



Marin County Transit District Board of Directors

Monday, August 7, 2023, 10 a.m.

Marin County Civic Center
County Board of Supervisors'
Chambers
3501 Civic Center Drive
Room 330
San Rafael, CA 94903

Join on Zoom:
www.zoom.us/j/87972683373
Webinar ID: 879 7268 3373

Teleconference:
+1 669 900 6833
Access Code: 879 7268 3373

Providing Public Comment

- To provide written public comment prior to the meeting, email info@marintransit.org or use the comment form at www.marintransit.org/meetings. Submit your comments no later than **5:00 P.M. Sunday, August 6, 2023** to facilitate timely distribution to the Board of Directors. Include the agenda item number you are addressing, your name, and address. Your comments will be forwarded to the Board of Directors and will be included in the written public record.
- Public comment is limited to two minutes per speaker unless a different time limit is announced. The Board President may limit the length of comments during public meetings due to the number of persons wishing to speak or if comments become repetitious.
- Participating on Zoom or teleconference: Ensure that you are in a quiet environment with no background noise. 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 be included in the public record.

General Meeting Information

- Late agenda material can be inspected at the office of Marin Transit, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
- In case of Zoom outage, dial 515-604-9094; meeting ID: 142-334-233
- All Marin Transit public meetings are conducted in accessible locations.
- Documents are available in accessible formats or additional languages by request. If you require translation or other accommodation, call (415) 226-0855 or 711. Requests must be received no less than five working days prior to the meeting. *Otros idiomas disponibles: llame al (415) 226-0855 | Các ngôn ngữ khác có sẵn - gọi (415) 226-0855 | 提供其他語言服務, 請致電 (415) 226-0855*
- To access these instructions in Spanish, [click here](#).

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

- 1. Consider approval of Directors request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449**
- 2. Open Time for Public Expression**
(Limited to two minutes per speaker on items not on the District's agenda)
- 3. Board of Directors' Matters**
- 4. General Manager's Report**
 - a. General Manager's Oral Report
 - b. [Monthly Monitoring Report: April 2023](#)
 - c. [Monthly Monitoring Report: May 2023](#)
- 5. Consent Calendar**
 - a. [Minutes for June 5, 2023 Board Meeting](#)
 - b. [Policy Updates: Marin Transit's Financial Management Policies](#)
 - c. [Update on FY 2022/23 Contract Awards and FY 2023/24 Contracting Opportunities](#)
 - d. [Transtrack Systems, Inc. Annual Maintenance and Support Fees Amendment](#)
 - e. [Approve Amendment 7 \(#1210\) with Clean Solution Services for Bus Stop Maintenance](#)
 - f. [Contract with Resource Environmental, Inc. for the Demolition of 3010/3020 Kerner Boulevard](#)

Recommended Action: Approve.

- 6. [Richmond – San Rafael Forward Project Update](#)**

Recommended Action: Discussion item.

Convene in Closed Session**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

California Government Code section 54956.9(d)(4)

Number of Potential Cases: One

Report from Closed Session

Adjourn



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San Rafael, CA 94901
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marintransit.org

Board of Directors

Katie Rice

President
Supervisor District 2

Brian Colbert

Vice President
Town of San Anselmo

Eric Lucan

2nd Vice President
Supervisor District 5

Mary Sackett

Director
Supervisor District 1

Stephanie

Moulton-Peters

Director
Supervisor District 3

Dennis Rodoni

Director
Supervisor District 4

Maribeth Bushey

Director
City of San Rafael

Fred Casissa

Alternate
Town of Corte Madera

August 7, 2023

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

Subject: General Manager Report – Monthly Report: April 2023

Dear Board Members:

Recommendation

This is a recurring information item.

Summary

The attached monthly report provides an overview of Marin Transit operations for the monthly period ending April 30, 2023. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall, Marin Transit systemwide ridership was strong in April 2023. Total ridership was 11% higher than the previous year (April 2022) and 14% lower than pre-COVID (April 2019). Total ridership was almost the same as the prior month's ridership (March 2023), which also saw ridership at 14% below pre-COVID levels.

Fixed route ridership recovery from the COVID-19 pandemic continues to be strong, much stronger than demand response ridership. Ridership on fixed-route services in April 2023 was at 89% of pre-COVID levels (April 2019), whereas ridership on Marin Access services was only 39% of pre-COVID levels. Marin Access ridership started to decline in September of this fiscal year, dropping below FY22 levels. Ridership has continued to stay below FY22 levels; April Marin Access ridership was 17% lower than last year (April 2022). Yellow bus ridership was not as strong in April as in March, with ridership being only 15% higher than the previous year (April 2022) and 19% lower than pre-COVID (April 2019).

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.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nancy E. Whelan".

Nancy Whelan
General Manager

Attachment A: Monthly Ridership Report and Customer Comments



Monthly Customer Feedback Report

April 2023

Month: April 2023		Program							Total
Category	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide		
Commendation	1	0	0	0	1	0	0	2	
Service Delivery Complaint	26	19	7	2	6	0	1	61	
Accessibility	1	1	0	0	0	0	0	2	
Driver Conduct Complaint	4	6	1	0	3	0	0	14	
Driving Complaint	3	4	0	0	1	0	1	9	
Early Trip	2	1	0	0	0	0	0	3	
Equipment Issue	0	0	0	0	0	0	0	0	
Farebox	0	0	0	0	0	0	0	0	
Late Trip	1	0	0	0	2	0	0	3	
Missed Connection	0	0	0	0	0	0	0	0	
Missed Trip	3	2	0	0	0	0	0	5	
No-Show	6	3	2	2	0	0	0	13	
Off-Route	0	0	1	0	0	0	0	1	
Pass-Up Complaint	6	2	3	0	0	0	0	11	
Service Structure Complaint	3	1	0	0	3	0	3	10	
Bus Stop Improvement Request	2	0	0	0	0	0	2	4	
Fares	0	0	0	0	0	0	0	0	
Other Complaint	1	0	0	0	0	0	0	1	
Scheduling Complaint	0	0	0	0	3	0	1	4	
Service Improvement Suggestion	0	1	0	0	0	0	0	1	
Safety Complaint	0	0	0	0	0	0	0	0	
Total Service Hours	9,697	3,301	1,621	248	2,018	-	16,991	16,991	
Commendations per 1,000 Hours	0.1	0.0	0.0	0.0	0.5	-	0.0	0.1	
Complaints per 1,000 Hours	3.0	6.1	4.3	8.1	4.5	-	0.2	4.2	
Total Passengers	182,320	27,021	14,222	6,666	4,582	1,188	245,089	245,089	
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.0	
Complaints per 1,000 Passengers	0.2	0.7	0.5	0.0	2.0	0.0	0.0	0.3	

