



Marin County Transit District Board of Directors

Monday, June 3, 2024, 9:30 a.m.

Marin County Civic Center

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

Join via Zoom or Teleconference:

<https://www.zoom.us/j/87972683373>

+1 669 900 6833

Webinar ID / 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, June 2, 2024** 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.
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- 如果您需要翻译或其他辅助服务 · 请致电(415) 226-0855 或711。如需查看这些说明的简体中文版本 · [请点击此处](#)。
- Nếu bạn cần thông dịch hoặc các hỗ trợ khác, hãy gọi (415) 226-0855 hoặc 711. Để truy cập các hướng dẫn này bằng tiếng Việt, [hãy nhấp vào đây](#).

9:30 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: March 2024](#)
5. **Consent Calendar**
 - a. [Minutes for May 6, 2024 Board Meeting](#)
 - b. [State of Good Repair Project List-Resolution](#)
 - c. [General Manager Contract Awards](#)
 - d. [Quarterly Financial Report](#)
 - e. [Quarterly Performance Report](#)
 - f. [SB 553 Workplace Violence Prevention Plan](#)
 - g. [Blinktag Inc. Amendment](#)
 - h. [Amendment to Contract with TripSpark Technologies for Demand Response Scheduling, Software Maintenance, and Hosting](#)
 - i. [Muir Woods Evaluation Report](#)
 - j. [Revised 2024 Board of Directors Meeting Schedule](#)
 - k. [Procurement Policies & Procedures Update](#)

Recommended Action: Approve.
6. **[Marin County Transit District Final Operating and Capital Budget for FY 2024/25](#)**

Recommended Action: Adopt final FY 2024/25 budget.
7. **[Bus Stop Update – Golden Gate Transit Shared Stops Evaluation and Recommendations](#)**

Recommended Action: Information and Discussion

Adjourn



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Town of San Anselmo

Eric Lucan

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Supervisor District 5

Mary Sackett

Second Vice President
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Director
Supervisor District 2

Stephanie

Moulton-Peters
Director
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Dennis Rodoni

Director
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Maribeth Bushey

Director
City of San Rafael

Fred Casissa

Alternate
Town of Corte Madera

June 3, 2024

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

Subject: General Manager Report – Monthly Report: March 2024

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 March 31, 2024. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall, Marin Transit experienced strong systemwide ridership in March 2024. Total ridership was 7% higher than the previous year (March 2023) and 8% lower than pre-COVID (March 2019).

Fixed route ridership continued to be strong this month, with ridership being 8% higher than the previous year (March 2023) and 95% of pre-COVID (March 2019).

Marin Access ridership had plateaued at just below half of pre-pandemic ridership starting in September 2022. January 2024 was the first month since then where Marin Access ridership exceeded the prior year. This month, March 2024, continued that trend, with Marin Access ridership increasing by 9% relative to the prior year (March 2023). Staff believe that this trend of increasing ridership is due to the Marin Access service changes implemented in July and are optimistic it will continue to have a positive effect on ridership going forward.

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".

