**

| Service Type                          | Service Level<br>(Revenue<br>Hours)       | Contract Cost Per<br>Hour (without<br>fuel) | Notes   |
|---------------------------------------|---|---|---|
| Local Paratransit                     | 40,700                                    | \$82.40 <sup>1</sup>                        | Budgeted hours 70% of pre-COVID service demand.   |
| Regional Paratransit                  | 4,400                                     | \$149.80                                    | Budgeted hours are reduced to reflect reduced service demand  |
| Connect (Pilot)                       | 6,120                                     | \$87.80                                     | Same day accessible service with limited service area near the 101 Corridor in Marin County. Budget includes two vehicles operating weekdays from 6 am to 7 pm. |
| Service/Program                       | Service Level<br>(Projected<br>Ridership) | Funding Level                               | Notes   |
| Catch A Ride                          | 9,800                                     | \$410,000                                   | Passenger demand projected at 70% of the pre-COVID level, partially funded with Measure B.  |
| Volunteer Driver                      | 13,500                                    | \$140,000                                   | Program at similar service level to pre-COVID demand. Fully funded by Measure B.  |
| Innovation Incubator /<br>Gap Grants  | NA  | \$80,000                                    | Provides support to external agencies for innovation projects; program has been on hold due to the pandemic   |
| Low Income Fare<br>Assistance Program | NA  | \$85,000                                    | Provides fare assistance for low-income riders. Fare assistance is funded with Measure B.   |

Notes:

- 1) This is the effective rate at the projected service level under the current contract based on tier 2 rates. Actual costs are billed as a fixed monthly administrative cost with a \$49.65 hourly rate. Costs for January 1, 2022-July 31, 2022 are anticipated to be under a new contract.
- 2) This is the effective rate at the projected service level. Actual costs are billed as a fixed monthly administrative cost with a \$ 48.95 hourly rate. Costs for January 1, 2022-July 31, 2022 are anticipated to be under a new contract.

The FY 2021/22 budget for Marin Access (table 16) is \$6.9 million, which funds the service and programs shown in table 15 and is a 12% decrease compared to the prior year budget. The budget provides for local paratransit service levels that are 70% of pre-COVID levels. The budget also includes the Marin Transit Connect pilot program that continues to test on demand, accessible transit service.

Marin Access activities in the FY 2021/22 budget include:

- Adjustment of mobility management services to reflect changes in community needs due to the COVID-19 pandemic;
- Management of new paratransit maintenance facility (currently under contract for purchase);
- Consolidating Marin Access services under one new contract to become effective January 1, 2022;
- Continued implementation of a modified Marin Transit Connect program using the UBER platform to provide accessible same-day transportation service available to the general public within a limited geographic area;
- Continued implementation of electronic fare payment for all Marin Access programs;
- Additional opportunities to provide gap grant funding to agencies or organizations frequently served by Marin Access to improve the user experience;
- Evaluation of current travel training efforts and expansion of the program to include a volunteer travel ambassador program and eligible rider orientation sessions;
- Continued development of resources to assist local traditional volunteer driver programs;
- Conducting outreach in venues easily accessible and commonly frequented by older adults and people with disabilities; and
- Improving coordination between human service agencies and transportation providers.

Marin Transit plan to continue providing free fixed route tickets valued at \$80,000 to Marin County's Homeward Bound program for participating residents. The cost of this program is represented as a revenue transfer from the Marin Access program to the local program.



**Table 16: Marin Access Budget**

|                         |                                       | FY 2020<br>Actual | FY2021<br>Budget-<br>Revised | FY 2021<br>Estimated<br>Actuals | FY2022<br>Budget | % Δ<br>From FY<br>2021<br>Budget |
|-------------------------|---------------------------------------|-------------------|------------------------------|---------------------------------|------------------|----------------------------------|
| <b>Revenue</b>          |                                       |                   |                              |                                 |                  |                                  |
| 4092001                 | Measure A Sales Tax                   | 0                 | 134,574                      | 134,574                         | 0                | -100%                            |
| 4092005                 | Measure AA Sales Tax                  | 2,137,479         | 1,930,923                    | 1,350,000                       | 2,767,180        | 43%                              |
| 4099950                 | Measure B                             | 956,701           | 1,075,000                    | 1,109,293                       | 944,943          | -12%                             |
| 4110101                 | State Transit Assistance              | 62,368            | 60,000                       | 60,000                          | 60,000           | 0%                               |
| 4119910                 | State Prop Tx Relief HOPTR            | 18,719            | 16,000                       | 5,562                           | 16,000           | 0%                               |
| 4139910                 | Fed-FTA 5307 Urbanized Area Formula   | 687,028           | 697,574                      | 697,574                         | 802,802          | 15%                              |
| 4139914                 | Fed-FTA 5307 Relief Funds             | 315,743           | 1,500,000                    | 559,614                         | 0                | -100%                            |
| 4139915                 | Fed-FTA 5310 Mobility                 | 500,687           | 115,120                      | 91,276                          | 81,400           | -29%                             |
| 4140100                 | Fare Revenue                          | 224,988           | 342,960                      | 61,546                          | 242,900          | -29%                             |
| 4601003                 | GGBHTD – Local Paratransit Payment    | 1,036,216         | 1,148,187                    | 777,005                         | 527,331          | -54%                             |
| 4601004                 | GGBHTD – Regional Paratransit Payment | 738,501           | 819,586                      | 598,486                         | 705,473          | -14%                             |
| <b>Subtotal Revenue</b> |                                       | <b>6,678,430</b>  | <b>7,839,924</b>             | <b>5,444,930</b>                | <b>6,148,029</b> | <b>-22%</b>                      |
| 4700001                 | Property Tax Transfer                 | 1,561             | 80,000                       | 29,859                          | 784,361          | 880%                             |
| 4700002                 | Program Revenue Transfer              | (66,604)          | (80,000)                     | (42,000)                        | (80,000)         | 0%                               |
| <b>Total Revenue</b>    |                                       | <b>6,613,387</b>  | <b>7,839,924</b>             | <b>5,432,789</b>                | <b>6,852,390</b> | <b>-13%</b>                      |
| <b>Expense</b>          |                                       |                   |                              |                                 |                  |                                  |
| 5030301                 | Consultant Services                   | 36,680            | 63,000                       | 19,604                          | 83,900           | 33%                              |
| 5030320                 | Customer Service                      | 327,417           | 329,555                      | 329,556                         | 339,442          | 3%                               |
| 5030602                 | Custodial Service                     | 0                 | 0                            | 0                               | 20,000           |                                  |
| 5040101                 | Fuel                                  | 478,066           | 666,271                      | 195,310                         | 478,197          | -28%                             |
| 5040160                 | Utilities (Facility)                  | 0                 | 0                            | 0                               | 30,000           |                                  |
| 5049902                 | Small Furn/Equip                      | 431               | 5,000                        | 0                               | 10,000           | 100%                             |
| 5049903                 | Software                              | 145,414           | 183,315                      | 174,386                         | 178,064          | -3%                              |
| 5049911                 | COVID-Supplies and Cleaning           | 21,283            | 75,076                       | 58,677                          | 84,000           | 12%                              |
| 5050204                 | Communication-MERA Radio              | 20,291            | 21,598                       | 20,204                          | 22,246           | 3%                               |
| 5050206                 | Communication-Data                    | 15,587            | 15,450                       | 12,816                          | 35,000           | 127%                             |
| 5080101                 | Purchased Transportation - In Report  | 4,457,843         | 5,144,938                    | 3,599,574                       | 4,335,581        | -16%                             |
| 5080102                 | Purchased Transportation - Regional   | 639,654           | 785,074                      | 573,699                         | 659,320          | -16%                             |
| 5090801                 | Marketing                             | 32,809            | 50,000                       | 22,596                          | 51,500           | 3%                               |
| 5098001                 | Misc-Exp Transit User Training        | 7,242             | 12,000                       | 0                               | 12,360           | 3%                               |
| 5098002                 | Gap Grant                             | 2,570             | 60,000                       | 0                               | 80,000           | 33%                              |
| <b>Subtotal</b>         |                                       | <b>6,185,287</b>  | <b>7,411,277</b>             | <b>5,006,422</b>                | <b>6,419,610</b> | <b>-13%</b>                      |
| 5100100                 | Salary/Benefit Transfers              | 337,378           | 312,866                      | 348,132                         | 355,281          | 14%                              |
| 5100101                 | Transfer Overhead                     | 90,721            | 92,015                       | 78,233                          | 106,599          | 16%                              |
| <b>Total Expense</b>    |                                       | <b>6,613,386</b>  | <b>7,816,158</b>             | <b>5,432,787</b>                | <b>6,881,490</b> | <b>-12%</b>                      |