Attachment A

Monthly Monitoring Report

06/21/2023

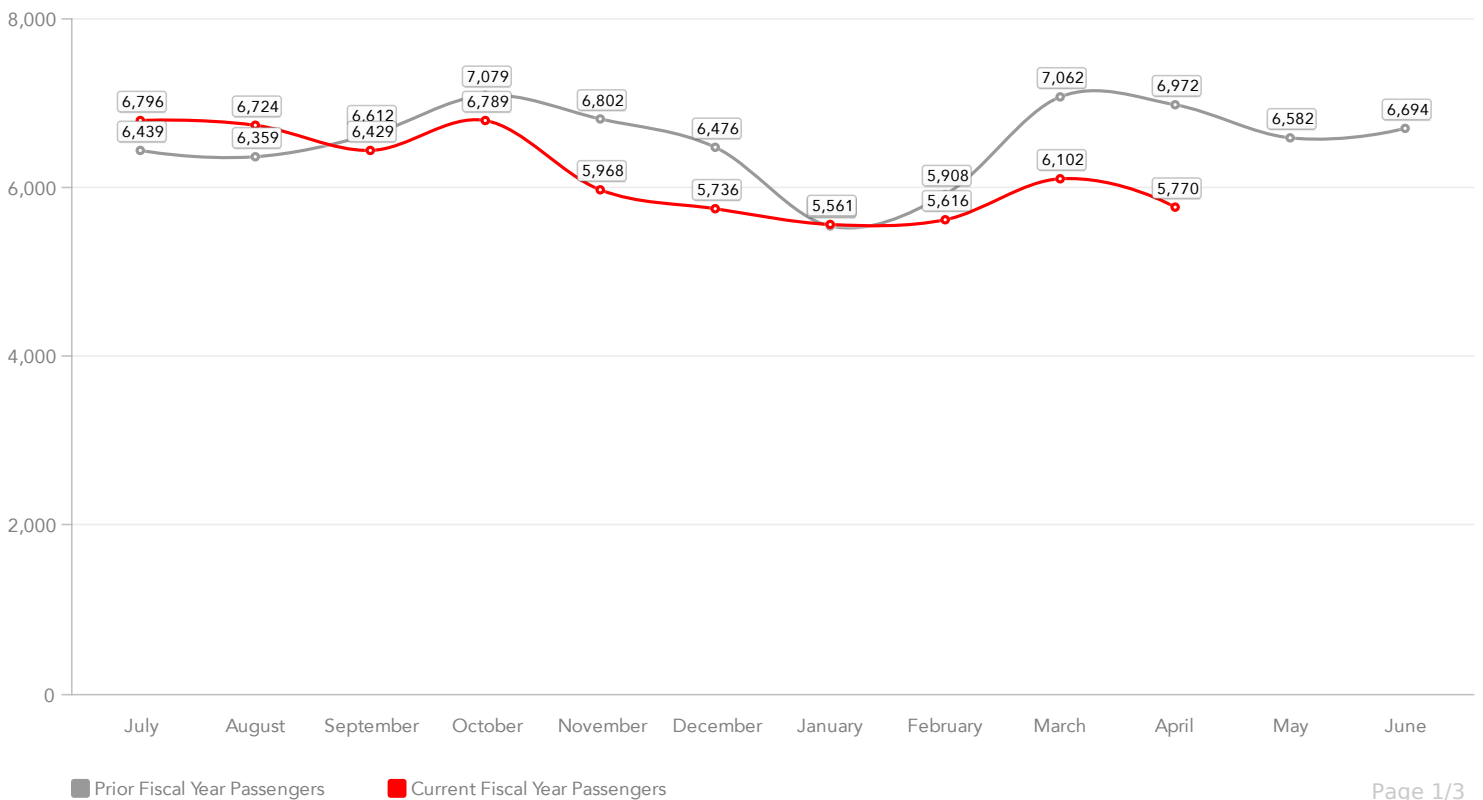
FISCAL YEAR: 2023
MONTH: All

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

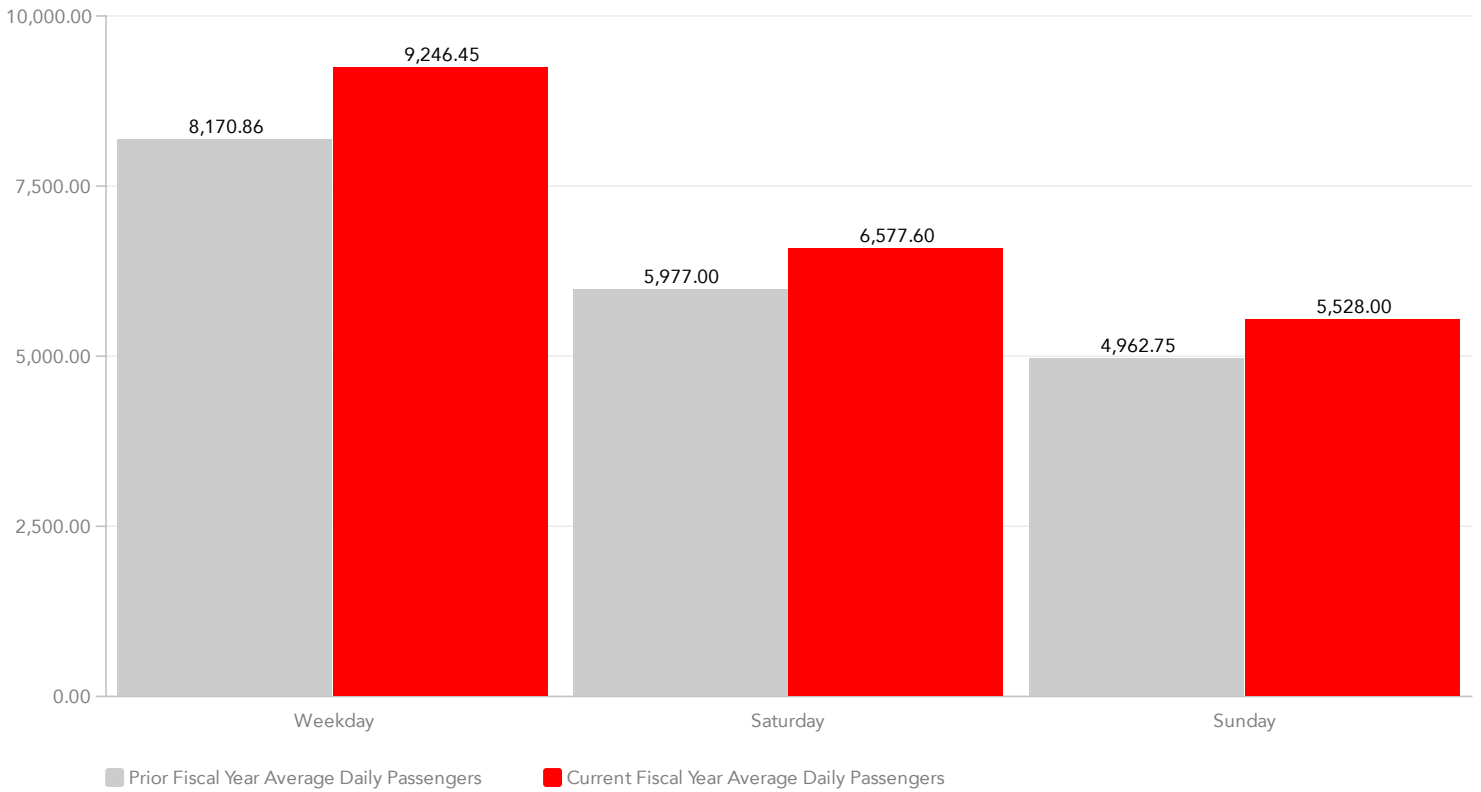


Monthly Comparison

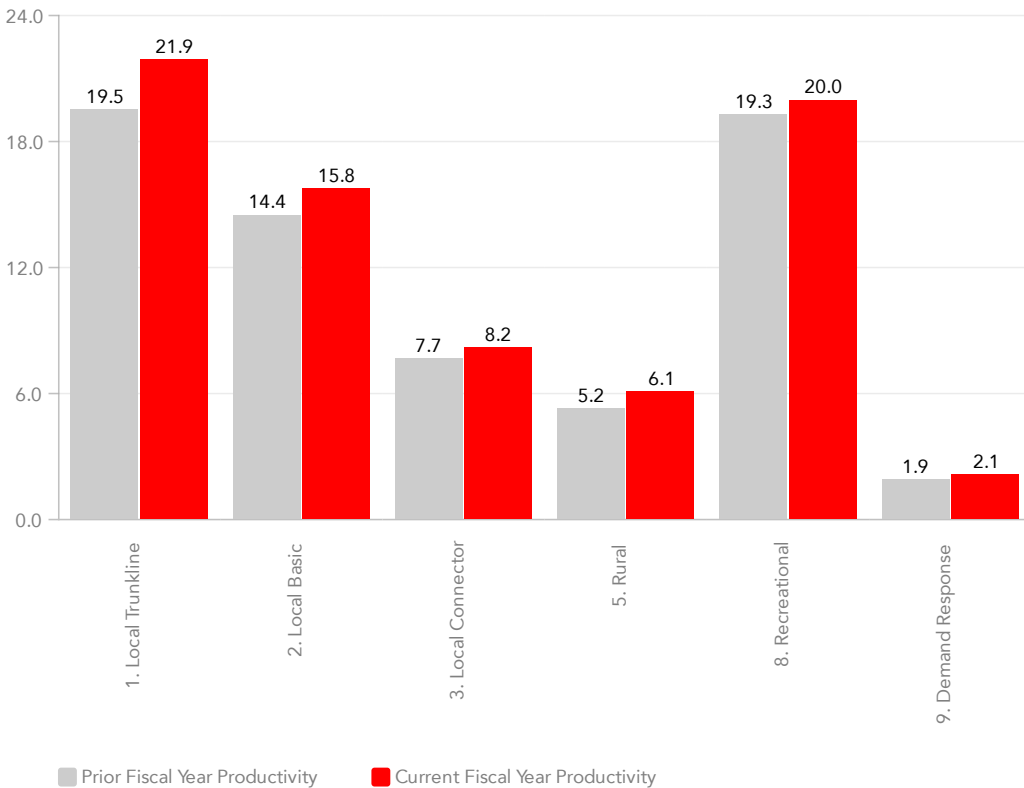
MONTH

Apr

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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August 7, 2023

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

Subject: General Manager Report – Monthly Report: May 2023

Dear Board Members:

Recommendation

This is a recurring information item.

Summary

The attached monthly report provides an overview of Marin Transit operations for the monthly period ending May 31, 2023. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall, Marin Transit systemwide ridership was strong in May 2023. Total ridership was 10% higher than the previous year (May 2022) and 12% lower than pre-COVID (May 2019). Total ridership also saw strong growth compared to the prior month (April 2023), with an 8% month-over-month growth.

Fixed route ridership recovery from the COVID-19 pandemic continues to be strong, much stronger than demand response ridership. Ridership on fixed-route services in May 2023 was at 90% of pre-COVID levels (May 2019), whereas ridership on Marin Access services was only 40% of pre-COVID levels. Marin Access ridership started to decline in September of this fiscal year, dropping below FY22 levels. Ridership has continued to stay below FY22 levels; May Marin Access ridership was 12% lower than last year (May 2022) and showed no growth from the prior month. Yellow bus ridership was stronger in May than in April, with ridership 22% higher than the previous year (May 2022) and only 13% lower than pre-COVID (May 2019).

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.



Respectfully Submitted,

Nancy E. Whelan

Nancy Whelan
General Manager

Attachment A: Monthly Ridership Report and Customer Comments



Monthly Customer Feedback Report
May 2023

Month: May 2023		Program							Total
Category	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide		
Commendation	1	0	2	0	1	0	0	4	
Service Delivery Complaint	31	21	10	5	7	0	2	76	
Accessibility	2	1	0	0	0	0	0	3	
Driver Conduct Complaint	6	7	2	0	5	0	1	21	
Driving Complaint	1	1	0	0	0	0	0	2	
Early Trip	2	1	0	0	0	0	0	3	
Equipment Issue	0	0	0	0	0	0	0	0	
Farebox	0	1	0	0	0	0	0	1	
Late Trip	4	1	2	0	2	0	1	10	
Missed Connection	0	0	0	0	0	0	0	0	
Missed Trip	1	2	0	0	0	0	0	3	
No-Show	6	4	4	4	0	0	0	18	
Off-Route	1	0	0	0	0	0	0	1	
Pass-Up Complaint	8	3	2	1	0	0	0	14	
Service Structure Complaint	4	0	2	2	1	0	3	12	
Bus Stop Improvement Request	0	0	0	0	0	0	1	1	
Fares	0	0	0	0	0	0	0	0	
Other Complaint	4	0	0	1	0	0	0	5	
Scheduling Complaint	0	0	0	0	0	0	0	0	
Service Improvement Suggestion	0	0	2	1	1	0	2	6	
Safety Complaint	0	0	0	0	0	0	0	0	
Total Service Hours	10,033	3,499	1,489	337.23	2,272	-	17,785	17,785	
Commendations per 1,000 Hours	0.1	0.0	1.3	-	0.4	-	0.0	0.2	
Complaints per 1,000 Hours	3.5	6.0	8.1	-	3.5	-	0.3	4.9	
Total Passengers	195,503	30,832	13,379	6429	4,502	1,275	265,252	265,252	
Commendations per 1,000 Passenger:	0.0	0.0	0.1	-	0.2	0.0	0.0	0.0	
Complaints per 1,000 Passengers	0.2	0.7	0.9	-	1.8	0.0	0.0	0.3	