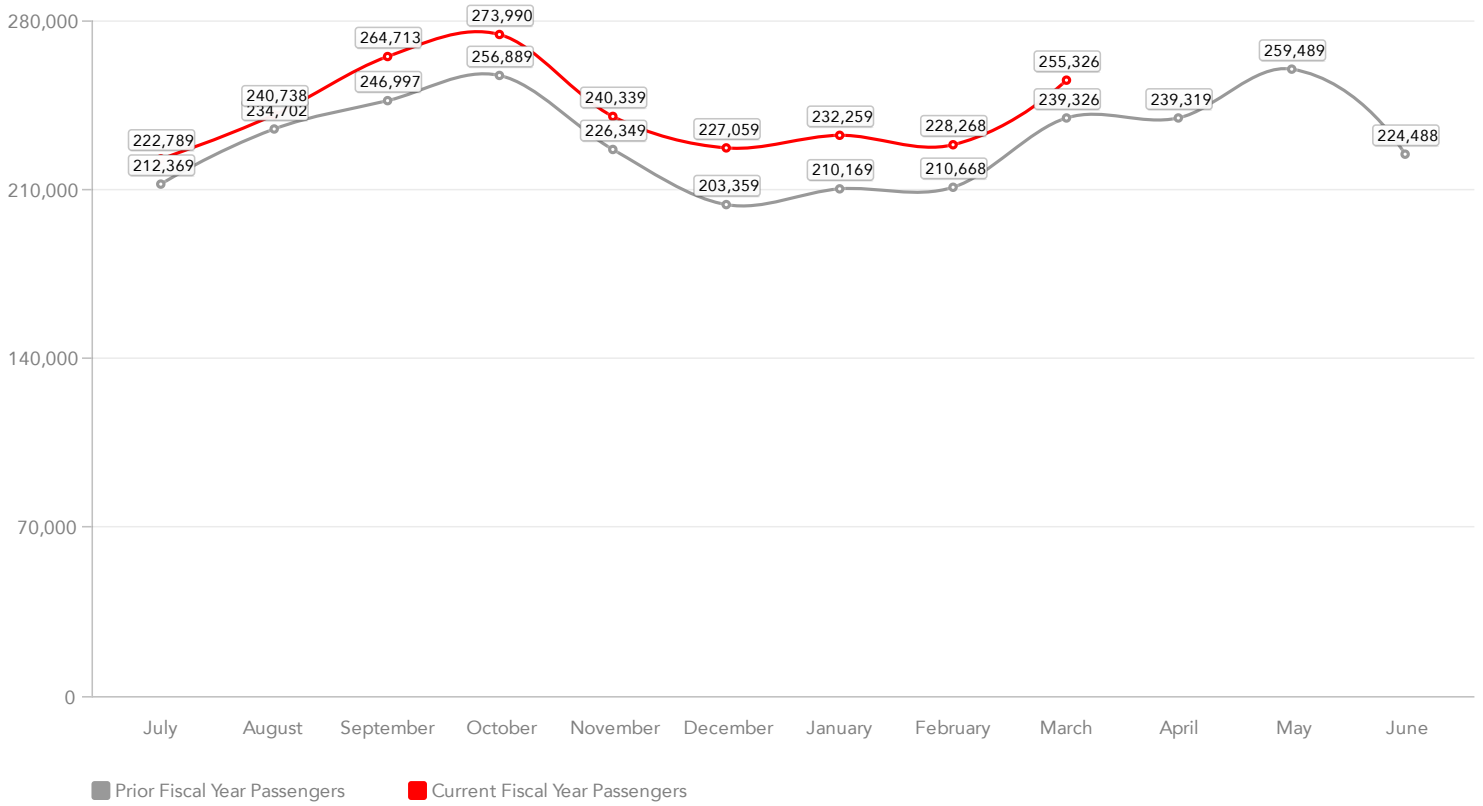
Nancy Whelan
General Manager

Attachment A: Monthly Ridership Report and Customer Comments

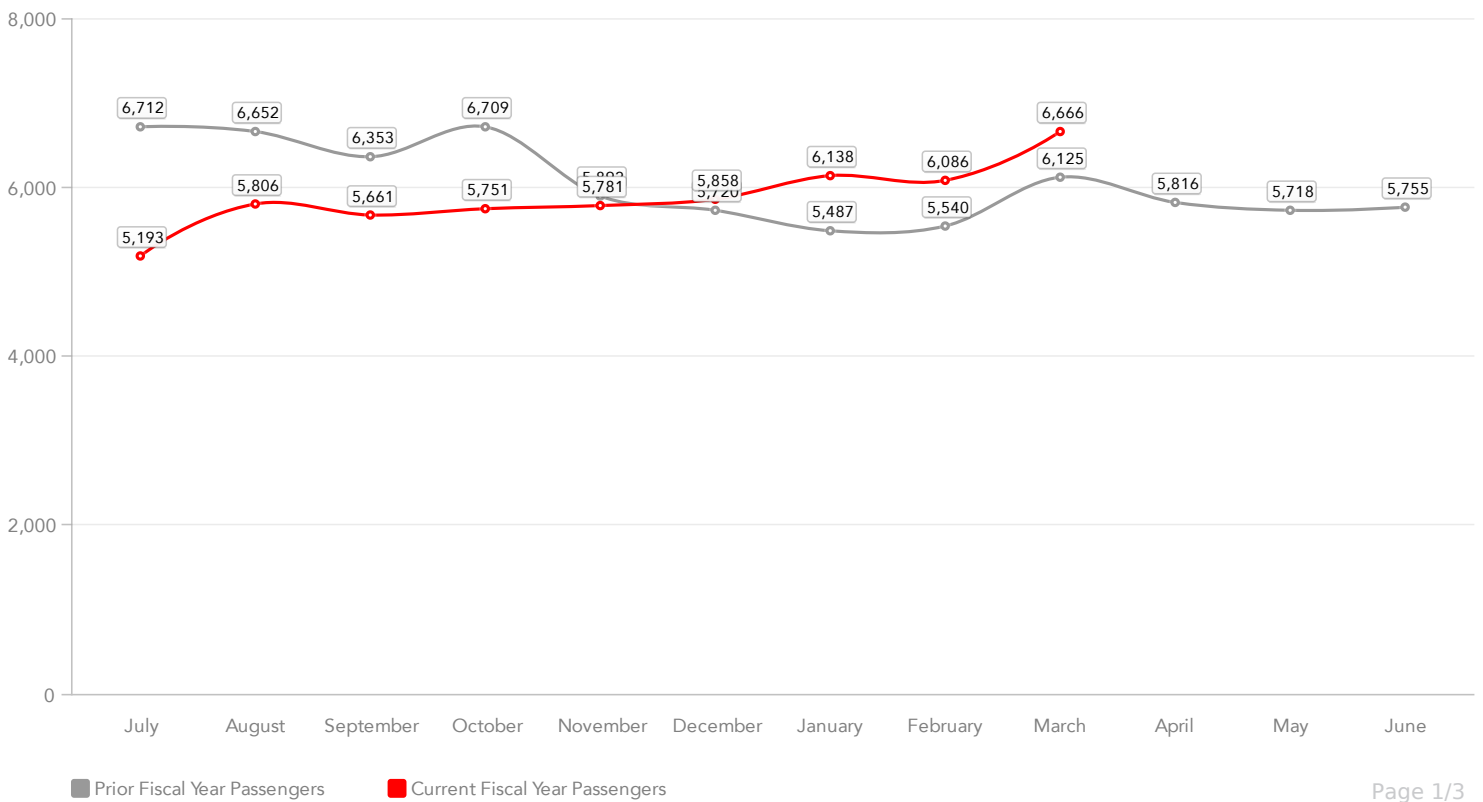
FISCAL YEAR MONTH
2024 All

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