***Marin Access Service: Paratransit, Connect, Catch A Ride, and Volunteer Driver Programs***

The COVID-19 pandemic has severely impacted Marin Access paratransit, Connect, Catch A Ride and Volunteer Driver program demand. Ridership since April 2020 has been approximately 80% lower than historic levels. Many of

these riders were the first to be eligible for the COVID-19 vaccine but the demand for services has been slow to return. There is still uncertainty about how quickly paratransit demand will rebound once clients are vaccinated. A significant amount of demand is tied to group programs that have not yet re-started.

Marin Access **paratransit service** provides demand-response trips to passengers certified as unable to use the fixed route system either all or some of the time. This includes trips mandated under the Americans with Disabilities Act (ADA) federal law as well as trips that go beyond the ADA requirements. This service, and a regional paratransit service managed on behalf of GGBHTD, are operated under a single contract to Vivalon (dba Whistlestop).

In response to the lower demand and additional needs related to the COVID-19 pandemic, Marin Transit executed four contract amendments with Vivalon in the first 10 months following the shelter in place orders. The contract amendments were designed to help retain workers, allow for additional cleaning costs, allow for community partnership mobility services to be offered, and adjustments to the fixed and variable rate structure to reflect the significant change in demand. In parallel, Marin Transit released a request for proposal (RFP) for a new consolidated Marin Access contract that would be effective January 1, 2022. Unlike the current contract, the RFP includes nearly all services and programs offered under the Marin Access umbrella and also offers prospective bidders paratransit vehicle parking, maintenance facilities, administrative office space and all software needed to perform the contract. The contract fixed and hourly rates will be based on a tiered structure to address the continued uncertainty about demand for paratransit services.

The FY2021/22 budget includes the new direct facility costs but no cost increases for the anticipated new consolidated Marin Access contract. The results of this procurement may have a significant impact on the costs for Marin Access and a mid-year budget amendment may be needed to reflect the final cost structure.

The **Connect pilot program** started a new phase of the pilot beginning July 1, 2020. Connect provides same-day on demand services in a limited service area along the highway 101 corridor within 2.5 miles of SMART stations. The program provides two accessible vans on weekdays that are operated by the paratransit contractor and scheduled and dispatched through the UBER platform. The program budgets for 6,120 hours and is projected to provide 17,100 passengers trips in FY2021/22. While focused on Marin Access riders, Connect is also intended to provide first-last mile connections to SMART through employer partnerships. Evaluation of this pilot has been extended due to the COVID-19 pandemic.

Marin Transit's **volunteer driver program** allows Marin County residents that are 65+ or ADA eligible to identify trusted drivers and provide mileage reimbursements for up to 100 miles per month (400 miles in West Marin). In FY2020/21, the reimbursement rate for the volunteer driver programs was increased from \$0.35 to \$0.60 per mile. Staff projected the increased reimbursement rate would lead to an increase in program participation, but the impact is unclear due to the drop in ridership related to the COVID-19 pandemic. While there are currently fewer riders, the remaining riders have reported that they appreciate the rate increase and they have increased their reimbursement requests up to the new allowable monthly mileage limits.

**Catch-A-Ride** is a subsidized taxi program for Marin County residents that are 65+ or ADA eligible. Riders can take up to 10 trips per month at a subsidy of up to \$14 per trip after a base fare of \$4. Catch-A-Ride trips are scheduled and dispatched through Marin Transit's contractor and provided by local Marin County taxis. In FY2020/21, the base fare of \$4.00 was added to the Catch-A-Ride fare as part of the Marin Access fare restructuring and staff anticipated

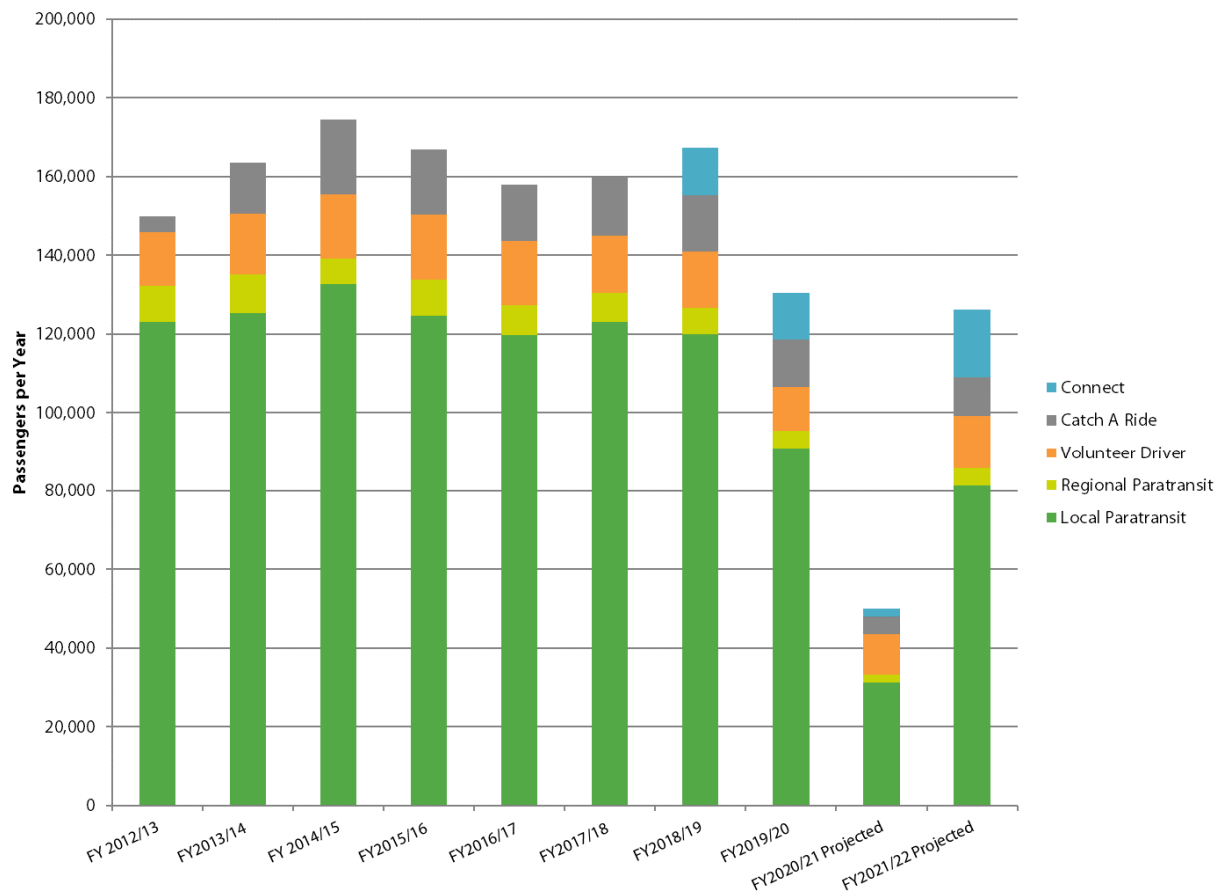
program usage would decline. FY2020/21 ridership did decline (64% from FY2019/20), but most of the decline is likely attributable to the COVID-19 pandemic. In FY2021/22, staff will continue to monitor Catch-A-Ride usage and evaluate the impact of adding the base fare and identify opportunities to streamline operations.