Attachment A

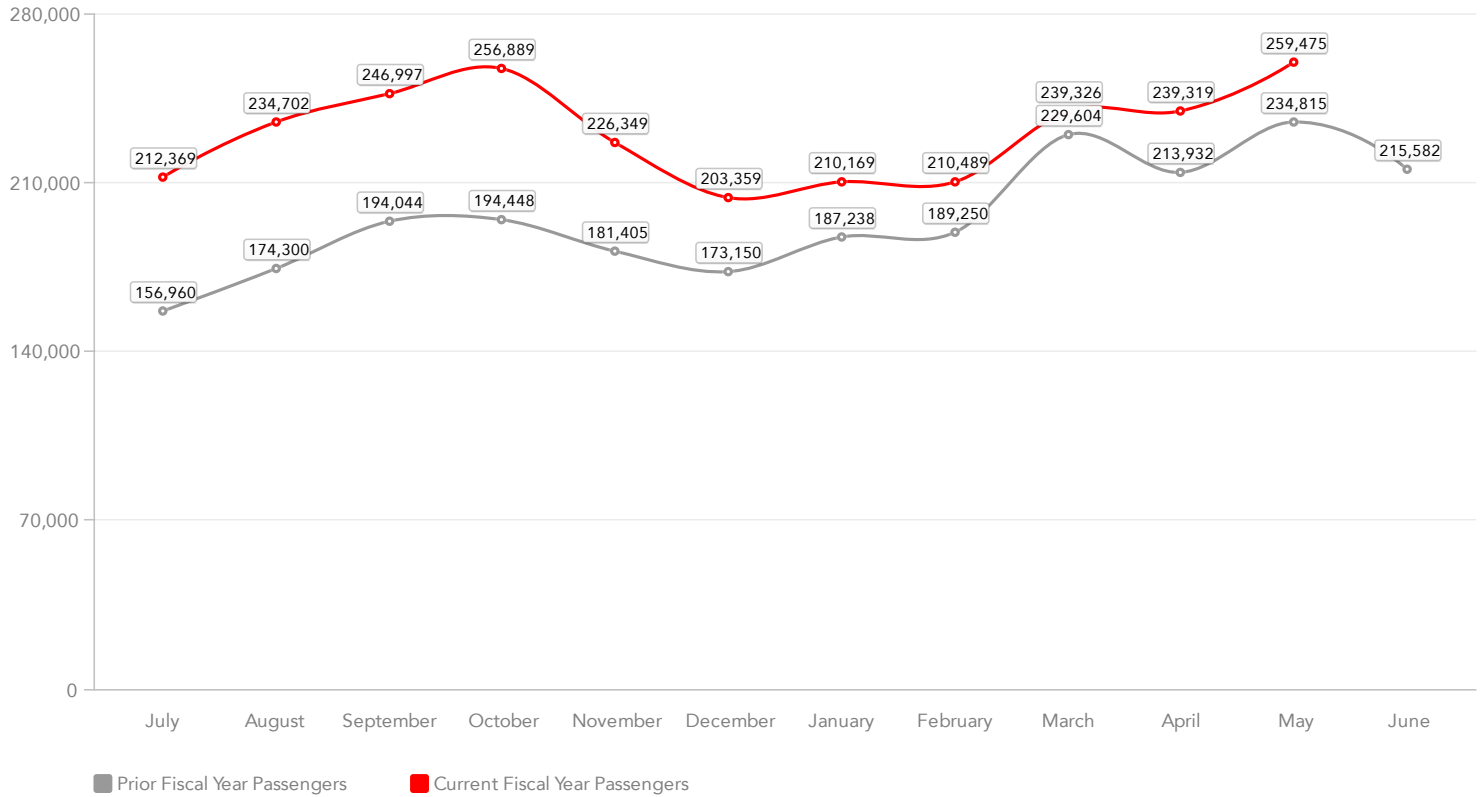
Monthly Monitoring Report

07/26/2023

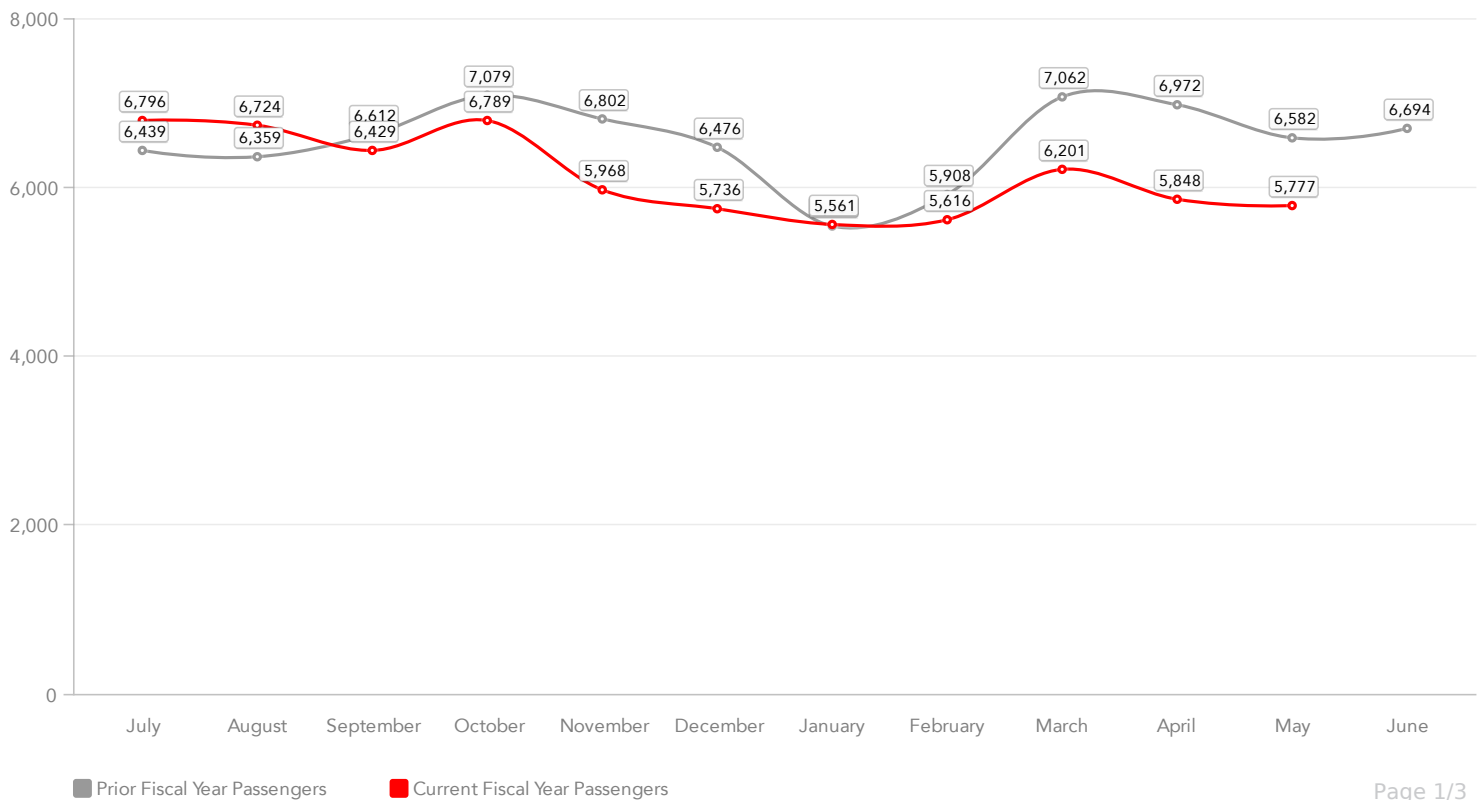
FISCAL YEAR: 2023
MONTH: All

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

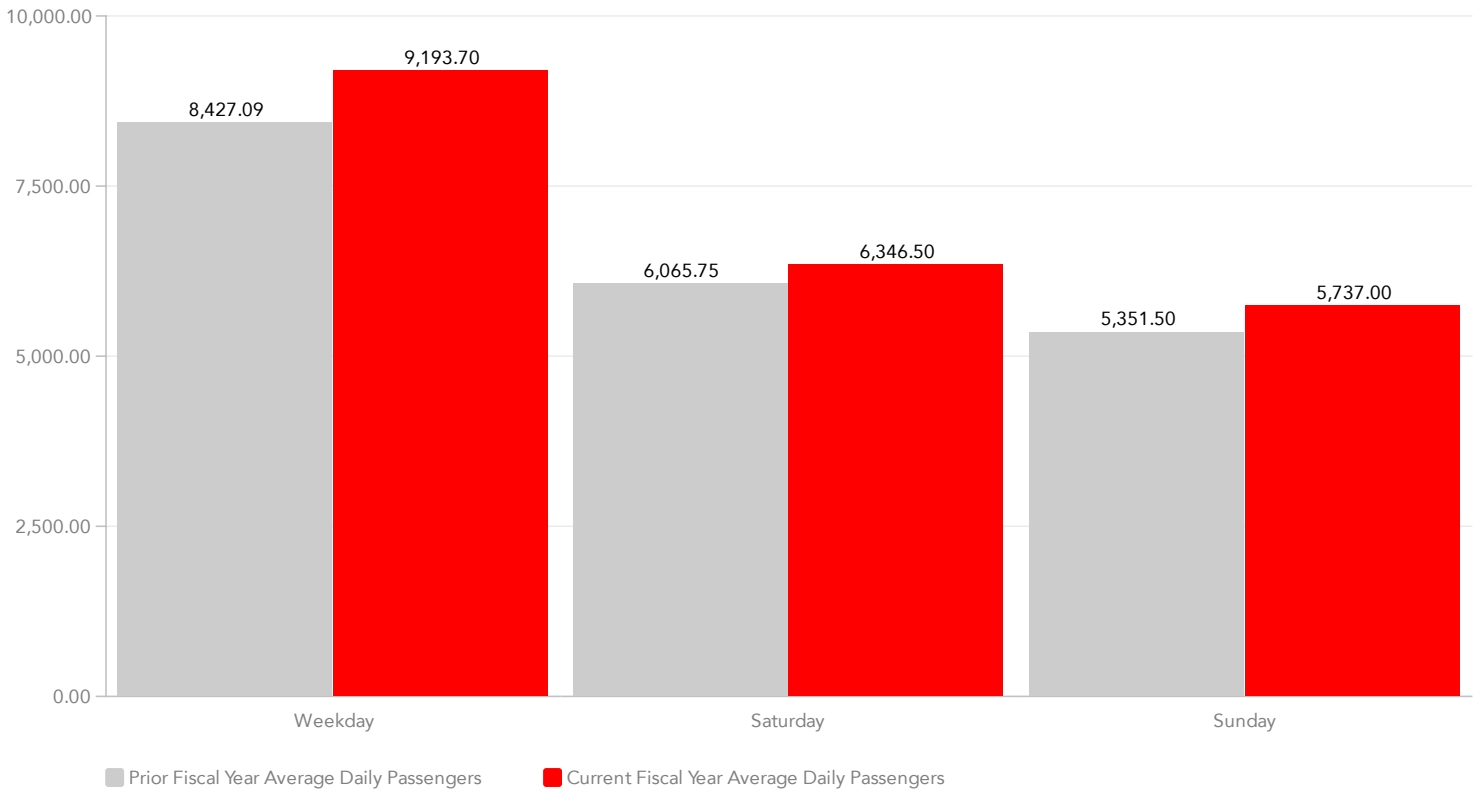


Monthly Comparison

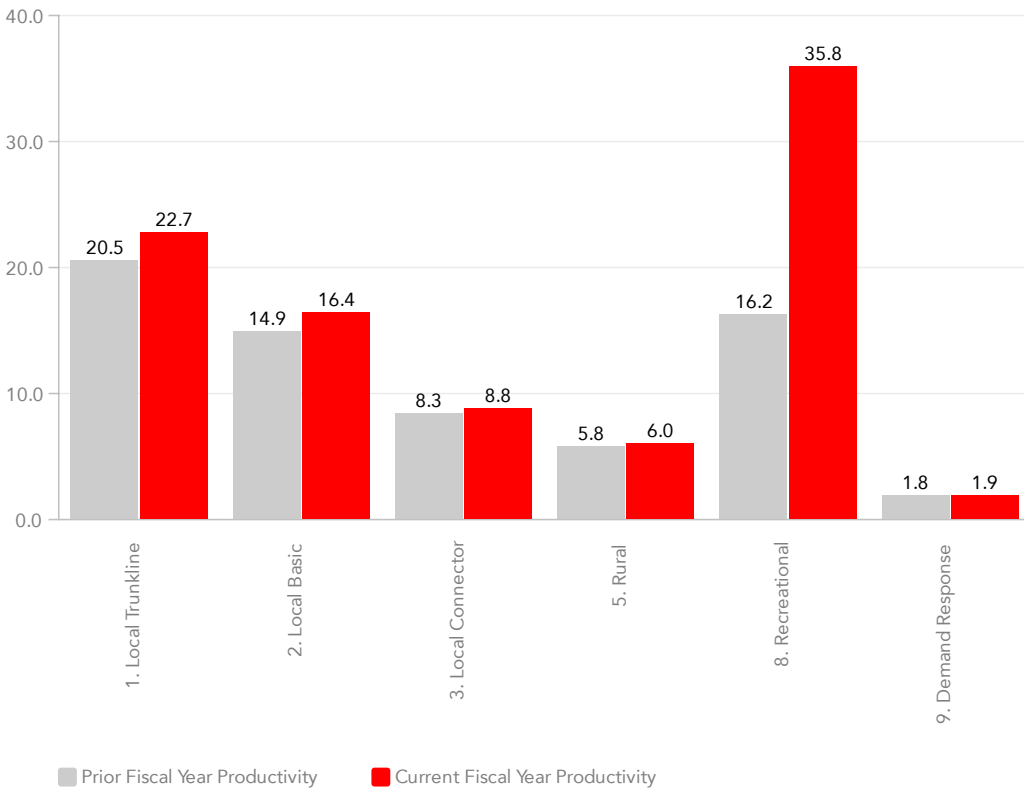
MONTH

May

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

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, June 5, 2023 at 10:00 A.M.

Roll Call

Present: President Rice, Vice President Colbert, Second Vice President Lucan, Director Moulton-Peters, Director Rodoni, Director Sackett, Director Bushey

Absent: None

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

Board President Rice opened the meeting at 10:00 A.M.

1. [Consider approval of Directors request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449](#)

President Rice reported that all Board members were in attendance in the Board Chambers, and there were no requests for remote participation by Directors.

2. [Open Time for Public Expression](#)

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

3. [Board of Directors' Matters](#)

President Rice asked if any member of the Board wished to speak.

Director Sackett reported that she and President Rice met with the Department of Public Works regarding a potential new bus stop at the Kaiser Permanente facility on Los Gamos Drive in San Rafael. The potential addition of that bus stop had been mentioned at prior Board meetings. Director Sackett reported that she had also met with Kaiser Permanente staff to talk about their patient population. Director Sackett learned that the Kaiser Permanente facility on Los Gamos Drive serves a large population, and Kaiser Permanente staff are interested in facilitating the bus stop addition by further quantifying their patient population. Kaiser Permanente staff will also determine the level of interest in the bus stop addition. Director Sackett said she looks forward to working on the project with the Board.

Second Vice President Lucan announced that he will leave that day's meeting at 10:45 AM.

President Rice reported that the District's Ad Hoc Facilities Siting Committee met during the prior week. The committee works to identify and possess sites for the District. Their ongoing progress will be reported to the Board in the future.

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

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

b. [Monthly Monitoring Report: March 2023](#)

i. [Item 4b – Staff Report](#)

General Manager Nancy Whelan reported on Marin Access's progress in increasing staffing levels over time. The increased staffing levels have resulted in a rise in on-time performance.

Ms. Whelan provided an update on staff's communications regarding Marin Access' upcoming program changes. The changes will be effective on July 1, 2023.

Ms. Whelan explained two upcoming fare promotions the District will offer.

Ms. Whelan announced that staff have implemented improved real-time information systems. The software purchase was approved by the Board at their March 2023 meeting.

Ms. Whelan reported that the District's March 2023 overall ridership was 87 percent of what it was in March 2019. She contrasted the ridership figure to other Bay Area transit operators' March 2019 and March 2023 ridership. She compared the total number of March 2023 riders across 18 Bay Area transit operators.

In March 2023, ridership on fixed route services was 88 percent of March 2019's ridership. Marin Access' March 2023 ridership was at 42 percent of its March 2019 ridership, and 14 percent lower than March 2022.

5. [Consent Calendar](#)

a. [Minutes for May 1, 2023 Board Meeting](#)

b. [Marin Transit Quarterly Performance Report for the Third Quarter of FY 2022/23](#)

c. [Marin County Transit District Third Quarter FY 2022/23 Financial Report](#)

- d. [Authorizing Resolution for Clipper START Pilot Program Two-Year Extension](#)
- e. [Resolution of Local Support for Part Time Transit Lane Project and Budget Amendment #2024-01](#)
- f. [Metropolitan Transportation Commission Resolution for Transportation Development Act and State Transit Assistance Funds FY 2023/24](#)
- g. [Authorizing Resolution and Project List for California's State of Good Repair Program](#)
- h. [Professional Service Agreement with Shute Mihaly & Weinberger LLP](#)
- i. [Amendments to Contracts with TripSpark Technologies for Demand Response Scheduling Software Maintenance and Hosting](#)
- j. [Approve Amendment 3 \(#1193\) with David Rzepinski for RFP Assistance for Operations & Maintenance Services](#)
- k. ~~[Contract with SRECTrade, Inc. for LCFS Third-Party Credit Management Services](#)~~
- l. [Change Orders to contracts with Arntz Builders, Inc. for construction of improvements at 600 Rush Landing](#)
- m. [Execute Optional Tasks for Contract with BKF Engineers for Solar Design, Engineering, and PS&E for 3010/3020 Kerner Boulevard](#)
- n. [Maintenance Support Agreement with ABC Companies](#)

General Manager Nancy Whelan requested that agenda item 5k be pulled from the consent calendar. Ms. Whelan stated the item will be brought to the Board at a future meeting.

President Rice requested that Ms. Whelan explain agenda item 5e.

Ms. Whelan reported that agenda item 5e is a resolution that is required for a grant from the Metropolitan Transportation Commission (MTC). The grant is for the District's part time transit lane project and would be awarded to the Transportation Authority of Marin (TAM). The grant would be for about \$1.25 million. In 2019, a planning study was done with TAM. The project's next phase is the creation of a Project Initiation Document (PID), then they will complete a Project Approval and Environmental Document (PA and ED) and acquire funding. Agenda item 5e's resolution is required to complete the process. The part time transit lanes are also sometimes called bus on shoulders. The lanes facilitate more efficient travel time and improved service reliability.

President Rice called for a motion to approve the consent calendar without agenda item 5k.

Recommended Action: Approve.

M/s: Second Vice President Lucan – Vice President Colbert

Ayes: President Rice, Vice President Colbert, Second Vice President Lucan, Director Moulton-Peters, Director Rodoni, Director Sackett, Director Bushey

Noes: None

Absent: None

Abstain: None

6. [Marin County Transit District Operating and Capital Budget for FY 2023/24](#)
[Staff Report](#)

Senior Accounting Analyst Karina Sawin reported on the timeline of the Fiscal Year (FY) 2023/24 budget's development, spanning from February to June of 2023.

Ms. Sawin listed the FY 2021/22 actuals, the FY 2022/23 revised budget, the FY 2022/23 estimated actuals, and the FY 2023/24 budget in terms of revenue and expenditures. Ms. Sawin listed key features of the Operations budget, including changes in Marin Access and fixed route services.

Ms. Sawin reported that the Capital budget had not changed from the prior meeting when the draft budget was presented. She identified major components of the Capital budget.

Ms. Sawin listed the adjustments that had been made to the budget since the last meeting in May. The adjustments were a result of the approved Marin Access changes.

Director Sackett referred to Ms. Sawin's claim that the District's ridership is at 90 percent of pre-COVID-19 pandemic levels. She asked how the 90 percent figure was determined.

Ms. Sawin clarified that the 90 percent figure was based on 2019 ridership levels, as presented in the General Manager's report.

Director Sackett asked if the figure was based on 2019's average ridership or a specific month's.

General Manager Nancy Whelan responded that the 90 percent figure was based on an average comparison.

Director Sackett asked if there were any specific months in the two compared years that were especially influential to the statistic.

Ms. Whelan acknowledged that that March 2023's ridership was less than 90 percent of March 2019's ridership, but it was above 80 percent. She said that overall, there was some variation throughout the months in 2019, and it is important to note the differences between Marin Access ridership and fixed route ridership.

Second Vice President Lucan asked what will happen to the District's carryover funds that are with TAM.

Ms. Whelan explained that the District receives reimbursements from TAM for Measure A use. The District only draws down what they use over time. Amounts are partially based on their Short-Range Transit Plans. Generally, the District will draw-down funds over the next few years. Funds are limited to a certain amount for Capital use, which includes facilities. Funds are typically used to match vehicle purchases.