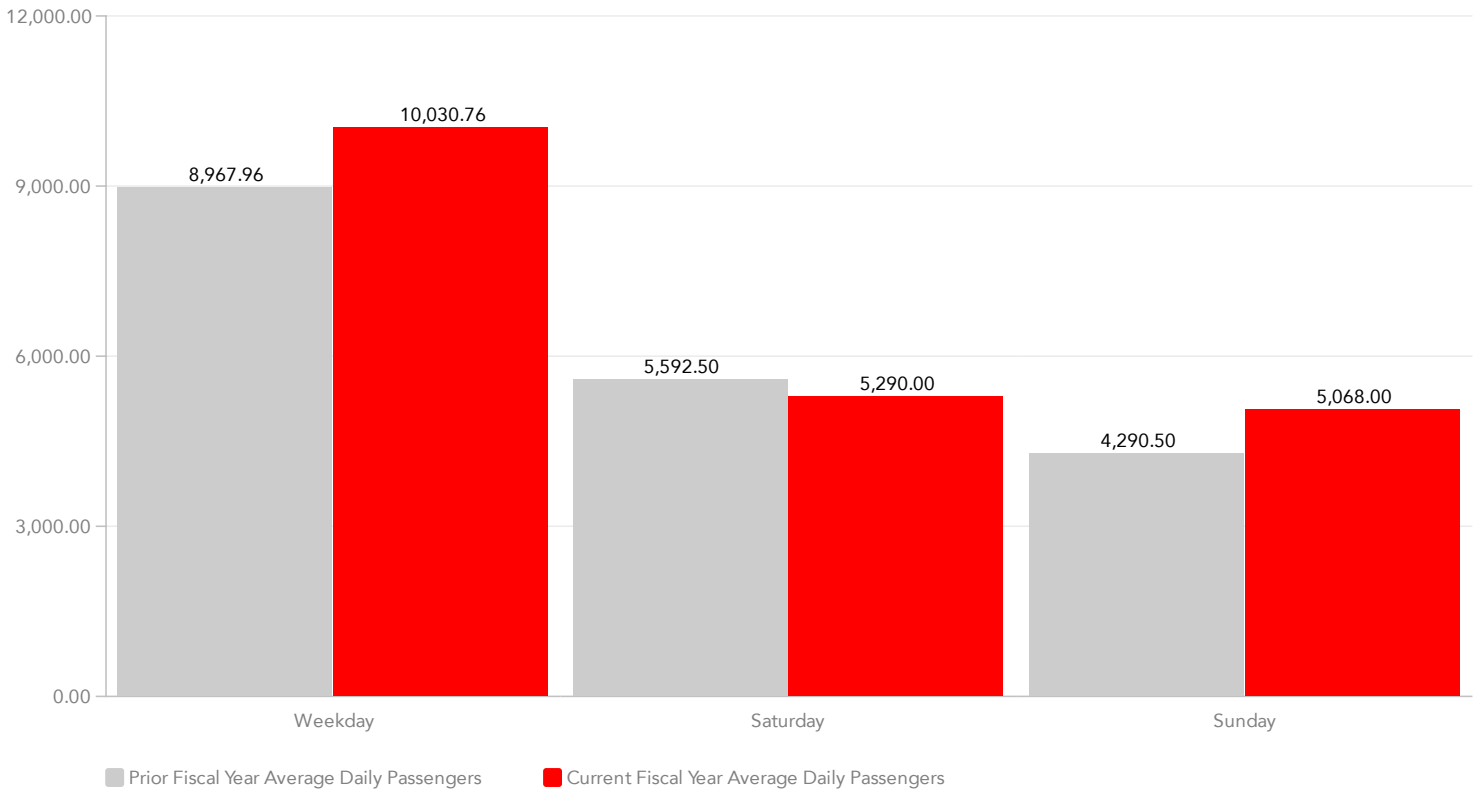


Monthly Comparison

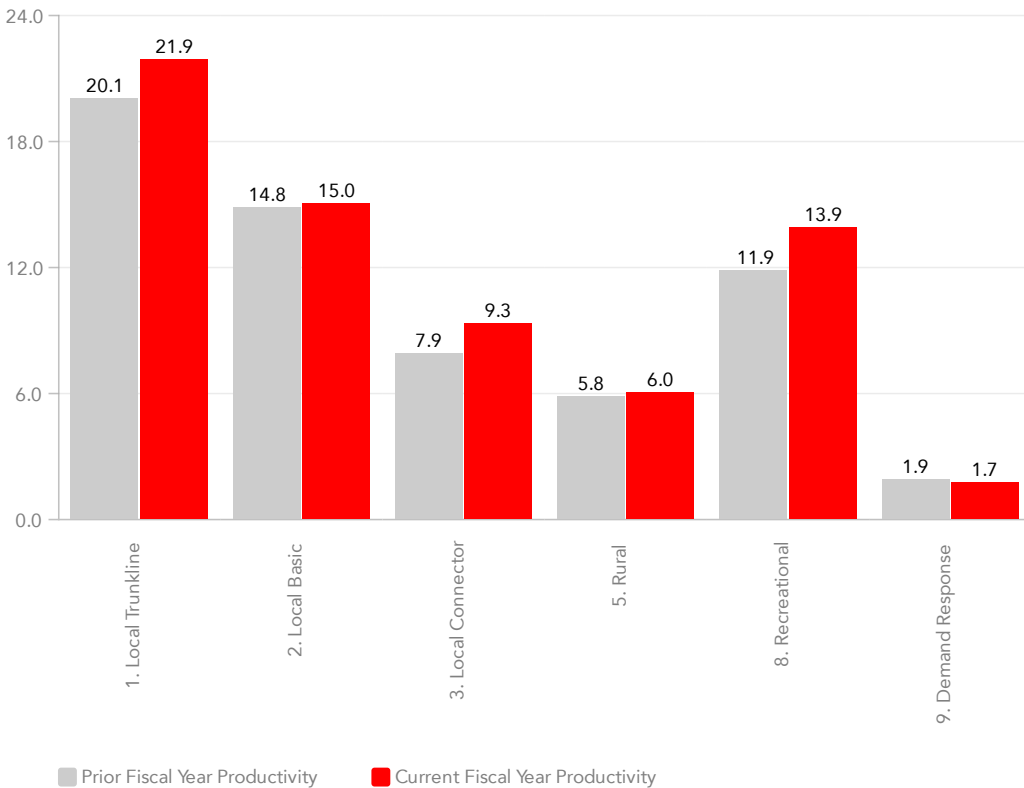
MONTH

Mar

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

- 1. Local Trunkline:
Routes 35, 36, 71
- 2. Local Basic:
Routes 17, 22, 23, 29, 49, 57
- 3. Local Connector:
Routes 219, 228, 233, 245
- 5. Rural:
Routes 61, 68
- 8. Recreational:
Muir Woods Shuttle
- 9. Demand Response:
Local Paratransit, Marin Access Shuttles