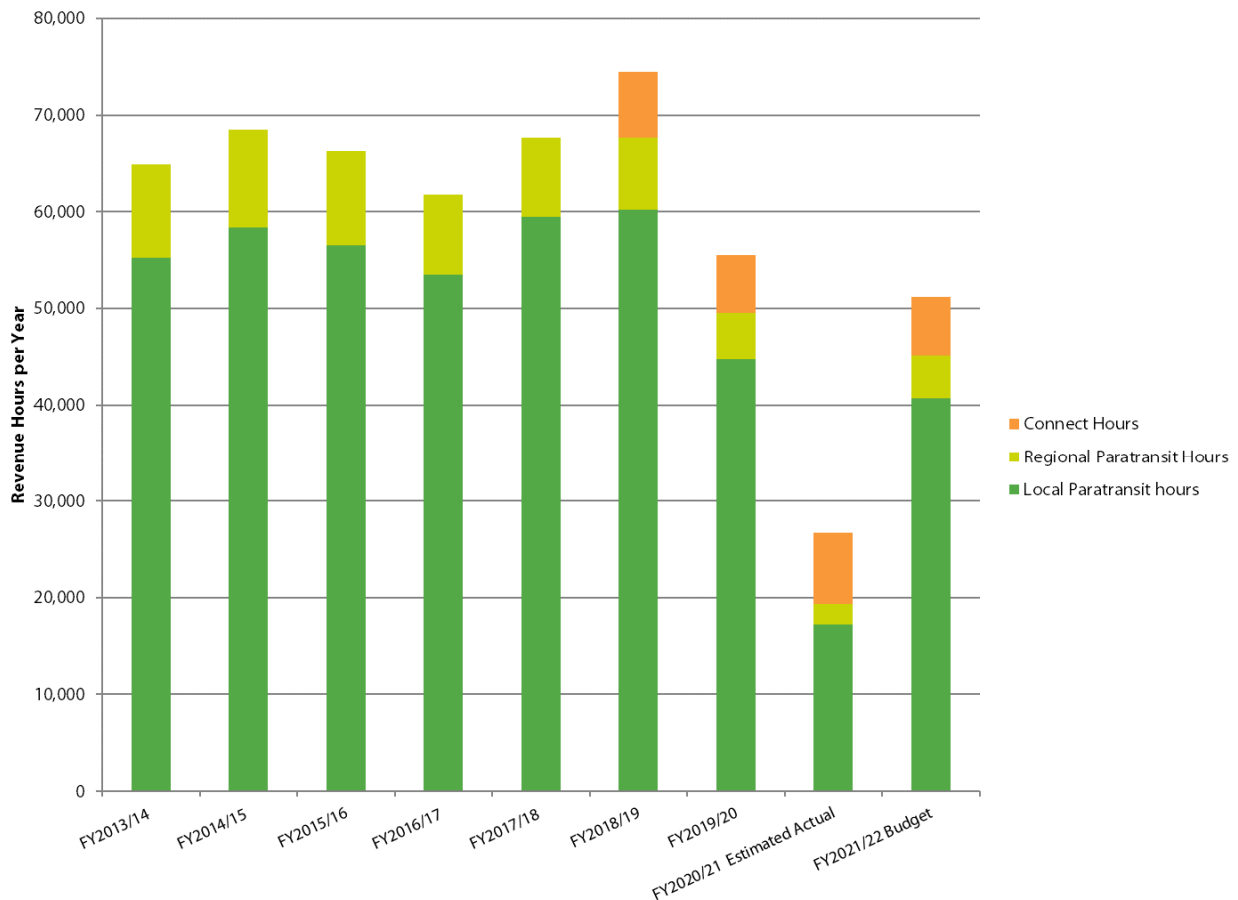
Regional paratransit, fully funded by GGBHTD, continues to experience about an 80% decline in requests for ADA mandated trips in FY 2020/21. The FY 2021/22 budget includes 4,400 revenue hours for regional paratransit service which is 60% of the pre-COVID demand.

The budget includes other related program costs such as scheduling software, operation of on-vehicle equipment, and fuel. A Marin Access consulting budget is available for information technology costs related to hosting software and for additional contract support.

Marin Transit purchases fuel directly from the County of Marin for the paratransit program. The FY 2021/22 fuel budget allows for a return to pre-pandemic prices plus a 5% price increase.

**Figure 11: Marin Access Passengers by Program**



**Figure 12: Marin Access Revenue Hours by Program**

### ***Mobility Management***

Marin Transit established the Mobility Management Office in 2009, with initial funding from a Federal New Freedom Grant. The program has continued to receive Federal Section 5310 grants to fund staffing costs. Marin Transit established the Marin Access Mobility Management Center (Travel Navigator program) in 2010, as a one-stop-shop for information and eligibility on all Marin Access programs. The Mobility Management Center serves as an umbrella for paratransit, volunteer driver, a subsidized taxi program (Catch-A-Ride), and travel training. Travel training activities include local informational presentations and individualized travel training. There are currently three full-time Travel Navigators and one full-time Travel Navigator Supervisor.

Riders with disabilities and those who are aging have a diverse set of mobility needs and not all riders require paratransit to travel. Instead of offering paratransit as the only alternative to fixed route, the District has been successful in implementing a mobility management approach that matches riders with the most efficient and attractive option for both the rider and provider. As Marin Transit expands the mobility management program, staff are looking to provide lower cost options to riders that also provide more flexibility to a diverse population. Moving forward, the District recognizes the mobility management program as an opportunity to test new partnerships and incorporate additional non-profit or private providers.

### ***Marin Access Revenue***

Marin Access programs are primarily funded by local sources including Measure AA, Measure B and property tax. Marin Access receives 9.5% of Measure AA sales tax revenue or around \$2.0 million per year. As of FY 2011/12, Marin Transit receives 35% of the Measure B vehicle license fee to support the mobility management initiatives. Marin Transit is budgeting \$944,943 of Measure B funding in FY 2021/22, which includes an estimated \$180,000 in unspent prior year allocations.

Marin Transit expended \$560,00 in Federal Section 5307 CARES Act funding in FY2020/21 on Marin Access programs to help sustain contractors and services. No federal relief funds are budgeted for FY2021/22. Marin Transit projecting that the existing revenues will be sufficient to fund the projected demand for services. If riders return more quickly to Marin Access programs, additional revenue will be needed.

Marin Transit restructured paratransit fares and other mobility management program fees as of July 1, 2020. The changes were designed to make fares and subsidy levels commensurate with the type of service offered. The changes included a 50% fare increase on paratransit and adjustments to other mobility management program fees. Distance-based fares were added on Connect for non-Marine Access clients in February 2020. These fares significantly increase per trip fare revenue on Connect. Total Marin Access fare revenue was anticipated to increase, but due to the significant decline in demand due to the pandemic, it is difficult to determine the impact of the fare changes. Fare revenue for FY2021/22 is projected to be 29% below the pre-pandemic projection but over twice the estimated actual for FY2021/22 due to the anticipated return of ridership.