Ms. Sawin added that staff plan to use some of the contingency reserves for facility expenses.

Second Vice President Lucan noted that in a few years TAM will reset. He asked if in the future staff would like to revisit their Capital needs with TAM.

Ms. Whelan confirmed they would like to revisit their Capital needs with TAM. She noted that staff additionally have applied for facilities grants.

President Rice thanked staff for their report and commended their performance.

Recommended Action: Adopt FY 2023/24 budget.

M/s: Second Vice President Lucan – Director Moulton-Peters

Ayes: President Rice, Vice President Colbert, Second Vice President Lucan, Director Moulton-Peters, Director Rodoni, Director Sackett, Director Bushey

Noes: None

Absent: None

Abstain: None

7. [Resolution Approving Marin Transit's 2023-2025 Title VI Program Update Submittal to the Federal Transit Administration](#)

[Staff Report](#)

Director of Planning Cathleen Sullivan reviewed the recommended action of the agenda item.

Ms. Sullivan reported on the background of Title VI and its requirements. She highlighted key features of the 2023-2025 Title VI update, including new policies and plans. She reviewed the steps staff plan to take to implement the updated Title VI program.

Director Bushey asked who the District's Civil Rights Officer is, and what their language capabilities are.

Ms. Sullivan identified herself as the District's Civil Rights Officer. She reported that she speaks Spanish and English. She noted that the District's staff and contracted service operators' staff speak a variety of additional languages, including all Safe Harbor languages.

Director Moulton-Peters asked what services the District offers to those who speak languages other than the Safe Harbor languages.

Ms. Sullivan responded that if they receive a request, they have the capability to translate any document, including the District's entire website, into any language.

Ms. Whelan added that staff may utilize a translation service for customer service.

Director Moulton-Peters asked who can access the translation service.

Ms. Whelan answered that customer service staff would facilitate the process.

Recommended Action: Authorize Board President to sign Resolution 2023-07 approving Marin Transit's 2023-25 Title VI Program Update to ensure compliance with federal requirements to provide equal access to Marin Transit's services, programs and activities regardless of race, color and national origin.

M/s: Director Sackett – Director Bushey

Ayes: President Rice, Vice President Colbert, Second Vice President Lucan, Director Moulton-Peters, Director Rodoni, Director Sackett, Director Bushey

Noes: None

Absent: None

Abstain: None

8. [Marin Transit Public Engagement Update](#)

[Staff Report](#)

General Manager Nancy Whelan reviewed the recommended action of the agenda item.

Senior Mobility Planner Joanna Huitt provided a timeline of local transit funding milestones that facilitated public engagement, including the 2023 Title VI Update's Public Participation Plan. Ms. Huitt listed the goals of staff's public engagement efforts. She explained who staff engage with.

Engagement Coordinator Rodolfo Saldana provided examples of the community partners that staff collaborate with and explained the significance of each partner. They listed the new and enhanced strategies that staff have utilized to engage with the public. They provided visual examples of rider notices and other marketing materials.

Ms. Huitt reviewed staff's campaign-based model for their engagement. Ms. Huitt reviewed how rider input informs service changes. She explained how staff quantify and monitor their outreach.

Ms. Huitt said staff will provide annual reports to the Board regarding public engagement, and staff will continue to make improvements in their efforts.

{Second Vice President Lucan exited at 10:45 AM}

Vice President Colbert commented that many individuals are not familiar with the District. He encouraged staff to continue to try to connect with Marin County's aging population.

Director Rodoni noted that Director of Operations and Service Development Robert Betts did ample outreach to older adults in the community in 2022. He asked if that outreach was included in the agenda item's report.

Ms. Huitt confirmed it was included.

Director Bushey commented that she did not see any major local medical facilities mentioned in the community partners portion of the report. She asked if staff conduct outreach to major local medical facilities, and she wondered how that outreach was going.

Ms. Huitt answered that staff engage with major local medical facilities when possible, and they are always seeking to engage with new partners. There are Kaiser Permanente staff in the District's Marin Mobility Consortium group, and many different facilities receive information about the District's advisory committees. Ms. Huitt noted that there are further opportunities to explore.

Director Sackett said she was excited to see information on the promotion for free fares for youth in the Miller Creek Middle School newsletter. She noted it can be difficult for organizations to get their information included in school newsletters. She commended staff on accomplishing that, and encouraged staff to continue to outreach to youth, especially those who are too young to drive a car.

Director Moulton-Peters expressed interest in Vice President Colbert's point about notability and added that as a culmination of all their community engagement, staff should work on formulating brief pitches regarding the District's services.

President Rice called for public comment.

Kate Powers commented that transit-oriented development and planning can only be successful if the transit is efficient and effective at transporting its riders. She said that as projects are approved under the County's plan for higher density housing, she would like to see the Board supporting staff as they work with jurisdictions and project developers with a focus on public engagement. They should work together to analyze opportunities for engaging with and educating residents, especially as residents are starting new property leases or purchases.

President Rice stated that staff should investigate who is not riding public transportation, including both those who live here and those who will live here in the future. Those residents and future residents who may be transit-dependent or more likely to take transit should get exposure to the District and its services. That exposure may increase ridership. President Rice acknowledged that the District mobilizes the public in many ways, including unique ways such as the Yellow Bus service. The District facilitates a variety of programs, for example programs funded by Measure A. President Rice noted that it can be challenging to raise awareness about how broad the District's reach is within Marin County and

the ways that staff help their community. She expressed appreciation for staff's recent outreach work.

Recommended Action: Accept report.

M/s: Director Moulton-Peters – Vice President Colbert

Ayes: President Rice, Vice President Colbert, Director Moulton-Peters, Director Rodoni, Director Sackett, Director Bushey

Noes: None

Absent: Second Vice President Lucan

Abstain: None

9. [Muir Woods Shuttle Evaluation Report for the 2022 Season](#)

[Staff Report](#)

Director of Operations and Service Development Robert Betts announced that he would be presenting the agenda item's report in Transit Planner Asher Butnik's absence. Mr. Betts expressed appreciation for Mr. Butnik's effort in compiling the report. Mr. Betts added that the Muir Woods Shuttle has changed in many unique ways since the beginning of the COVID-19 pandemic. 2019 was the last full operating season. The service was suspended for a significant period during the beginning of the COVID-19 pandemic, so the 2020 season was essentially eliminated. In 2021, the service was slowly re-introduced in the middle of the year. The 2022 season ran at nearly historic levels. Mr. Betts clarified that seasons run from January through December of each year. He noted that historically, the shuttle ran from Pohono to Muir Woods. In 2022, the District started running the shuttle from Larkspur (Route 66). He added that the existing shuttle service from Sausalito (Route 66F) has been modified over the years.

Mr. Betts summarized the changes that staff made to the shuttle schedule and route for the 2022 season. He reviewed service dates and service hours for each of the shuttle routes in 2022. He compared annual and monthly ridership levels and passengers per revenue hour from 2017 to 2022, noting the effects of weather events and changing routes. Mr. Betts explained the shuttle's mode share metrics and financial metrics from 2017 to 2022.

Mr. Betts reported on recent and future changes to the Muir Woods Shuttle program, including the current pilot with a new contractor, Bauer's Intelligent Transportation.

Director Sackett asked how customers are made aware of the parking lot's capacity if it becomes full.

Mr. Betts answered that there are signs on the 101 Freeway that say that reservations are required. Sometimes, customers are turned away at the parking lot if they don't have a reservation and the parking lot is full. In that case, the customer can turn around and take the shuttle. A challenging factor is the lack of cell phone service at Muir Woods.

Director Rodoni asked if staff incorporated the National Parks Service's financial contributions to the shuttle program into their report, and he wondered if it offsets the District's costs at all.

Mr. Betts responded that the reported revenue in the presentation is purely passenger revenue and does not include funding from the National Parks Service. The District splits operating costs with the National Parks Service.

Director Rodoni asked if staff have determined how they will proceed with future reports, given the recent changes.

Mr. Betts responded that it may be challenging, however the reports are part of their agreement with the National Parks Service. Staff will investigate what the best method may be to represent their data meaningfully over time.

Director Rodoni noted that the Muir Woods Shuttle is costly, and ridership has dropped. He expressed the importance of the shuttle service and the efficiency of the reservation system.

President Rice asked if the subsidy per passenger is shared by the District.

General Manager Nancy Whelan answered that the subsidy per passenger is shared. The data shared with the Board was the total, which becomes split between the National Parks Service and the District.

President Rice asked if the subsidy is split evenly between the National Parks Service and the District.

Ms. Whelan stated that it is split nearly evenly.

President Rice responded that it would be helpful to have a better understanding of that value. She expressed appreciation for the National Parks Service's partnership.

Vice President Colbert echoed President Rice's request for more information on the subsidy. He asked what percentage of the shuttle's riders are tourists, and what percentage are locals.

Mr. Betts estimated 85 to 90 percent of riders are from outside Marin County. He said staff survey riders and ask where they are coming from. He asked Vice President Colbert if he would like to know how many riders are from Marin County, or the general San Francisco Bay Area.

Vice President Colbert clarified he would like to know if riders are from the San Francisco Bay Area or somewhere beyond the San Francisco Bay Area.

Mr. Betts responded that a significant percentage of riders are from the San Francisco Bay Area or Sacramento, although many tourists visit Muir Woods.

Vice President Colbert asked if staff have a relationship with the Marin Tourism Bureau, so that visitors may be informed.

Director Moulton-Peters expressed appreciation for staff's historical comparison of shuttle data, as data from recent years during the COVID-19 pandemic can be confusing. She noted that the Muir Woods Shuttle relieves ample amounts of local traffic, especially on weekends. She wondered how other National Parks may be dividing up their subsidy per passenger values, and she asked if staff may be able to renegotiate their portion, based on the evolution of various roles. She added that during the evening that day, she will be meeting with former Sausalito mayors who have a great interest in the Muir Woods Shuttle. She reported that she reached out to staff that morning to better understand the Muir Woods Shuttle service. She asked if staff will be able to measure any potential future drop in ridership at Larkspur due to the shuttle's increased travel time.

Mr. Betts responded that staff would continue to measure ridership and perform rider surveys. He said that the trip from Pohono to Muir Woods was 35 minutes, the trip from Larkspur to Muir Woods is 45 minutes, and the trip from Sausalito to Muir Woods is 55 minutes.

Director Moulton-Peters asked if weekday service is only offered during the summer.

Mr. Betts confirmed that weekday service is only offered during the summer.

Director Casissa asked if Golden Gate Transit's ferry service promotes the Muir Woods shuttle.

Mr. Betts noted that weekend ferry service is limited to Larkspur, and the schedule doesn't match up with the Muir Woods Shuttle's schedule. The Sonoma-Marine Area Rail Transit (SMART) train has promoted the Muir Woods Shuttle, however he is not sure about Golden Gate Transit.

President Rice called for public comment.

Kevin Carroll commented that he does not understand how the Muir Woods Shuttle program benefits the District and its riders, and he does not know how many Marin County residents use the shuttle. Mr. Carroll noted that no one had commented on if the shuttle benefits Marin County taxpayers. He highlighted a list of other points of interest in Marin County that are not accessible via public transit. Mr. Carroll expressed concern about the economic and environmental impacts on Sausalito with the addition of shuttle service to Larkspur. He asked how many riders are taking the ferry to Larkspur, and how many are driving. He noted that there are also private van services transporting riders from Sausalito. Mr. Carroll suggested that the change from walk-up cash fares to reservation-based fares may cause trouble for tourists who take an Uber, Lyft, or taxicab from San Francisco, as there is no cell phone service at Muir Woods and people are not seeing the warnings.

President Rice expressed appreciation for Mr. Carroll's comments and requested that Mr. Betts respond.

Mr. Betts highlighted that the Muir Woods Shuttle will run from Sausalito for 39 days in 2023, on weekdays and two weekends. Ultimately, there will likely be more service from Sausalito than Larkspur in 2023. Mr. Betts acknowledged that the Muir Woods Shuttle is not a perfect service, and staff are always looking for improvement opportunities. The National Parks Service is a very close partner of the District, and both parties have their own goals. Mr. Betts noted that there are a lot of factors that make up the service, and staff will likely learn from the current pilot season. Staff's priority was to ensure that the shuttle service will run through summer of 2023. Staff wanted to make sure there was an opportunity to continue to operate and serve the park, especially in the summer. However, staff are still formulating their long-term, permanent plan. This summer, staff will receive feedback from riders and will continue to improve, for a better 2024 program.

Director Rice asked if the next Board meeting would be on July 10, 2023.

General Manager Nancy Whelan confirmed the next meeting was scheduled for July 10, 2023.

Recommended Action: Accept report.

M/s: Director Rodoni – Director Moulton-Peters

Ayes: President Rice, Vice President Colbert, Director Moulton-Peters,
Director Rodoni, Director Sackett, Director Bushey

Noes: None

Absent: Second Vice President Lucan

Abstain: None

Adjourn President Rice adjourned the meeting at 11:26 A.M.

SINE DIE

PRESIDENT

ATTEST:

CLERK



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Director
City of San Rafael

Fred Casissa

Alternate
Town of Corte Madera

August 7, 2023

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

Subject: Policy Updates: Marin Transit's Financial Management Policies

Dear Board Members:

Recommendation

Adopt Revised Marin Transit *Financial Management Policies and Procedures (FN-01 #3)*.

Summary

Staff recommends that your Board adopt revised Financial Management Policy (#FN-01) revision 3. The revision includes updating Section 1.8 Investment Policy, to match changes your Board ratified during COVID and include other administrative changes to reflect revised funding sources and banking structure.

Marin Transit maintains two primary cash accounts: an investment account with the County of Marin and an operating account with Bank of Marin. During COVID, your Board ratified an action on May 4, 2020 that increased the maximum operating balance for Marin Transit's operating account from \$3,500,000 to \$7,000,000. This increase was made to ensure the District was able to meet financial obligations and protect against revenue disruptions during COVID. Since 2020, Marin Transit's monthly expenses have increased and average bi-weekly check runs are \$1.0 to \$2.5 million. The District has found the increased target balance of \$5,500,000 is appropriate and has continued to follow the operating balance policy ratified during COVID. This revision makes the Investment Policy consistent with the prior action.

The policy revision also includes administrative changes to update sections with the most current information. These changes are shown in track changes in the attached policy. They include updating the reference from Measure A to Measure AA, adding a reference to the transactional account Marin Transit uses for credit card processing, and updating the cognizant agency for the District's Indirect Cost Rate Proposal.



Fiscal/Staffing Impact

There is no fiscal impact associated with adopting the revised policy.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Karina Sawin".

Karina Sawin
Accounting Manager

Attachment A: Marin Transit Financial Management Policies



MARIN TRANSIT

FINANCIAL MANAGEMENT POLICIES

Policy #:	FN-01
Subject:	Finance
Effective Date:	05/14/2014
Revision Date(1):	04/18/2016
Revision Date (2):	05/07/2018
Revision Date (3):	08/07/2023 Pending

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1 GENERAL INFORMATION

1.1 Organization Background

The Marin County Transit District (Marin Transit or the District) is a special district created by the authority of the Marin County Transit District Act of 1964. Marin Transit's purpose is to develop, finance, organize, and provide local Marin County transit service. Revenues are derived principally from property taxes, local tax measures, state and federal grants, transportation contract revenue, and transit fare revenue.

Marin Transit is governed by a Board of Directors comprised of the members of the Board of Supervisors of the County of Marin (the County) and two members chosen from city council persons or mayors of cities within the county. Marin Transit is a component unit of the County because the County controls Marin Transit's Board of Supervisors and may impose its will on the district.

1.1.1 Measure A/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. ~~Marin County voters passed a ½-cent sales tax measure (Measure A) in 2004~~ to provide local funding and investment for transportation infrastructure and programs. Under the sales tax expenditure plan, fifty-five percent (55%) of Measure AA is available for local transit service. The Transportation Authority of Marin (TAM) is the transportation sales tax authority in Marin County. TAM makes Measure AA funding available to Marin Transit based on projections, and adjusts future year balances to account for actual sales tax receipts. Marin Transit requests Measure AA funds on a reimbursement basis and does not carry an unspent balance of these funds.

1.1.2 Measure B

In 2010, Marin County voters approved Measure B, the vehicle registration fee initiative that collects \$10 annually for each vehicle registered in Marin for the purpose of improving transportation within the County. The Measure B expenditure plan designates thirty-five percent (35%) of the funds generated to be used to fund senior and disabled transportation services in Marin, and Marin Transit is the designated agency to manage this component. Marin Transit requests Measure B funds from TAM on a reimbursement basis and does not carry an unspent balance of these funds.

1.2 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 resources are available for use, it is Marin Transit's policy to use restricted resources first then unrestricted resources as they are needed.

1.3 Reserve Balance¹

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 to 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 of 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.

¹ This policy supersedes the previous Board adopted Reserve Policy #11001, originally adopted 9/20/2010.

1.4 Internal Control

Marin Transit organizes and assigns work duties and responsibilities so that no single employee performs a complete accounting cycle. In addition, established procedures require proper authorizations by designated officials for all actions taken.

1.5 Records and Reports

Marin Transit keeps and maintains complete and accurate financial ~~records, and~~ records and prepares required reports in accordance with the uniform system of accounts and records adopted by the Controller of the State of California. Financial statements are generated and presented to the Board on a quarterly basis to allow the Board an opportunity to review Marin Transit's financial status and provide fiscal and operational accountability.

1.6 Accounting Software

Marin Transit utilizes project-based fund accounting software to record and report on revenues and expenditures. The accounting software used by Marin Transit must have the ability to restrict user access to allow for appropriate segregation of duties and multiple approval layers. The accounting software must also maintain an edit-proof audit trail. Accounting software user rights are granted by the Director of Finance.

1.7 Cash

Marin Transit maintains both operating and investment accounts. Transfers between accounts are initiated by accounting staff and approved by two approval tiers. Cash reconciliations are performed on a monthly basis for each account by the ~~Director of Finance~~ Accounting Manager, and approved by the Director of Finance and General Manager.

1. Operating Account – Operating funds are currently held in Marin Transit's bank account at the Bank of Marin. All ~~day-to-day~~ day-to-day cash receipts and disbursements are processed through this account. Online access to this account is limited to finance staff and the General Manager. Online access is further controlled by bank procedures. Any action taken within the bank's online system requires two users to authorize the transaction.
- ~~1.2.~~ Transactional Operating Account – This account is used to segment more frequent transactional receipts from the districts credit card processing portals that customers use for the purchase and payment of transit passes and other fare media.
- ~~2.3.~~ Investment funds – Investment funds are currently held with the County of Marin (the "County") as a separate fund within their accounting system. Access to the County's accounting system is limited and governed by the County's Information Technology Department.

1.8 Investment Policy

It is the policy of Marin Transit to invest all public funds in accordance with the following goals:

- Compliance with all applicable laws, statutes, ordinances, and regulation requirements
- Preservation of capital
- Liquidity to meet required cash demands

- Maximization of income

Investment funds are held by the County, and as such, follow the investment policy of the County as written².

All funds not required for near-term cash flow are retained in the investment account. Marin Transit strives to maintain in the investment account all funds in excess of those needed to meet current monthly operating and near-term capital expenditures. When the funds in the operating account exceed ~~three and a half~~ seven million dollars (~~\$3,500,000~~7,000,000), the excess amount will be transferred to the investment account. When the funds in the operating account fall to less than ~~one~~ two three and a half million dollars (~~\$1,000,000~~3,500,000), funds will be transferred in from the investment account to bring the operating account balance up to approximately ~~two~~ five and a half million dollars (~~\$2,000,000~~5,500,000). Transfers will be made between accounts in one hundred thousand dollar (\$100,000) increments. Exceptions to these balances may be made by staff when there are anticipated expenditures or deposits, within ~~one~~ three to ~~four~~ two weeks, which will significantly affect the operating balances.

2 REVENUES

2.1 Grants

It is the responsibility of the Director of Finance to oversee applications for all applicable federal, state, and regional funding grants and to account for funds and maintain records in accordance with grantor requirements.

2.2 Invoicing and Accounts Receivable

Unless otherwise stipulated by contract or necessity, Marin Transit invoices for accounts receivable on a quarterly basis. The Marin Transit Board approves all amounts determined to be uncollectible and written off.

2.3 Fare Collection

Marin Transit utilizes the services of multiple contractors to operate transit services. At the initiation of each contract, and throughout the life of the contract, Marin Transit works with each contractor to ensure that procedures are in place for processing fares to ensure secure cash handling. Marin Transit monitors the fare revenues collected and periodically audits each contractor based on farebox revenue reports generated by the electronic fare registering farebox equipment, ridership data, or historical trends.

² County of Marin STATEMENT OF INVESTMENT POLICY; Department of Finance; Roy Given, Director

2.4 Sale of Fare Media

Sale of Marin Transit fare media is authorized through multiple outlets, including the Marin Transit administration office. Each outlet has procedures in place for tracking and reporting pass sales. Marin Transit periodically audits pass sales against revenues received and pass inventory.

2.5 Payment Receipts

Marin Transit maintains a check receipt log to monitor incoming payments by check. This log is cross-referenced by two separate staff members to ensure accountability. Funds are also received directly to Marin Transit's bank account by electronic funds transfer (EFT). The Director of Finance regularly monitors the accounts receivable balance and inquires directly with grantors or partner agencies regarding past due balances.

3 EXPENDITURES

3.1 Invoice Processing

Invoices are processed by Finance Department staff, and approved by the staff member at Marin Transit who can best verify the validity of the invoiced amount. Typically, approving an invoice indicates verification that the goods or services invoiced have been received or provided. Expenditure authority is governed by Marin Transit's procurement policy.³

3.2 Employee Expenses

Employees requesting reimbursement for personal expenditures must do so by submitting a Marin Transit expense report.

Documentation, generally in the form of a receipt, is required for all expenditures itemized on the expense report other than mileage. Mileage reimbursement rates are set by the Internal Revenue Service (IRS) and updated annually. Any employee-claimed expense that is found to not be for Marin Transit business will be rejected. Expenditures that have not been pre-approved may also be rejected.

Examples of typical reimbursable expenses include (but are not limited to): mileage, transportation, lodging, meals, conference fees, memberships, tolls, and supplies. Meals are reimbursed on actual expenses only, in an amount not to exceed the U.S. General Services Administration (GSA) rates for per diem & incidental expenses in the location of the expenditure in the given year.⁴

Expense reports are available from the Finance Department, and are to be completed as soon as possible after the expenditure. Expenses are to be reported at least monthly and any expense over two months old may be rejected. Expenditures for alcoholic beverages cannot be reimbursed due to federal government regulations. Each expense report is to be signed and dated by the employee completing the report.

³ Marin Transit Procurement Policies and Procedures, Policy #PU-02, effective 4/30/12

⁴ <http://www.gsa.gov/portal/category/100120>

3.3 Credit Cards

Management Employees may be provided with a Marin Transit Credit Card. Marin Transit Credit Cards may only be used for Marin Transit expenses and may not be used for expenses of a personal nature.

3.3.1 Responsibilities

- a. Individuals holding Marin Transit credit cards are responsible for:
 - Using the cards only for their intended purpose
 - Submitting receipts and providing explanations for all credit card transactions
 - Notifying the appropriate authority if the credit card is lost or stolen
- b. Operating managers/supervisors are responsible for:
 - Limiting the use of credit cards to those employees who require a card for Marin Transit business
 - Reviewing and authorizing credit card statements used by their employees
- c. The Finance Department is responsible for:
 - Issuing new and replacement cards
 - Ensuring that all credit card transactions are properly authorized
 - Processing payments for credit card statements on a timely basis
 - Implementing purchase limits for individual cards

3.3.2 Purchase Limits

The spending limit for each Marin Transit credit card is determined by the cardholder's position at Marin Transit, as follows:

Title	Single Purchase Limit	Total Monthly Credit Limit
General Manager	\$10,000	\$20,000
Director of Finance	\$5,000	\$20,000
Other Management Employees	\$5,000	\$10,000

Splitting a single purchase into multiple transactions to avoid the single purchase limit is specifically prohibited.

Purchases of \$3,000 or greater must be purchased using price quotes. Please refer to Marin Transit's procurement policy.⁵

3.3.3 Purchase Types

Credit card purchases are only to be made in the event that the vendor is not equipped to invoice Marin Transit and accept payment on Marin Transit's standard payment schedule. Examples of appropriate credit card use are: on-line purchasing, traditional retail outlets, and travel expenses such as airfare, hotels, and restaurants.

All transactions of a personal nature are prohibited, including (but not limited to) the following:

- Airphone
- Bail and bond payments

⁵ Marin Transit Procurement Policies and Procedures, Policy #PU-02, effective 4/30/12

- Betting, casino gaming chips, off track betting
- Cash advance
- Court costs, alimony, child support
- Direct marketing insurance services
- Fines
- Foreign currency, traveler's checks
- Government loan payments
- Overpayments
- Personal purchases
- Political organizations
- Religious organizations
- Savings bonds
- Security brokers/dealers
- Tax payments
- Timeshares
- Wire transfer or money order

Use of Marin Transit Credit Cards for any of these prohibited transactions may result in disciplinary action up to and including dismissal. It may also result in the expenses being deducted from the employee's pay check. Any card holder's failure to comply with these policies (i.e. – repeated instances of lost receipts) will result in the loss of access to a Marin Transit credit card.

4 PAYROLL

Marin Transit employees are hired directly by Marin Transit. The Director of Finance oversees the payroll process within the accounting software. Employees are paid on a semi-monthly basis. The General Manager indicates approval of the payments by creating the electronic payment file in the accounting software. The electronic payment file is then uploaded to the bank's online system, which requires two approvers.

Payroll tax reports and payments are generated according to the timelines established by the State of California and the Internal Revenue Service. Payments are processed electronically and recorded to the accounting software in the same manner as other vendor payments.

Policies regarding retirement, benefits, and other employment-related guidelines can be found in Marin Transit's personnel policy.⁶

5 FIXED ASSETS

Fixed assets are governed by Marin Transit's fixed asset policy.⁷

⁶ Marin Transit Personnel Policies and Procedures, Policy, for Board approval on 6/23/14

⁷ Marin Transit Fixed Asset Management Policies and Procedures, Policy #FA-01, effective 4/18/11

6 INDIRECT COST RATE PROPOSAL

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 2 CFR Part 200⁸ and is approved by the [Federal Transit Administration \(FTA\)](#)~~California Department of Transportation (“Caltrans”)~~. Indirect costs are applied only upon receipt of the approved ICRP from [FTA-Caltrans](#).

7 PURCHASING & CONTRACTS

Purchasing and contracts are governed by Marin Transit’s procurement policy.⁹

8 BUDGET ADMINISTRATION

8.1 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 (SRTP) 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 Director’s meeting.

8.2 Budget Amendment

Budget control occurs at the total cost center level (Administration, Local, Rural, Special, Capital). Deviation from budgeted line item amounts are acceptable as long as the total cost center expenses do not exceed the budget authority.

Budget authority transfers between cost centers 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

⁸ Updated in Revision 2 of Policy from Circular A-87, effective 5/7/2018

⁹ Marin Transit Procurement Policies and Procedures, Policy #PU-02, effective 4/30/12

place of the Board of Directors but 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.