In FY 2021/22, Marin Transit expects to expend the following state and federal grant awards for Marin Access:

| <u>FY2021/22</u>   | <u>Total Grant Award</u> | <u>Program</u>                               | <u>Source</u>                |
|--------------------|--------------------------|--|------------------------------|
| <u>Expenditure</u> |                          |  |                              |
| \$81,400           | \$162,800                | Mobility Management –<br>Additional Staffing | Federal Section 5310 FY18-19 |

GGBHTD pays for all costs related to regional paratransit along with their share of mandated local paratransit based on their share of transit in Marin County (currently 24%). The agency share for local paratransit is calculated based on each agency's prior year Marin County fixed route ridership on routes with complementary paratransit obligations. Since the pandemic has impacted GGBHTD's ridership more significantly, they may pay for a lower share of FY2021/22 local paratransit costs. As of FY 2015/16, GGBHTD directly reports the ridership, fares, and costs associated with their share of paratransit to the National Transit Database (NTD) and the State Controller's Office.

Under the 2015 GGBHTD contract, Marin Transit's share of Federal Transit Administration Section 5307 for Marin County paratransit operations increased from 50% to 80%. This source accounts for 12% of Marin Access revenue.

## Facility Budget

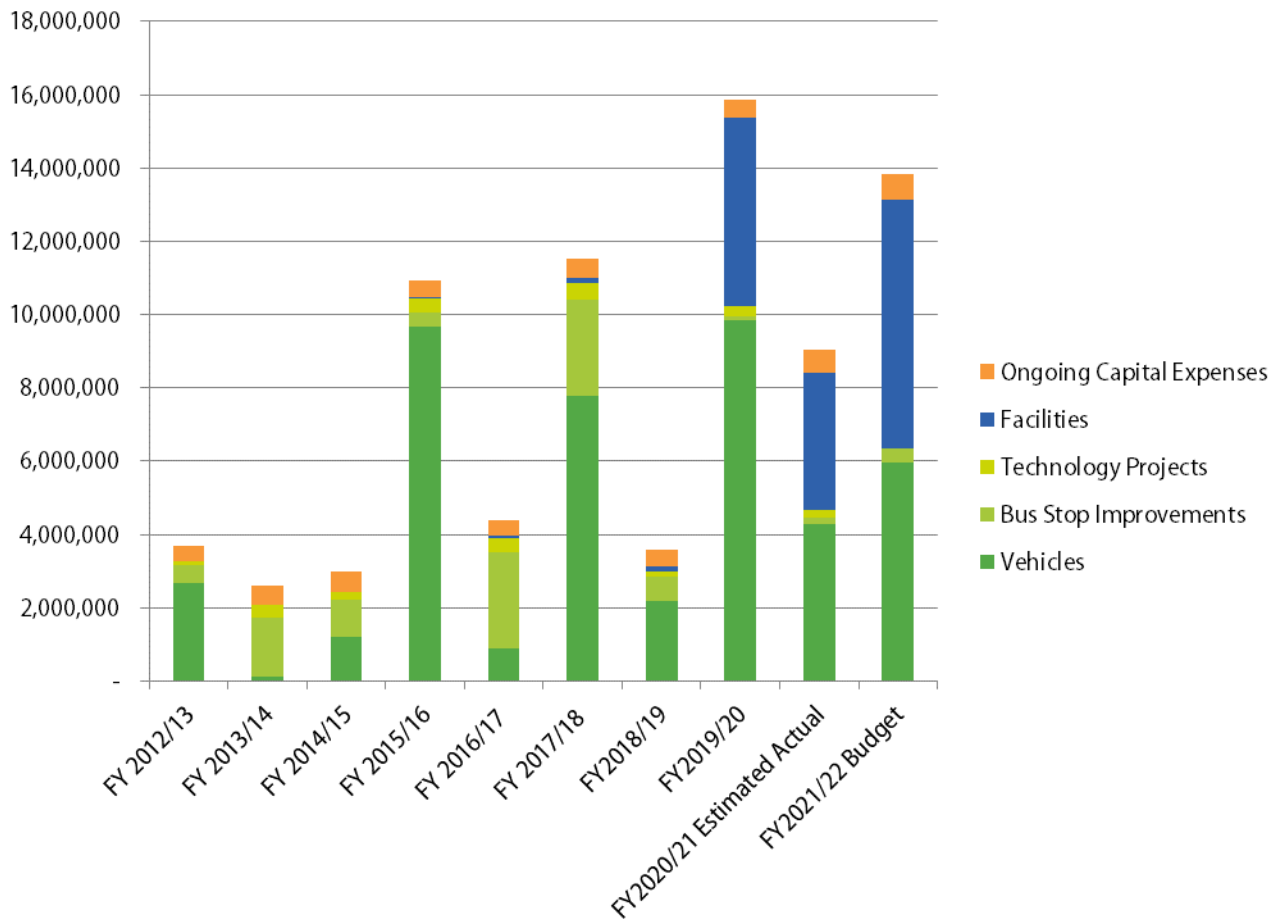
The facility operations revenues and expenses for Rush Landing, included in a separate Facility's budget in the FY2020/21 Budget, have been moved to the local operations budget (table 10). New facility operations costs for the maintenance facility that is currently being purchased are included in the Marin Access budget (table 16).

## Capital Budget

Marin Transit's annual capital budget (table 17) of \$13.8 million provides funding for transit vehicles, bus stop improvements, transit technology projects, and other capital expenses. Figure 9 provides capital expenditures and budget by project type to show the significant variation in expenditures by year. Marin Transit successfully purchased a two-and-a-half-acre parcel (Rush Landing) in FY2019/20 with a federal discretionary Section 5339 grant and is currently under contract to purchase a locally funded maintenance facility in San Rafael in FY2020/21. These purchases will provide vehicle parking for only a portion of the fleet and the maintenance facility is anticipated to only provide a maintenance location only for the paratransit service. Additional facilities and facility improvements are needed to accommodate Marin Transit's full parking and maintenance needs. Marin Transit will continue to look to purchase additional land in FY2021/22 and work on improvement projects and both new facility sites. Facility improvements include installation of electric vehicle charging infrastructure and upgrades to the facilities such as fencing and lighting. Marin Transit has lower investment in technology projects and increased investment in bus stop improvements planned for FY2021/22.

Capital expenditures are defined in the District's fixed asset management policy. A "Fixed Asset" includes equipment, supplies and rolling stock with a unit purchase value of at least \$5,000 and a service life of more than one year. All projects that meet the requirements of the District's fixed asset policy are capitalized and depreciated over the defined life of the associated asset type. Expenditures not meeting the District's policy for capitalization will be included as operations expenses on financial statements.

In the FY2021/22 budget, state and federal grants fund 25% of capital project costs (table 17). The budget includes the expenditure of \$5.6 million capital reserves (prior year property tax revenues) to fund facility improvements and purchase of additional land for vehicle parking.

**Figure 13: Capital Project Budget by Type**

## Vehicles

Purchase Four 40ft Low-floor Battery Electric Buses (EA) – Marin Transit will purchase four battery electric vehicles to replace three articulated buses that are beyond their useful life. This is a seat for seat replacement that is federally funded with Section 5307 funds and a local match of State LCTOP funding. Marin Transit ordered the vehicles in FY2020/21 and will put the vehicles into service in FY2021/22.

Purchase Five Paratransit Replacements (PD) – Marin Transit will purchase five paratransit vans to replace existing vehicles. An additional ten vehicles are eligible for replacement but are being deferred due to lower paratransit demand and therefore less vehicle use and need during the pandemic. Marin Transit is replacing these cutaway vehicles with accessible vans since a smaller vehicle size allows more maneuverability and is more fuel efficient than the larger cutaways. The vehicles are funded with Section 5307 funds with a local match from Measure AA local sales tax funds. Marin Transit expects to execute the purchase and receive the vehicles in FY2021/22.

Purchase One Electric Paratransit Vehicle (PE) – Marin Transit will purchase one locally funded fully electric paratransit vehicle. This purchase is dependent on availability of a vehicle with sufficient range to allow for basic operations and will be the first zero emissions vehicle in the paratransit service.

Purchase Two XHF Replacements (XC) – Marin Transit will purchase two 35ft XHFs for use primarily on the Muir Woods Shuttle service. These vehicles will replace two existing vehicles beyond their useful life. Marin Transit ordered the vehicles in FY 2020/21 and anticipates delivery of the vehicles in FY2021/22.

Hybrid Battery Replacement (HY) – Marin Transit will make mid-life replacements of batteries of seven 2015 40ft hybrid electric vehicles in accordance with industry practice. These vehicles are currently operated by Marin Airporter. Federal funds for 80% of the replacement are anticipated to be programmed in the FY2021/22 regional Transit Capital Priorities (TCP) plan and work would begin in spring 2022.

Staff Car (NR) – Marin Transit will purchase an electric staff car to replace the retired active vehicle. This project was delayed from FY2020/21 since staff were working remotely during the COVID-19 pandemic.

### Bus Stop Improvements

Novato Bus Stop Shelters (BN) – Marin Transit will purchase up to eight shelters to replace existing advertising shelters that are out of contract in Novato. The new shelters will be lower maintenance with perforated metal walls instead of glass. Regular maintenance of the installed shelters is included in Bus Stop Maintenance. This project is 80% funded with federal funds through the regional Lifeline program and matched with local Measure AA sales tax funding.

County Wide Stop Improvements (BP) – Marin Transit will complete construction of bus stop improvements at up to 20 stops in Marin County. The stops were identified for improvement after a 2017 Bus Stop Conditions assessment and 100% stop level survey of ridership. They were prioritized by need for accessibility improvements, ridership, and lack of amenities. Improvements will be focused on providing ADA wheelchair landing pads and basic passenger amenities.

### Administrative and Operations Facilities

Facility Improvements -Rush Landing (FS) – In FY2020, Marin Transit purchased right of way at 600 Rush Landing in Novato as part of a \$6.6 million project (FR) funded with \$4.4 million from a Federal Discretionary 5339 grant and Measure A matching funds. The remaining \$1.2 million on the project is for site improvements and has been moved to this new project. In this project, Marin Transit will use remaining funds to install enhanced fencing, lighting, and bus charging infrastructure.

Maintenance Facility Purchase – Kerner Blvd (FA) – Marin Transit is completing the purchase of a maintenance facility for the paratransit program. Marin Transit is currently conducting due diligence on a property in San Rafael and expects to finalize the purchase in FY2021/22. This purchase is funded with Marin Transit's capital reserve funds from property tax revenues.

Facility Improvements – Kerner Blvd (FD) – This project will provide basic facility improvements at the new paratransit maintenance site. Improvements include fencing, lighting, and upgrades to the building to allow for vehicle maintenance and provide an accessible office space.

Yellow Bus Parking Facility (YF) – The District currently leases a parking lot for 16 yellow buses, but the future of this lease is unknown. This project is for the purchase of a parking site for yellow buses and is funded with \$1.1 Million in Measure A interest and \$1.9 million in Capital Reserve Funding (prior year local property tax).



### Technology Projects

Real Time Signage (RT) – This project will add 20 Real Time Information signs to high and medium ridership stops in the Canal and Novato. Nineteen signs have been installed. The final sign will be installed by the City of San Rafael in conjunction with their sidewalk and crosswalk improvements at Medway and Mill Street in the Canal.

### Other Measure A/AA Capital Expenses

Other capital and infrastructure expenses include: The capital contribution to GGBHTD as required under contract, major vehicle repairs, and bus stop maintenance expenses. Expenditures that do not meet the District's policy for capitalization will be included as operations expenses on financial statements.

Table 17: Capital Budget by Project

|  |   | Total<br>Project<br>Budget | Prior Year<br>Expenditures | FY2021/22<br>Budget | Future<br>Years | Measure<br>A / Local<br>Funding | State<br>Funding | Federal<br>Funding |
|--|---|----------------------------|----------------------------|---------------------|-----------------|---------------------------------|------------------|--------------------|
| EA                                       | Replace 2 Artics with 4 - 40ft Electric     | 4,366,507                  | 8,592                      | 4,357,915           | 0               | 0%                              | 39%              | 61%                |
| PD                                       | Purchase 5 paratransit replacements         | 505,000                    | 0                          | 505,000             | 0               | 20%                             | 0%               | 80%                |
| PE                                       | Purchase 1 electric paratransit replacement | 300,000                    | 0                          | 5,000               | 295,000         | 100%                            | 0%               | 0%                 |
| XC                                       | Purchase 2 XHF Replacements                 | 906,241                    | 6,147                      | 900,094             | 0               | 23%                             | 0%               | 77%                |
| HY                                       | Hybrid Battery Replacements                 | 300,500                    |                            | 150,000             | 150,500         | 20%                             | 0%               | 80%                |
| NR                                       | Staff Car                                   | 49,000                     | 0                          | 49,000              | 0               | 4%                              | 96%              | 0%                 |
| <b>Subtotal Vehicles</b>                 |   | <b>6,427,248</b>           | <b>14,739</b>              | <b>5,967,009</b>    | <b>445,500</b>  | <b>10%</b>                      | <b>39%</b>       | <b>62%</b>         |
| BN                                       | Novato Bus Stop Shelters                    | 61,115                     | 0                          | 61,115              | 0               | 20%                             | 0%               | 80%                |
| BP                                       | County Wide Bus Stop Improvements           | 303,000                    | 0                          | 303,000             | 0               | 20%                             | 0%               | 80%                |
| <b>Subtotal Bus Stop Improvements</b>    |   | <b>364,115</b>             | <b>0</b>                   | <b>364,115</b>      | <b>0</b>        | <b>20%</b>                      | <b>0</b>         | <b>80%</b>         |
| FS                                       | Facility - Rush Landing Improvements        | 2,800,000                  | 120,000                    | 2,680,000           | 0               | 96%                             | 0%               | 4%                 |
| FA                                       | Facility- Maintenance Facility Purchase     | 3,625,000                  | 3,525,000                  | 100,000             | 0               | 100%                            | 0%               | 0%                 |
| FD                                       | Facility - Kerner Improvements              | 1,100,000                  | 100,000                    | 1,000,000           | 0               | 100%                            | 0%               | 0%                 |
| YF                                       | Yellow Bus Parking Facility                 | 3,000,000                  | 0                          | 3,000,000           | 0               | 100%                            | 0%               | 0%                 |
| <b>Subtotal Facility</b>                 |   | <b>10,525,000</b>          | <b>3,745,000</b>           | <b>6,780,000</b>    | <b>0</b>        | <b>84%</b>                      | <b>0%</b>        | <b>1%</b>          |
| RT                                       | Realtime Signs                              | 212,394                    | 182,076                    | 30,318              | 0               | 18%                             | 0%               | 82%                |
| <b>Subtotal Technology Projects</b>      |   | <b>212,394</b>             | <b>182,076</b>             | <b>30,318</b>       | <b>0</b>        | <b>18%</b>                      | <b>0%</b>        | <b>82%</b>         |
| GG                                       | Golden Gate Capital Costs (GG)              | 17,000                     | 16,696                     | 17,000              | 0               | 100%                            | 0%               | 0%                 |
| BM                                       | Bus Stop Maintenance (BM)                   | 120,000                    | 104,728                    | 120,000             | 0               | 100%                            | 0%               | 0%                 |
| VR                                       | Major Vehicle Repairs (VR)                  | 200,000                    | 125,000                    | 200,000             | 0               | 100%                            | 0%               | 0%                 |
| IF                                       | Infrastructure Support (IF)                 | 360,000                    | 442,182                    | 360,000             | 0               | 100%                            | 0%               | 0%                 |
| <b>Subtotal Ongoing Capital Expenses</b> |   | <b>697,000</b>             | <b>NA</b>                  | <b>697,000</b>      | <b>0</b>        | <b>100%</b>                     | <b>0%</b>        | <b>0%</b>          |
| <b>Total Expenditures</b>                |   | <b>18,225,757</b>          | <b>3,941,815</b>           | <b>13,838,442</b>   | <b>445,500</b>  | <b>65%</b>                      | <b>9%</b>        | <b>25%</b>         |