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Dennis Rodoni

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Maribeth Bushey

Director
City of San Rafael

Fred Casissa

Alternate
Town of Corte Madera

August 7, 2023

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

Subject: Update on FY 2022/23 Contract Awards and FY 2023/24 Contracting Opportunities

Dear Board Members:

Recommendation

Information only.

Summary

Staff reports to your Board twice a year on the status of contract awards and opportunities. The last update was provided at your January 9, 2023 Board of Directors meeting. This report provides an update on contracts that have been awarded in the last six months of FY 2022/23 (January 1 – June 30, 2023) and upcoming solicitations for the current fiscal year.

Contract Awards January 1, 2023 – June 30, 2023

During the period January 1, 2023 – June 30, 2023, Marin Transit recorded 47 agreements. Of these, four are revenue agreements, and one is a non-financial agreement or amendment to an existing agreement without financial impacts. The remaining 42 contracts awarded had a total value of \$40.6 million (Attachment A). Your Board awarded eighteen contracts for a total value of \$40.2 million. The General Manager has the authority to approve contracts up to \$50,000 and approved a total of twenty-four contracts with a total value of \$394,237.

Although Capital contracts tend to be the largest funding awards, the largest awards for this period were for the Operations contracts including the 5th Amendment to Marin Airporter's base contract for the Operation and Maintenance of Marin Transit's Fixed Route Package for \$28.3 million, the award of the purchase of seven hybrid buses from Gillig LLC, through the Cooperative Purchasing Agreement for Transit Buses established by the State of Washington valued at \$6.3 million, and the award for the Pupil Transportation Agreement to Bauer's Intelligent Transportation for \$2.3 million.

Other significant contracts include 23-week pilot service to the Muir Woods again awarded to Bauer's Intelligent Transportation for \$912k, as well as On-



Call Planning Services with Kimley-Horn and Associates for \$900k. Smaller notable professional services contract awards, such as the contract award for Federal Advocacy Services, and another for Outside Legal Services for Real Estate Acquisitions and Environmental Law, will aide in the search for future property for an electric bus facility.

FY 2023/24 Contracting Opportunities

Anticipated contracting opportunities are listed on the Marin Transit website. Table 1 provides an updated list of FY2023/24 opportunities along with the procurement status of each opportunity.

Table 1: FY 2023/24 Contracting Opportunities

Product or Service	Type of Procurement	Procurement Method	Anticipated Release Date/Status	Contract Value over or under \$1 Million	Federal
Paratransit Parking Facility - Phase 1, Building Demolition	Construction	IFB	Evaluations Underway	Under	TBD
On-Call Professional Appraisal Services	Services	RFP	Evaluations Underway	Under	No
On-Call Graphic Design Services	Services	RFP	Evaluations Underway	Under	No
Relocation Consultant	Services	RFP	Sept-23	Under	Yes
Paratransit Parking Facility - Phase 2, Lot Construction	Construction	IFB	Aug-23	Under	TBD
ADA Bus Stop Improvements	Construction	IFB	Aug-23	Over	TBD
Bus Stop Shelters	Equipment	Cooperative Agreement	1 st Quarter FY 23/24	Under	Yes
Electric Cutaway	Vehicles	Cooperative Agreement	1 st Quarter FY 23/24	Under	No
Muir Woods Shuttle Operations	Operations	RFP or IFB	1 st Quarter FY 23/24	Over	Yes
Operation and Maintenance of Local and Rural Fixed Route Service	Operations	RFP	Sep-24	Over	Yes



Paratransit Driver Breakroom	Construction	IFB	Dec-23	Under	TBD
Design for Bus Maintenance and ZEB Charging Facility	Services	RFP	TBD	Over	TBD
Bus Maintenance & ZEB Charging Facility	Construction	IFB	TBD	Over	TBD
Design for Rush Landing Resiliency & Electrification Project	Services	RFP	TBD	Under	TBD
Rush Landing Resiliency & Electrification Project	Construction	IFB	TBD	Over	TBD
Demand Response Scheduling Software	Planning	RFP	TBD	Under	TBD

Fiscal/Staffing Impact

There are no fiscal impacts associated with this information item.

Respectfully Submitted,

Cliff Cortes
Senior Procurement and Contracts Analyst

Attachment A: Contract Awards January 1 – June 30, 2023

Contract #	Contract Title	Date of Award	Contractor	Board Awards	Other Awards (Under \$50,000)	Previous Board Authorizations
1156	Not issued					
1157	Revenue contract (term from 01/20/20 to 01/30/28)		Caltrans			
1158	Asbestos Abatement at 3010/3020 Kerner	03/15/23	CAL-INC Construction		\$5,798	
1159	Non Financial Agreement	01/03/23	Washington State DES			
1160	Seven Hybrid Buses	01/09/23	Gillig, LLC	\$6,326,142		
1161	Outside Legal Services	01/09/23	Thompson Coburn	\$100,000		
1162	Automatic Vehicle Location (parts replacement & repairs for 15 buses)	01/27/23	Syncromatics Corporation		\$ 25,474	
1163	Bus Stop Maintenance – 6 th Amendment, Six month extension	02/22/23	Clean Solutions Services, Inc.		\$50,000	\$494,000
1164	Portable Toilet Rental and Cleaning Service - 1st Amendment, Six Month Extension and Increase in Contract Value	01/01/23	Mill Valley Refuse Service, Inc		\$10,500	\$87,500
1165	Operations and Maintenance of Marin Access Services – 1 st Amendment, Compensation Adjustment (no change in contract value)	02/01/23	Transdev Services, Inc.			\$46,644,308
1166	Title VI Program Update Assistance	02/01/23	NWC Partners, Inc.		\$ 27,560	
1167	Social Relationship Management Platform	02/20/23	Sprout Social, Inc.		\$ 10,000	
1168	Recruiting Services	02/16/23	CPS HR Consulting		\$ 9,000	
1169	Independent Year End Audits	03/06/23	Maze & Associates	\$ 109,770		
1170	DMV Advertising	02/23/23	Motor Vehicle Network (MVN)		\$19,440	
1171	Fleet Maintenance Review – 1 st Amendment, Additional Work: Maintenance Audit, Prepare Inspections & Turnover Inspections	03/03/23	TRC Engineering		\$50,000	\$77,535

Contract #	Contract Title	Date of Award	Contractor	Board Awards	Other Awards (Under \$50,000)	Previous Board Authorizations
1172	Capital Project Management	03/06/23	Fremier Enterprises, Inc		\$42,600	
1173	Annual Software Support	06/05/23	GFI Genfare		\$41,031	
1174	Print Order, Adult Pass	03/07/23	EDM		\$3,100	
1175	3000 Kerner EV Install	03/09/23	EVCharge4U		\$4,724	
1176	Federal Legislative Advocacy Services	04/03/23	Carpi & Clay	\$ 187,500		
1177	FY23 Annual Abila Financial Software	04/01/23	Abila		\$9,013	
1178	Human Resources Consultant Services	04/07/23	Koff & Associates		\$ 27,125	
1179	Not Issued					
1180	Not Issued					
1181	Operations & Maintenance of Fixed Route Service – 5th Amendment	06/30/23	Marin Airporter	\$ 28,311,719		\$34,755,795
1182	Staff Car	03/27/23	Platinum Chevrolet	\$ 35,301		
1183	Allison Hybrid Training	03/28/23	Pacific Power Group		\$ 15,190	
1184	On-Call Planning Services	05/31/23	Kimley-Horn and Associates Inc.	\$ 900,000		
1185	Vouchers FY24	05/15/23	Uber Technologies Inc.	\$180,000		
1186	Supplemental AVL	04/19/23	Swiftly, Inc.	\$250,458		
1187	Pupil Transportation Agreement	04/03/23	Bauer's Intelligent Transportation	\$2,376,481		
1188	Muir Woods	05/26/23	Bauer's Intelligent Transportation	\$910,368		

Contract #	Contract Title	Date of Award	Contractor	Board Awards	Other Awards (Under \$50,000)	Previous Board Authorizations
1189	Revenue contract	06/05/23	SRECTrade, Inc.			
1190	Outside Legal Services for Real Estate Acquisition and Environmental Law	06/05/23	Shute, Mihaly & Weinberger LLP	\$100,000		
1191	Marin Access Eligibility Updates	01/03/23	TransTrack Solutions Group		\$3,840	
1192	Marin Outreach View Updates	02/03/23	TransTrack Solutions Group		\$6,690	
1193	Planning Assistance - 3 rd Amendment, Contract Transfer Support	06/05/23	David Rzepinski	\$24,110		
1194	Revenue contract	05/23/23	Caltrans			
1195	Scheduling Software and Hardware – 1 st Amendment, Term Extension and NTE Increase	06/05/23	TripSpark Trapeze	\$79,435		
1196	Hosting Start Up Costs – 2 nd Amendment, Term Extension and Contract Value Increase	06/05/23	TripSpark Trapeze	\$13,115		
1197	Maintenance Support Agreement	06/05/23	ABC Companies	\$98,600		
1198	Spanish Language Radio Advertising	06/08/23	Spanish Broadcasting System, Inc.		\$2,500	
1199	Revenue contract	06/13/23	North Bay Taxi			
1200	Taxi Voucher Program, Catch-A-Ride Pilot Agreement	05/01/23	North Bay Taxi	\$235,000		
1201	Bus Schedule/Information Holder	06/14/23	Transit Information Products		\$1,476	
1202	Not Issued					
1203	Marin Access, CAR Voucher View + Eligibility Updates	06/22/23	TransTrack Solutions Group		\$11,980	
1204	Not Issued					

Contract #	Contract Title	Date of Award	Contractor	Board Awards	Other Awards (Under \$50,000)	Previous Board Authorizations
1205	Not Issued					
1206	Monthly Cleaning at Headquarters	06/30/23	MCC Building Maintenance		\$1,800	
1207	Not Issued					
1208	Not Issued					
1209	Keyless Entry System at Rush Landing	06/30/23	Bay Alarm		\$15,395	
Newly Awarded Value			\$40,632,236	\$40,237,999	\$394,237	
Number of Expense Contracts			42			
Number of Revenue Agreements			4			
Number of Non-Financial Agreements			1			
Number of Previous Board Authorizations			5			
Total Number of Contracts			47			



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August 7, 2023

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

Subject: Transtrack Systems, Inc. Annual Maintenance and Support Fees Amendment

Dear Board Members:

Recommendation

Approve the Fourteenth Amendment to the End-User Software License Agreement with Transtrack Systems, Inc. (#1180) for Fiscal Year 2023/24 in the amount of \$71,093.

Summary

Staff is requesting your Board to approve an amendment with Transtrack Systems, Inc. to increase the annual maintenance fees and extend the term of the agreement to June 30, 2024. The amendment will increase Marin Transit's annual maintenance fees by 13% compared to the previous year and will add maintenance fees for software modules the District added for custom Mobility Management features for a total amount of \$71,093.

Background

Through a competitive bid in 2009, Marin Transit selected Transtrack Systems, Inc. to provide a data management system that integrates the District's operating and financial information across all contractors and services. This system is integral to managing and reporting statistics related to performance and financials for a variety of purposes, including regular monitoring reports to your Board. The system enables District staff to view and monitor contractor operations including identifying impacts to daily service, maintenance and customer service issues, and safety and security incidents.

In November of 2016 your Board authorized the General Manager to issue purchase orders for ongoing annual maintenance and support fees to Transtrack that exceeded the General Manager's purchasing authority as defined in the District's Procurement Policies and Procedures. At the time of that request, the annual maintenance fees were approximately \$37,000.

Since your Board authorized expenditures related to these annual maintenance fees, fees related to annual maintenance have increased. These increases are attributed to:



- **Ongoing software upgrades and enhancements to support the District's changing needs.** Since Transtrack is the key integration point for all operations and financial data, ongoing upgrades are needed when changes are made to any of these systems. While many of the enhancements come with one-time incremental costs, often they can also include small increases to the annual fees.
- **Addition of new modules.** After receiving bids from interested vendors, your Board awarded Transtrack the District's Travel Navigator Eligibility Platform in July of 2020. This new module included an increase in the annual maintenance fees.
- **Annual increases related to escalation.** Transtrack has included a 3% increase in the annual maintenance fees to account for escalation for all previous years of the agreement prior to this year. Transtrack has honored this rate annually on the invoices until this year, when the rate grew to 13%.

Discussion

The Transtrack software continues to be a critical part of the District's data management practices and a foundation for all operations and financial data. However, due to the cumulative growth and in the annual maintenance fees, and the unexpected growth in the annual escalation rate, the District will be soliciting new bids for this data management system. Staff expect this procurement to be released later this year with an award in the Spring of 2024. We are requesting your Board to continue approval of payments related to the annual maintenance fees of the current Transtrack software through June 30, 2024.

Fiscal/Staffing Impact

The contract amendment increases the District's software maintenance costs by \$13,330 over the prior year for a total of \$71,093 for fiscal year 2023/24. These expenses will be split between the District's Marin Access software budget and Administration software budget. The expenses are more than projected, but a budget amendment is not needed at this time. If total FY2023/24 software expenses exceed the budget amount, staff will recommend a budget amendment to your Board later this year.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "R. Betts".

Robert Betts
Director of Operations & Service Development

Attachment A: Fourteenth Amendment to Agreement between Marin Transit and Transtrack Systems, Inc. (#1180)



5265 Rockwell Drive, NE
Cedar Rapids, IA 52402
Telephone Number (319) 743-4585
Web Address: www.transtrack.net

July 18, 2023

Nancy Whelan
General Manager
Marin County Transit District
750 Lindero St, Ste 200
San Rafael CA 94901

**Subject: Renewal of End User License Maintenance & Support Agreement
Amendment 014_REV2**

Dear Ms. Whelan,

The Marin County Transit District has the opportunity to renew the End User License ("License") Agreement with TransTrack Systems[®], Inc. with the payment for Fiscal Year 2024 Maintenance and Support.