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[marintransit.org](http://marintransit.org)

June 7, 2021

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

**SUBJECT: Purchase Agreement with Gillig, LLC for Four Chargepoint Electric Bus Chargers and Update on 600 Rush Landing Electrification**

**board of directors**

Dear Board Members:

kate colin  
president  
city of san rafael

**RECOMMENDATION:** Authorize General Manager to complete the purchase of four Chargepoint Battery Electric Bus Chargers from Gillig, LLC.

judy arnold  
vice president  
supervisor district 5

**SUMMARY:**

Staff requests that your Board authorize the General Manager to procure four Chargepoint CPE 250 Chargers to charge four battery electric buses due to be delivered to the District in October 2021.

stephanie moulton-peters  
2nd vice president  
supervisor district 3

Staff selected Chargepoint CPE 250 Chargers because they are lower cost than other available chargers and have the desired features. The Chargepoint charger is compatible with many different vehicle types. This will increase the likelihood that the District can use them for other vehicle types in the future, including buses with larger battery packs. The design provides flexibility for potential improvements in bus battery technology without making the chargers obsolete. Chargepoint's software also offers the ability to monitor the buses and manage charging remotely to reduce electrical demand charges as Marin Transit's Battery Electric Bus fleet grows.

damon connolly  
director  
supervisor district 1

eric lucan  
director  
city of novato

The District will purchase the chargers through Gillig using the Virginia State Contract. This is the same contract that Marin Transit has used to purchase the four battery electric buses. The Virginia State contract was competitively bid and enables other government entities to make purchases without the administrative burden of issuing a bid package. Use of this agreement reduces Marin Transit's costs and complies with federal statutes and regulations applicable to all third-party contracts.

katie rice  
director  
supervisor district 2

dennis rodoni  
director  
supervisor district 4

brian colbert  
alternate  
town of san anselmo

Staff compared the cost of the chargers with Marin Transit's previous charger purchase. Chargers purchased in 2017 for the District's BYD electric buses were less expensive though they are not directly comparable to the current charger purchase. BYD buses include an onboard AC/DC converter. Gillig, Proterra, and New Flyer battery

electric buses do not have an internal unit and depend on chargers like the ChargePoint units, which convert AC to DC power through the charging station.

The lead time for delivery will be 12 weeks once Marin Transit submits a purchase order for the chargers.

### **600 Rush Landing Electrification - Project Status**

In June 2020, your Board authorized Marin Transit staff to submit an application for Pacific Gas and Electric (PG&E)'s EV Fleet program. Marin Transit was accepted into the program in September 2020, and staff have been coordinating with PG&E staff to implement the project. In April of this year, your Board approved an easement to PG&E to allow them to conduct their work. Marin Transit is responsible for all infrastructure beyond the PG&E meter including wiring, trenching, and the chargers. PG&E will bring additional power to the site and will provide a small rebate for the bus chargers. Marin Transit is coordinating with PG&E on the construction schedule to ensure both schedules coincide.

Marin Transit's engineering consultant completed the project plans for the site work in May 2021. The City of Novato Planning Department completed an initial review of the plan, and PG&E is currently performing a final review. The 100 percent construction plans have been submitted to the City of Novato Building Department for review, and Marin Transit is awaiting their comments and a permit for the site improvements.

Marin Transit was able to sole source the construction management through the District's on call General Engineering Services contract with Mark Thomas. After receiving no bids on a competitive RFP for construction management in March, Marin Transit received feedback from firms the District has worked with in the past. These firms indicated that they were overextended and did not have the capacity to bid on this project. Marin Transit executed a task order with Mark Thomas, Inc on May 14, 2021, after interviewing the subconsultant and evaluating the price proposal. Staff is working with the construction manager to finalize the bid documents to release the construction bid package this month. Staff expects to bring the construction contract award to your Board for approval at the August 2021 meeting.

Staff anticipates the project will break ground in late August or early September to complete the construction before the scheduled bus delivery in late October or early November 2021. Advance purchase of the chargers and other items that require long lead-time will streamline construction and help minimize schedule delays.

### **FISCAL/STAFFING IMPACT:**

The cost of the four Chargepoint CPE 250 chargers will not exceed \$259,453. This includes the price of the charger, a three-year warranty, Chargepoint on-site installation support and training as well as a three-year network service plan. After the initial three-year network service plan period, Marin Transit may elect to continue that plan for an estimated \$806 per charger per year.

The purchase is included in the FY 2020/21 Budget as project FS – Facility - Improvements. The project will be funded with local Measure AA and may also use any remaining State Low Carbon Transit Operations Program funding the District has not expended on the associated vehicle purchase.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anna Penoyar', written in a cursive style.

Anna Penoyar  
Senior Capital Analyst

Attachment: Presentation



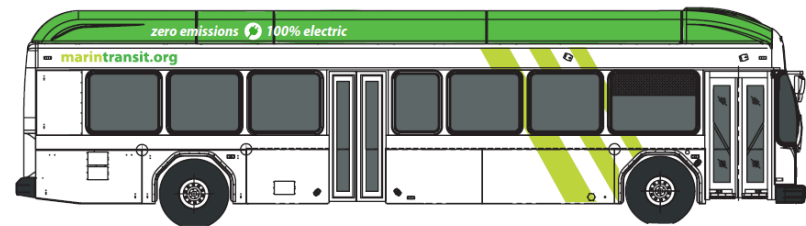
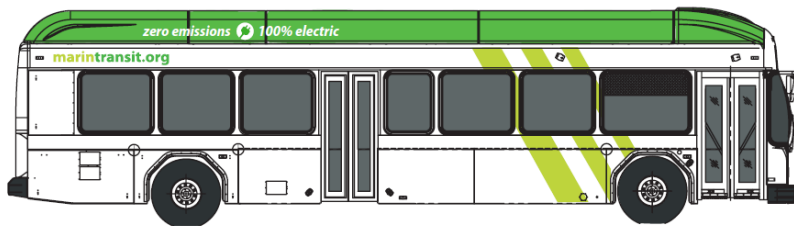
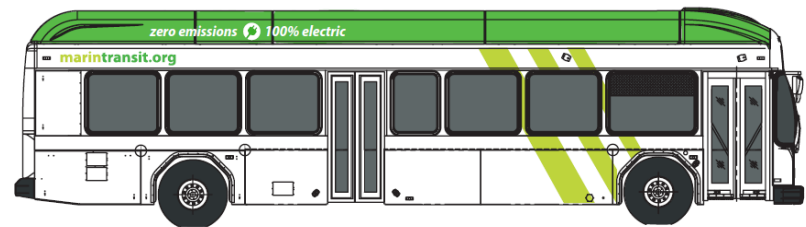
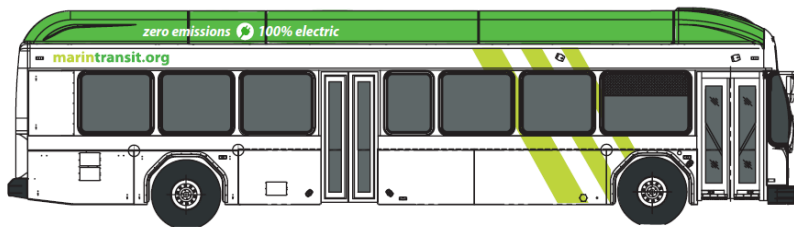
# **Purchase of Chargepoint CPE 250 Electric Bus Chargers and Update on 600 Rush Landing Electrification**

June 7, 2021

- Background
- Chargers
- Cost
- 600 Rush Landing Project Status

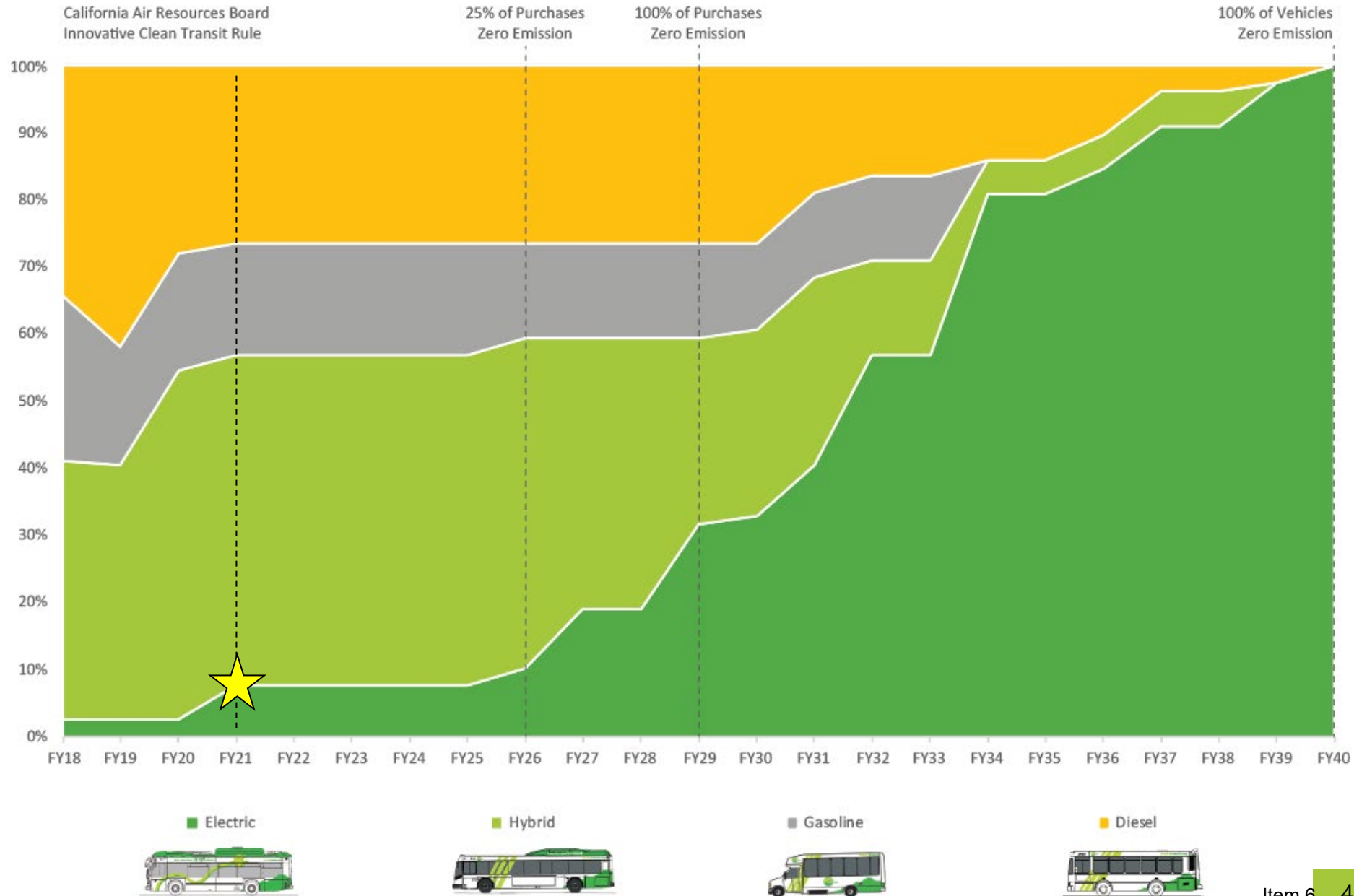


- Purchase of 600 Rush Landing
  - Infrastructure investments
- Purchase of four Gillig battery electric buses
  - Estimated Delivery Date: Late October/November



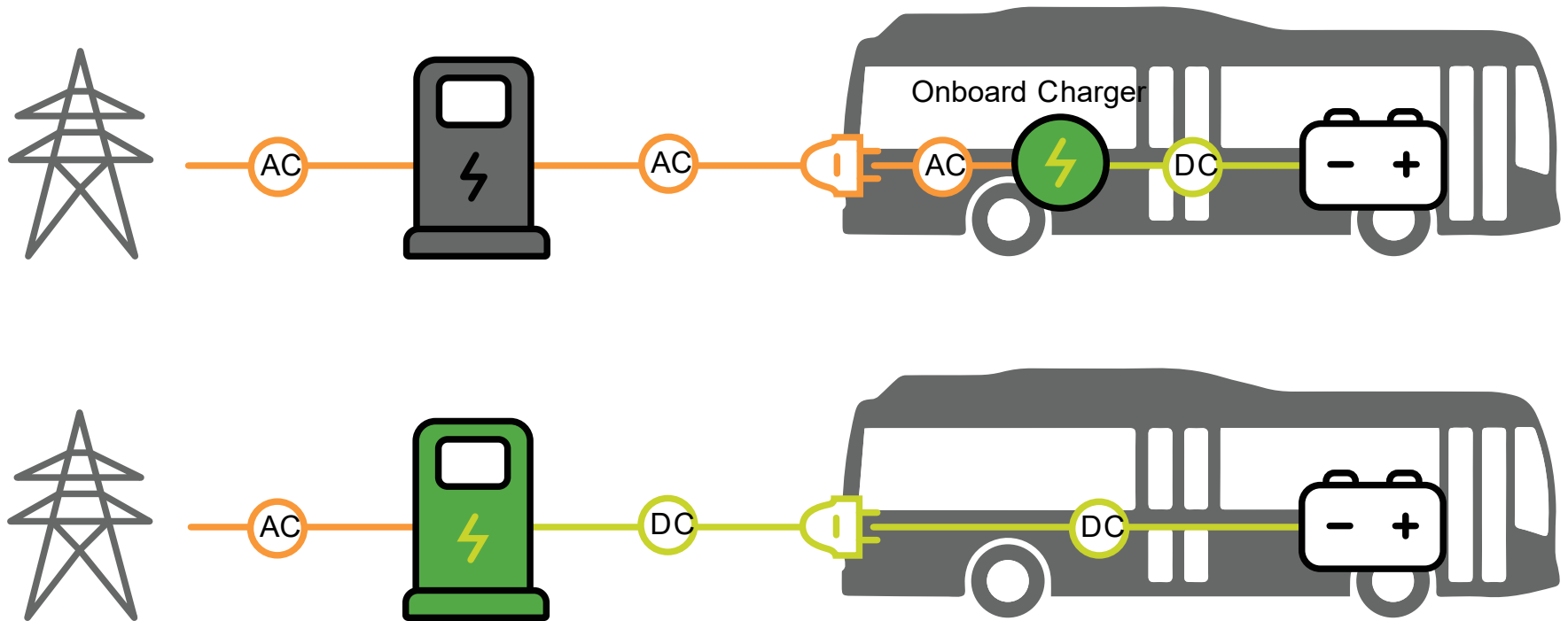


# Background — Zero Emission Fleet Plan



- Chargepoint CPE 250
  - Cost
  - Compatible with many different vehicle types
  - Software
- Procurement
  - State of Virginia Contract





- Cost difference between BYD bus chargers and this purchase is due to where the conversion of power from AC to DC happens.