In accordance with Article IV Section 6 of the current End User License, upon notice prior to the expiration of the current term of the License accompanied with payment for a renewal, Marin County Transit District will be able to continue to use the proprietary Software, TransTrack Manager[®].

Exhibit F of the License provides the range of fees which may be charged by TransTrack for a renewal of the Maintenance and Support portion of the License. The fee for renewal is **\$71,093.00** for the level of support specified in your License, as amended herein. Any services requested other than those set forth in the description of Maintenance and Support will be subject to an additional fee.

Once this letter is fully executed by both TransTrack Systems[®], Inc. and an authorized representative of Marin County Transit District, and TransTrack has received the **\$71,093.00** it will serve to renew the End User License for the Fiscal Year 2024 term, subject to all other terms and conditions of the End User License remaining the same.

This letter shall also amend Exhibit F to the License by adding the following sentence:
"Annual Maintenance and Support Fee for 7/1/2023 to 6/30/2024: **\$71,093.00**
All other terms and conditions of the License shall remain in full force and effect.

AGREED AND ACCEPTED

TransTrack Systems[®], Inc.



Terry Hinman
General Manager

Date: 7/18/2023

AGREED AND ACCEPTED

Marin County Transit District

Nancy Whelan General
Manager

Date: _____

DRAFT



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August 7, 2023

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

Subject: Approve Amendment 7 (#1210) with Clean Solution Services for Bus Stop Maintenance

Dear Board Members:

Recommendation

Approve the contract amendment #1210 with Clean Solution Services to extend the term of the contract, and to increase the maximum cost to the District to \$569,000.

Summary

Staff recommends that your Board authorize the General Manager to execute an amendment to the current agreement, #151650, with Clean Solution Services Inc. for Bus Stop Maintenance to extend the contract through November 30, 2023 and to increase the maximum cost by \$25,000.

The tasks in the original agreement include routine cleaning and maintenance at stops throughout the county, as well as on-call maintenance requests. On-call maintenance requests include additional trash, graffiti, and broken glass removal.

Staff recommends exercising a seventh amendment extending the term of the contract to November 30, 2023, increasing the maximum cost to the District by \$25,000 for a total contract value of \$569,000.

Discussion

Staff is recommending the amendment with Clean Solution Services to ensure the continuation of maintenance at stops across the county while staff publishes a revised Request for Proposals for county-wide bus stop maintenance. On March 31, 2023, Marin Transit issued a Request for Proposals (RFP) for Bus Stop Cleaning and Repair Services. Project proposals were due May 8, 2023 and three responsive proposals were received. After investigation, Marin Transit staff found there was ambiguity about the requirements of the contract that could have affected the outcome of the procurement. As a result, staff has decided to cancel and re-issue the procurement to clarify requirements. The District will also use the re-procurement as an opportunity



to add additional scope and federalize the contract to allow for the expenditure of Federal Transit Administration (FTA) funds from recent grant awards.

Clean Solutions staff have confirmed they will be able to maintain current rates with an extension through the end of November.

Fiscal/Staffing Impact

Approval of this contract amendment will add \$25,000 to the total contract. This amount is within the FY2023/24 Operations Budget – Local Service Budget for Bus Stop Maintenance. The services added will be charged at the same hourly rate as the most recent amendment, Amendment 6 (#1163).

Respectfully Submitted,

A handwritten signature in black ink that reads "K French".

Kyle French
Operations Manager

Attachment A: MCTD Seventh Amendment to the Agreement with Clean Solution Services #1210

#1210

SEVENTH AMENDMENT TO AGREEMENT
BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND CLEAN SOLUTIONS SERVICES DATED,
FEBRUARY 22, 2016

THIS AMENDMENT is made and entered into this 7th day of August 2023 by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as "Marin Transit" or "District") and Clean Solutions Services, Inc. (hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the District and the Contractor entered into an agreement to provide a bus stop cleaning and repair services for the maintenance and minor repair of bus stops throughout Marin County on February 22, 2016 "Agreement" (#151650); and

WHEREAS, the District and the Contractor previously amended the Agreement to include maintenance services at a new downtown Novato bus stop replacing the two Redwood Blvd and Grant curbside stops (#171858); and

WHEREAS, the District and the Contractor previously amended the Agreement to extend the agreement for three additional years to terminate on January 31, 2022, and increased the annual not to exceed the amount to \$100,000 (#181929) and

WHEREAS, the District and the Contractor previously amended the agreement to include trash pick-up at two additional stops in San Rafael, include quarterly power washing for select bus stops in the Canal, and add quarterly power washing for a newly installed bus stop shelter at Bellam Blvd & E. Francisco (#192006); and

WHEREAS, the District and the Contractor previously amended the agreement twice (#1084 & 1134) to extend the agreement an additional one year at a not to exceed amount of \$50,000 respectively; and

WHEREAS, the District and the Contractor wish to extend the agreement for an additional six months and extend the term of the agreement to August 22, 2023; and

WHEREAS, the District and the Contractor wish to add an additional \$50,000 to the contract not to exceed amount and change the service frequency to stop # 41157 (Union St & Mission Ave) to be weekly;

WHEREAS, the District and the Contractor wish to extend the agreement for an additional two months and extend the term of the agreement to November 30, 2023; and

WHEREAS, the District and the Contractor wish to add an additional \$25,000 to the contract not to exceed amount;

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

AGREEMENT

- 1) Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.
- 2) Updated Certificate of Insurance(s) attached hereto
- 3) Section 4 of the Agreement with the Contractor is amended to read as follows: This agreement shall commence on February 22, 2016, and shall terminate November 30, 2023.
- 4) Exhibit B, Fees and Payment Schedule, is amended to add the following: For the two-month period from August 23, 2023, to November 30, 2023, the contract amount will not exceed \$25,000.00. The total contract value is now \$569,000.

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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August 7, 2023

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

Subject: Contract with Resource Environmental, Inc. for the Demolition of 3010/3020 Kerner Boulevard

Dear Board Members:

Recommendation

Authorize General Manager to execute a contract with Resource Environmental, Inc. for an amount not to exceed \$156,000 and approve Budget Amendment 2024-02.

Summary

Staff recommends that your Board authorize the General Manager to enter into an agreement with Resource Environmental, Inc. (Resource Environmental) for the demolition of the buildings and site preparation for future improvements at 3010/3020 Kerner Blvd in San Rafael. This is the first of a two-phase project. This first phase will remove the buildings and clear and grub the site. The second phase of the project will be the construction of a parking facility with solar canopy and provisions for battery electric bus charging.

Marin Transit released an Invitation for Bids (IFB) for this project on June 9, 2023 and held a public bid opening on July 13, 2023, at 1:00pm. Bids were received from Resource Environmental, Penkor Wrecking, and Nana Quality Staffing LLC. The apparent low bidder was Penkor Wrecking.

Bid analysis by Marin Transit staff and the Project’s Construction Manager determined that Penkor Wrecking’s bid, the apparent low bidder, was unresponsive. The apparent second lowest bidder was Resource Environmental, whose bid was determined both responsive and responsible and meets all the construction requirements, thereby making them the low bidder. The table below shows the bids received.

Table 1: Bids Received

Bid Submitted by	Bid Amount	Responsive Bid?
Resource Environmental, Inc.	\$156,000	Yes
Penkor Wrecking	\$139,500	No
Nana Quality Staffing LLC	\$159,350	No



An intent to award to Resource Environmental was issued on July 26, 2023. Once the contract is awarded, staff expect work to begin in September 2023 with completion before the end of the year.

Fiscal/Staffing Impact

The bid is under the Engineer’s estimate by 2%. The construction costs for this contract with Resource Environmental will not exceed \$156,000. The total cost for the demolition phase, excluding staff time, is \$239,000.

The demolition is included in the FY2023/24 Capital budget as project FH - Facility – 3010/3020 Kerner Improvements. The total project includes design, demolition, and construction phases and the current budget is \$2.14 million (Table 1). State Low Carbon Transit Operations Program (LCTOP) funding is allocated to the solar component of the project and Federal Section 5307 funds are allocated through MTC’s Zero Emission Bus Infrastructure program for the project. Budget Amendment 2024-02 will update the State LCTOP and Federal Section 5307 funds to the current allocation amounts. The budget amendment will also reduce the demolition budget and increase property tax reserve allocations for both the demolition and for the local match of the Federal Section 5307 funding. With these changes, the project will have a budget of \$2.45 million for site construction.

The initial estimate for site construction is \$3.7 million and includes: paving, lighting, fencing, initial electric vehicle chargers, site pre-wiring for future chargers, a solar canopy and a battery backup system. Staff are developing an updated project plan based on more refined cost estimates and will return to your Board this fall with a recommendation to either reduce the project scope by deferring project components or to add funding to the project.

Table 1: Project FH: Budget and Budget Amendment Detail

	Current Total Budget	Budget Amendment 2024-01	Updated Budget
LCTOP Funds	\$655,747	\$154,068	\$809,815
Property Tax	\$300,000	\$502,600	\$802,600
FTA 5307	\$1,192,789	\$193,579	\$1,386,368
Total Revenue	\$2,148,536	\$850,247	\$2,988,783
Design	\$273,841	-	\$273,841
Demolition	\$323,114	(\$84,114)	\$239,000
Construction	\$1,551,581	\$934,361	\$2,485,942
Total Expense	\$2,148,536	\$850,247	\$2,988,783

Respectfully Submitted,

Anna Penoyar
Capital Projects Manager

Attachment A: Agreement between Marin County Transit District and Resource Environmental

Contract # 1121

MARIN COUNTY TRANSIT DISTRICT
PROJECT NO. PC202334

THIS AGREEMENT made and concluded, in triplicate, this 7th day of August, 2023 between the Marin County Transit District, party of the first part, and Resource Environmental, Inc, CONTRACTOR, part of the second part.

ARTICLE I, WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the said party of the first part, and under the conditions expressed in the Payment Bond and Performance Bond, bearing even with these presents, and hereunto annexed, the said party of the second part agrees with the said party of the first part, at his own proper cost and expense, to do all the work and furnish all the materials, except such as are mentioned in the specifications to be furnished by said party of the first part, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the District Engineer for:

3010 & 3020 KERNER BOULEVARD REDEVELOPMENT

in accordance with the Special Provisions hereto annexed and also in accordance with the Standard Plans, dated 2023, the Standard Specifications dated 2023, and the Equipment Rental Rates and General Prevailing Wage Rates of the Department of Transportation (attached to the Contract Documents) which said Special Provisions, Standard Plans, Standard Specifications, and Equipment Rental Rates and General Prevailing Wage Rates are hereby specially referred to and by such reference made a part hereof.

The work to be done is shown on plans entitled:

3010 & 3020 KERNER BOULEVARD REDEVELOPMENT
DISTRICT PROJECT NO. PC202334

APPROVED: On August 7, 2023, which said project special provisions and project plans are hereby made a part of this contract.

ARTICLE II. The said party of the first hereby promises and agrees with said Contractor to employ, and does hereby employ, the said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the prices hereinafter set forth, and hereby contracts to pay the same at the time, in the manner and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE III. The State general prevailing wage rates determined by the Director of Industrial Relations are hereby made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid of bid of said Contractor, then this instrument shall control, and nothing herein shall be considered as an acceptance of the said terms of said bid conflicting herewith.

ARTICLE IV. By my signature hereunder, as Contractor, I certify that I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workmen's compensation or to undertake self-insurance in **conformance** with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

ARTICLE V. Said Contractor agrees to receive and accept the following prices as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the **Marin County Transit District**, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension on or discontinuance of work and for well and faithfully completing the work and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the Engineer under them to wit:

Not to exceed: \$156,000

IN WITNESS WHEREOF, the Parties of these presents have hereunto set their hands the year and date first above written.

DRAFT

By: _____
General Manager, Marin Transit

CONTRACTOR

By: _____

(Print Name)



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August 7, 2023

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

Subject: Richmond – San Rafael Forward Project Update

Dear Board Members:

Recommendation

Discussion item.

Summary

Richmond-San Rafael Forward (RSRF) is a project spearheaded by the Metropolitan Transportation Commission (MTC) to improve commute times for commuters who travel in the Richmond-San Rafael Bridge corridor. On February 6, 2023, your board requested an update on the RSRF project in the context of distribution of Regional Measure 3 funds. This update, presented by Ingrid Supit from MTC, is meant to fulfill that request.

The RSRF improvements are focused on improving westbound traffic heading to Marin County on I-580 in Richmond for the four miles leading up to the bridge toll plaza. Two measures are planned: 1) replacing the toll booths with open road tolling, and 2) converting a general-purpose lane to a carpool (HOV) lane.

Open road tolling, which uses cameras to collect the toll instead of booths, would allow vehicles to travel through the toll plaza more quickly. The westbound HOV lane, which would start at Marina Bay Pkwy and continue through the toll plaza, aims to promote mode shift by incentivizing carpooling and use of Golden Gate Transit's Route 580. The project is fully funded from local sources and is expected to be complete in early 2027. For more details, see the attached presentation.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Cathleen Sullivan
Director of Planning



Attachment A: Richmond – San Rafael Forward Update Presentation

Richmond – San Rafael Forward Open Road Tolling and WB I-580 HOV Lane Project

Marin Transit Board Meeting

Richmond-San Rafael (RSR) Forward

Implement a suite of strategies to address congestion and improve options for traveling in the bridge corridor.