# Charger Cost

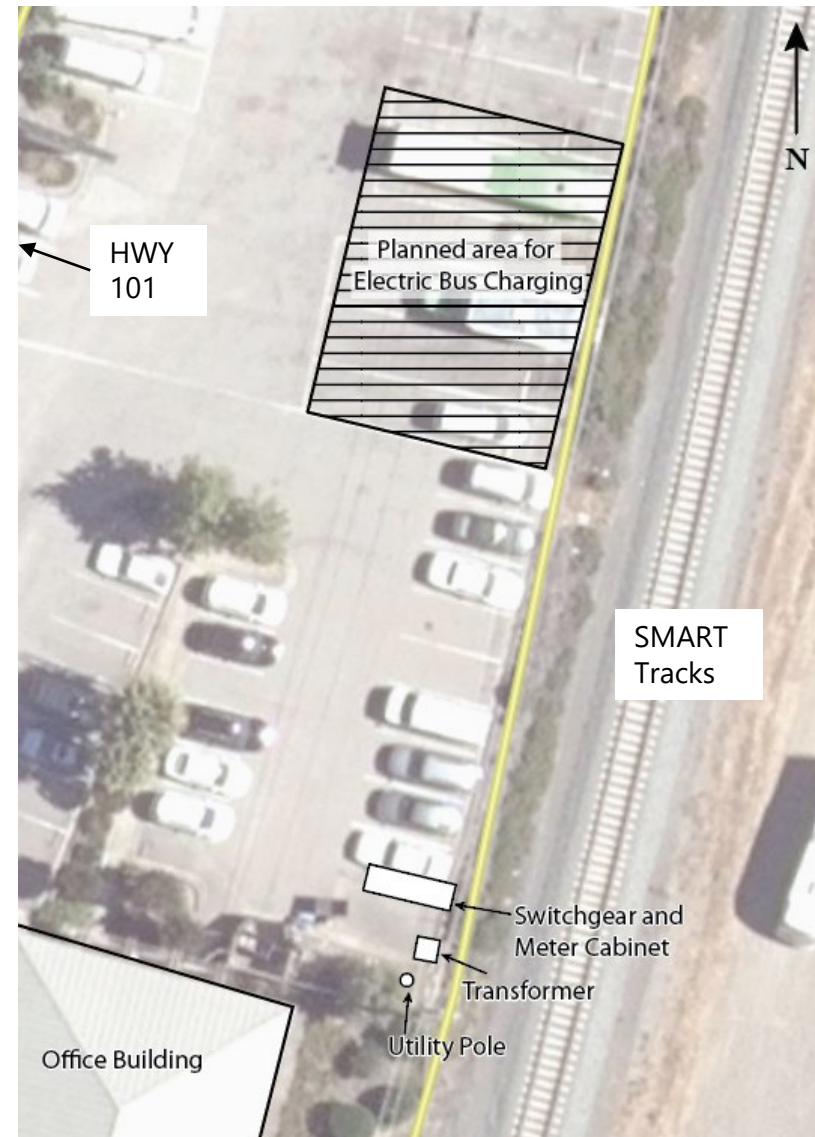


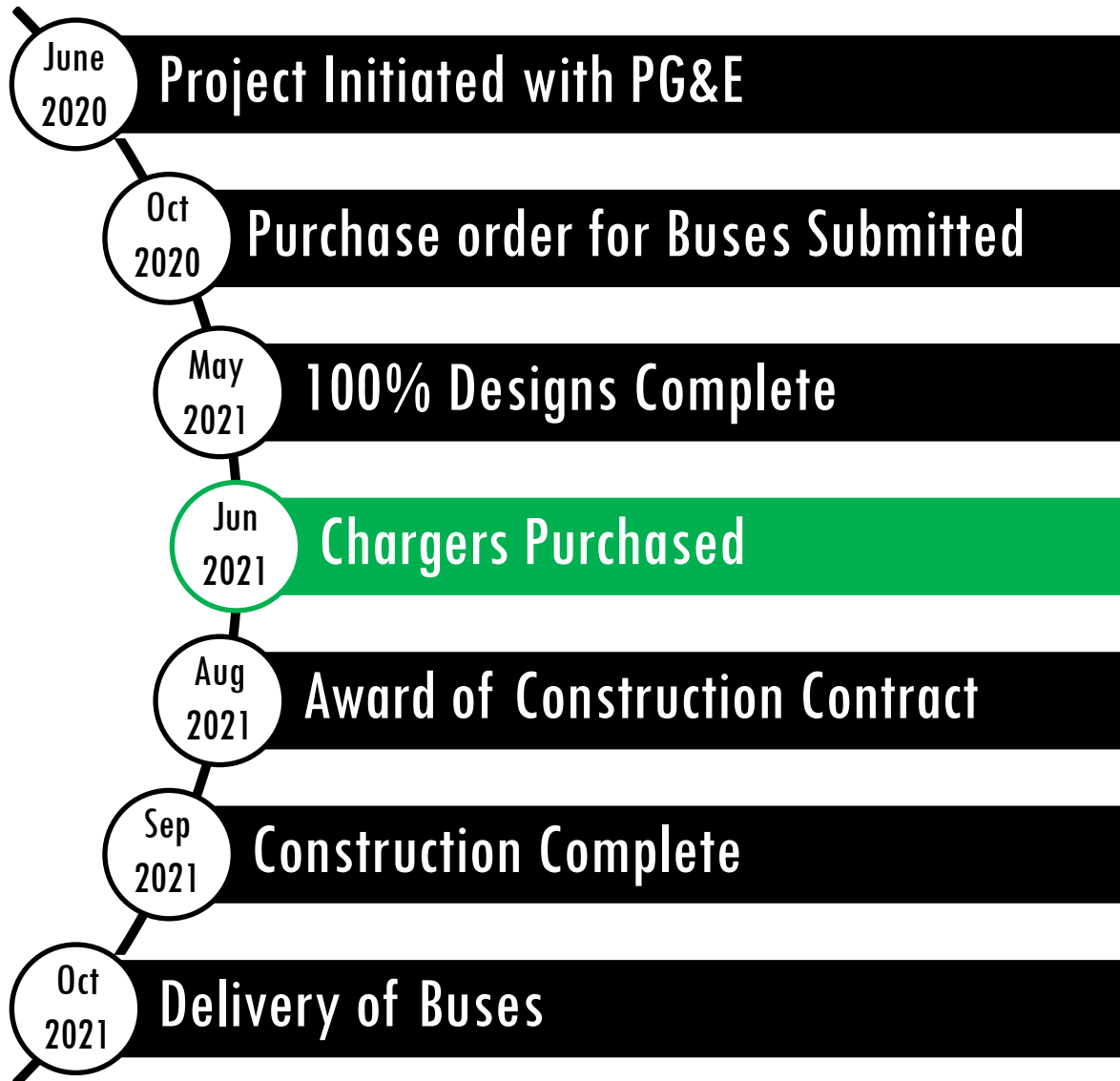
|   |                |
|---|----------------|
| • Total Hardware & Sales Tax            | \$189,321      |
| — 4 ChargePoint CPE 250 Chargers        |                |
| • Total Warranty                        | \$44,400       |
| — ChargePoint 3-year Warranty           |                |
| • Total Services                        | \$23,172       |
| — Preliminary site consultations        |                |
| — Onsite support and training           |                |
| — Site validation                       |                |
| — 3-year Operating Network Service Plan |                |
| • <u>Total Freight</u>                  | <u>\$2,560</u> |
| • Grand Total                           | \$259,453      |

Funded through Local Measure AA and State Low Carbon Transit  
Operations Program Funding

# 600 Rush Landing Electrification Project Status

- PG&E
  - Fleet Ready Program
- Design
  - Completed May 2020
- Construction Management
  - Task Order with Mark Thomas and Co.
- Construction
  - Bid Release in June





# Questions?

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