E-BIKE COMMUTE PROGRAM

E-bike discount and rewards



RSR RIDES

Rides on bridge led by local organizations



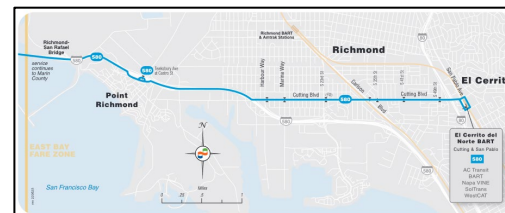
BIKE GAP CLOSURES/ IMPROVEMENTS

Improve bike access to the bridge

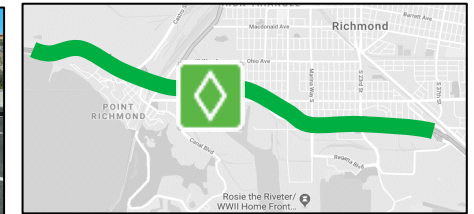


TRANSIT

Identify stop improvements or transit signal priority opportunities



OPEN ROAD TOLLING AND I-580 WB HOV LANE

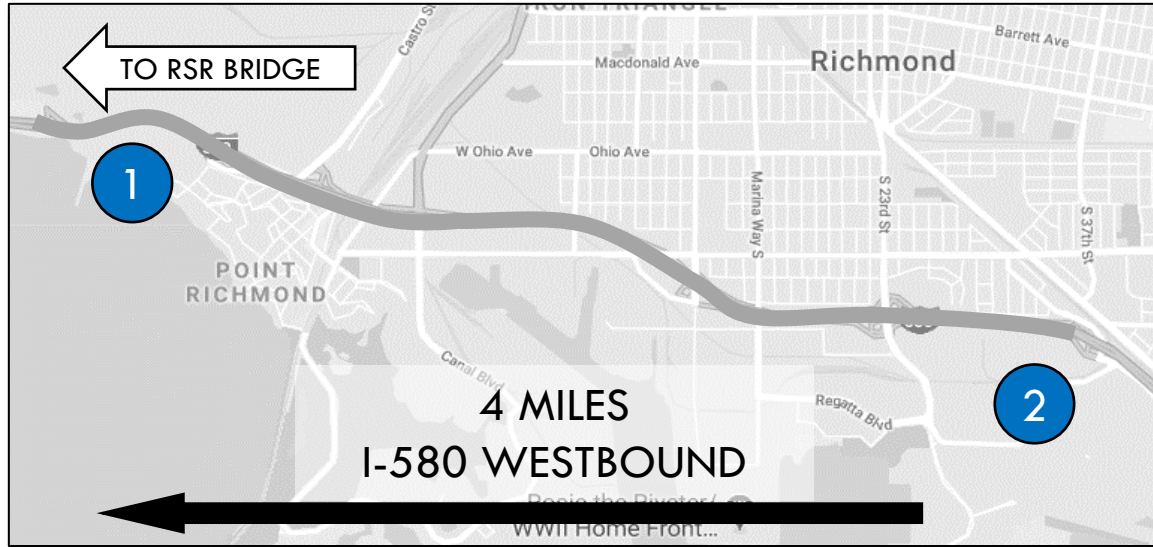


RICHMOND PKWY INTERCHANGE DESIGN ALTERNATIVE ASSESMENT

Improve traffic at WB I-580/Castro St ramp



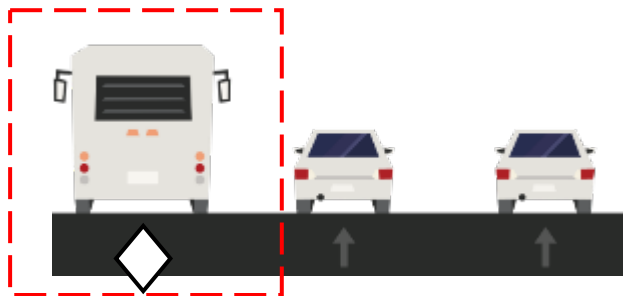
RICHMOND – SAN RAFAEL (RSR) FORWARD Open Road Tolling / I-580 WB HOV Lane Project



1 Open Road Tolling



2 Convert General Purpose To HOV Lane



-  Travel time savings for HOV and Transit
-  Promote Mode Shift
-  Improve Safety through the toll

Open Road Tolling (ORT)



Current condition – All Electronic Tolling

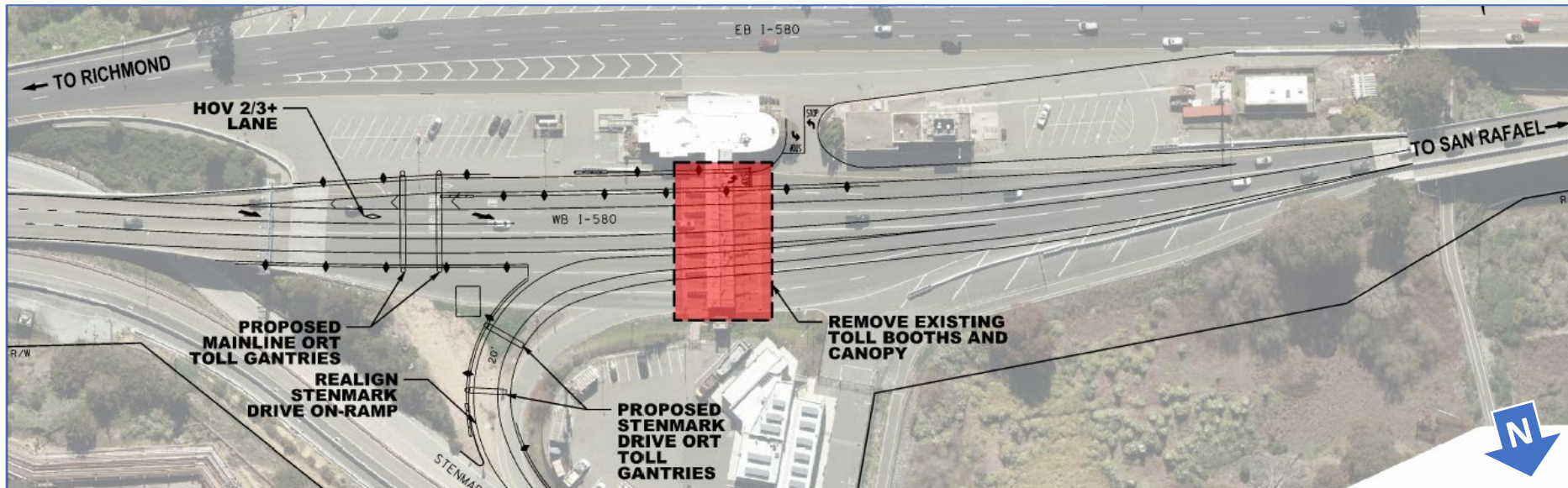
- Enhances safety
- Improves mobility through bridge toll plazas
- Replace aging tolling system



Future condition – Open Road Tolling

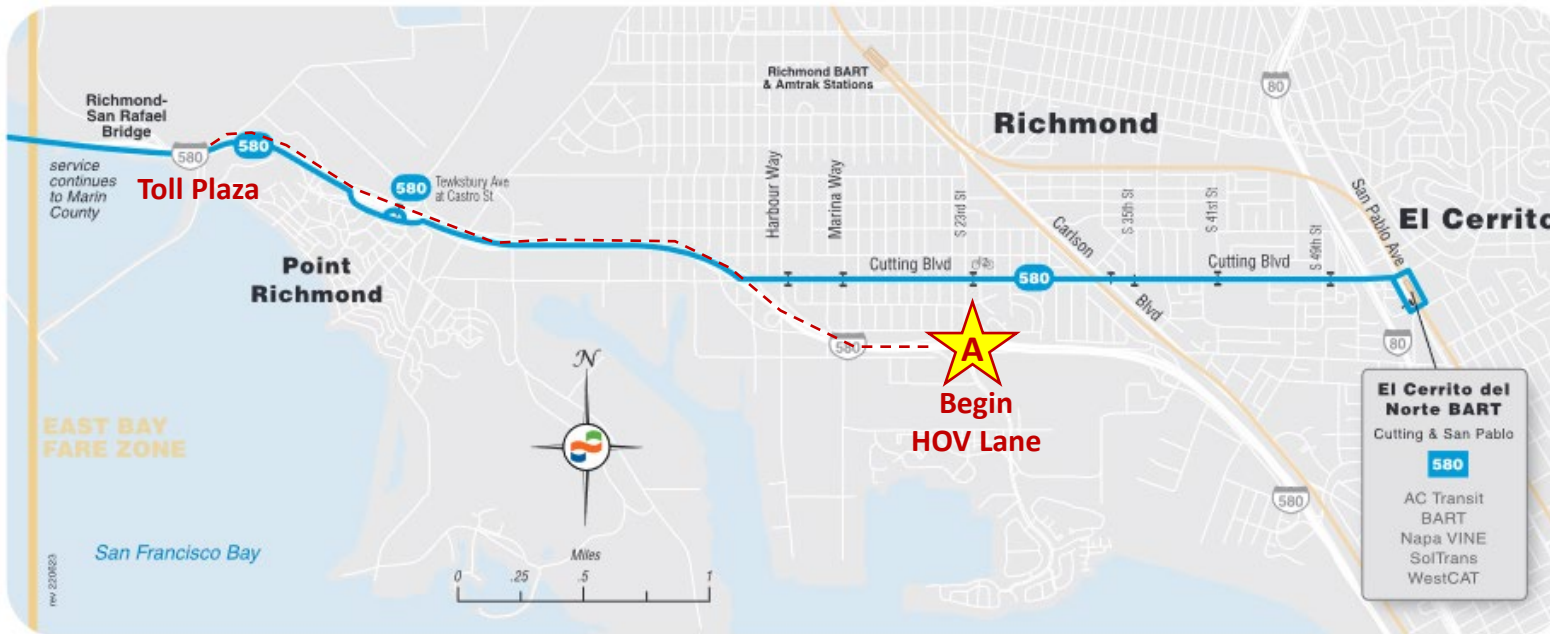
Open Road Tolling (ORT)

- Remove Existing Toll Plaza Booths and Install Toll Gantries
- HOV 2+/3+ Lane at Bridge Approach continues under Toll Gantries
 - HOV 3+ stays in the left lane to obtain HOV 3+ discount
 - FasTrak Flex® required for HOV 3+ discount
- Stenmark Dr. On-ramp realignment to merge/enter freeway



I-580 WB HOV Lane

- Extend HOV 2+/3+ lane from Toll Plaza to West of Regatta Blvd.
- Provide transit priority for Golden Gate Transit Route 580 (former Route 40)

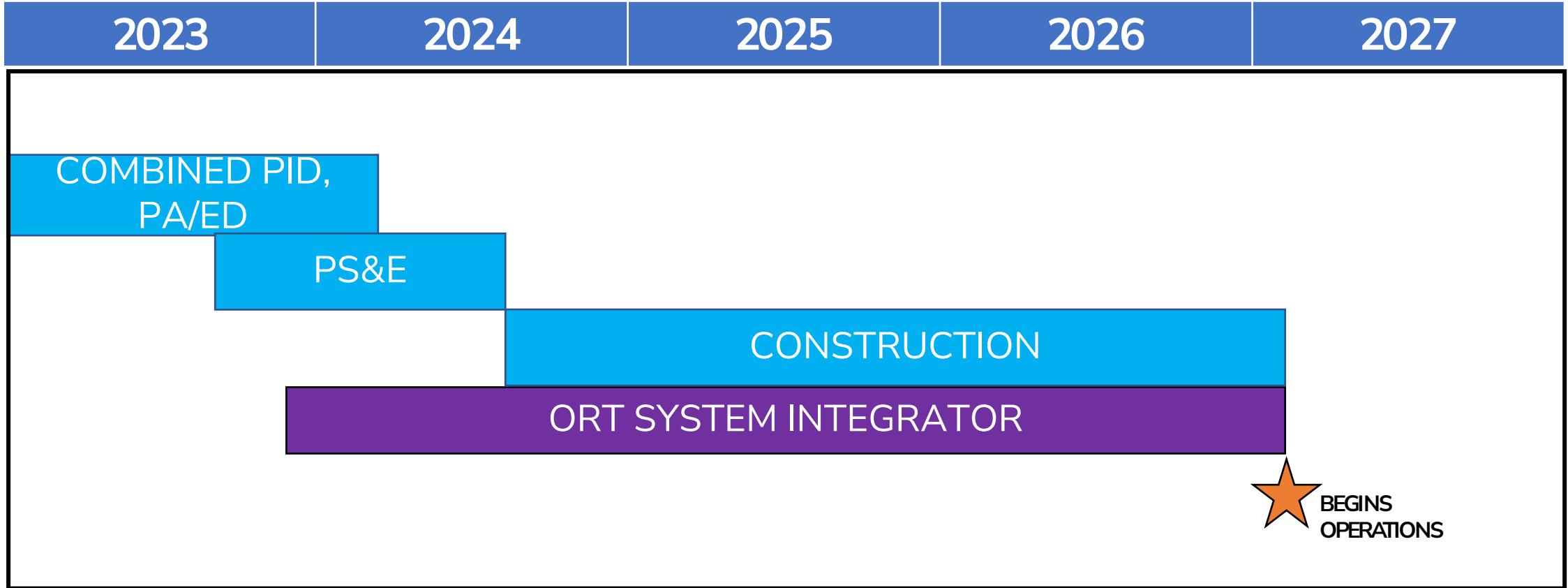


Cost Estimate & Funding

TOTAL	
Support	
PID, PA/ED, Final Design	\$5.0 M
Construction	\$3.0 M
Capital	\$16.0 M
Total Project Cost	\$24.0 M *

** Project is fully funded with Local Fund Source*

Schedule



*Anticipated Env Document is CEQA CE/ NEPA CE
Construction will be delivered by CMGC and administered by Caltrans*

TDM Programs and Transit Improvements



E-BIKE COMMUTE PROGRAM

E-bike discount and rewards



RSR RIDES

Rides on bridge led by local organizations



TRANSIT IMPROVEMENTS

Identify stop improvements or transit signal priority opportunities