Month: March 2024		Program							Total
Category	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide		
Commendation	3	0	0	0	1	0	0	4	
Service Delivery Complaint	33	11	7	0	3	1	0	55	
Accessibility	2	0	0	0	1	0	0	3	
Driver Conduct Complaint	9	4	2	0	1	1	0	17	
Driving Complaint	8	1	2	0	0	0	0	11	
Early Trip	1	0	0	0	0	0	0	1	
Equipment Issue	3	0	0	0	0	0	0	3	
Farebox	0	0	0	0	0	0	0	0	
Late Trip	2	2	0	0	1	0	0	5	
Missed Connection	0	0	0	0	0	0	0	0	
Missed Trip	0	0	1	0	0	0	0	1	
No-Show	2	1	0	0	0	0	0	3	
Off-Route	0	0	0	0	0	0	0	0	
Pass-Up Complaint	6	3	2	0	0	0	0	11	
Service Structure Complaint	10	0	1	0	7	0	8	26	
Bus Stop Improvement Request	2	0	0	0	0	0	3	5	
Fares	0	0	0	0	0	0	0	0	
Other Complaint	5	0	0	0	3	0	2	10	
Scheduling Complaint	1	0	0	0	4	0	1	6	
Service Improvement Suggestion	2	0	1	0	0	0	2	5	
Safety Complaint	0	0	0	0	0	0	0	0	
Total Service Hours	11,874	1,962	1,414	174	2,515	-	18,082	18,082	
Commendations per 1,000 Hours	0.3	0.0	0.0	0.0	0.4	-	0.0	0.2	
Complaints per 1,000 Hours	3.6	5.6	5.7	0.0	4.0	-	0.4	4.5	
Total Passengers	212,576	18,266	8,893	4,089	4,572	2094	261,992	261,992	
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	0.6	0.9	0.0	2.2	0.5	0.0	0.3	

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, May 6, 2024 at 9:30 A.M.

Roll Call

Present: President Colbert, Vice President Lucan, Second Vice President Sackett
Director Rice, Director Rodoni, Director Bushey, Director Casissa

Absent: Director Moulton-Peters

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

Board President Colbert opened the meeting at 9:30 A.M.

- 1. Consider approval of Directors request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449**

No requests for remote participation.

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

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

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

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

- 4. [General Manager's Report](#)**
 - [General Manager's Oral Report](#)
 - Monthly Monitoring Report: February 2024
 - [Item 4b – Staff Report](#)

General Manager Nancy thanked Jennifer Doucette from the Transportation Authority of Marin (TAM) and Administrative Assistant Paige Brinksele for stepping in to clerk the board meeting while Administrative Assistant & Board Secretary Kate Burt is out on leave. Ms. Whelan shared details of the District's free fares to the Marin County Fair promotion, which includes free fares on all Marin Transit routes for five days during the fair, with additional late-night services. Ms. Whelan then stated that the District was undergoing a Federal

Transit Administration (FTA) Triennial review. Ms. Whelan explained that the Triennial Review occurs once every three years and examines how recipients of FTA formula funds meet the statutory and administrative requirements. The review covers up to 23 different areas, and the process began in late January. Staff responded to 159 questions covering the 23 areas and there are 960 files that we have uploaded. Ms. Whelan then walked through the review process which includes the initial information request from FTA, follow-up requests, a site visit with the FTA reviewer and the issuance of a final report in July. Ms. Whelan thanked the entire Marin Transit staff for their efforts and added appreciation for Director of Operations and Service Development Robert Bett's leadership role throughout the process.

Ms. Whelan concluded her report with the fixed route ridership and monthly monitoring report for the month of February 2024.

President Colbert called for board and public comment. Seeing none he moved to Item 5.

5. Consent Calendar

- a. [Minutes for April 8, 2024 Board Meeting](#)
- b. [Federal Legislative Report](#)
- c. [General Manager Contract Awards](#)
- d. [Authorize Youth Ride Free summer promotion on fixed route buses in summer 2024.](#)
- e. [Authorize General Manager to submit a comment letter on the Draft GGBHTD Strategic Plan](#)
- f. [Metropolitan Transportation Commission Resolution for Transportation Development Act and State Transit Assistance Funds FY 2024/25](#)

President Colbert called for public comment, seeing none he asked for board member comments. Director Rice asked to pull item 5e from consent for discussion. President Colbert then asked for a motion to move the remaining consent items.

Recommended Action: Approve.

M/s: Director Rice/Vice President Lucan

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

Noes: None

Absent: Director Moulton-Peters

Abstain: None

Item 5e Discussion:

Director Rice asked Ms. Whelan to review the staff report and letter points presented in item 5e, noting their excellence. She emphasized the issue's relevance not only to the board and the general Marin Transit public but also to the wider community, especially concerning the Golden Gate Bridge Highway and Transportation District (GGBHTD) bus and ferry service planning, highlighted in a recent newspaper article. Director Rice underscored Marin Transit's interest in acquiring additional space for bus parking and maintenance, aligning with long-term opportunities presented by GGHTD's strategic planning. She emphasized the importance of integrating or complementing Marin Transit's efforts with those of the Bridge District's, as outlined in the letter.

Ms. Whelan explained that addressing the staff report and letter points was a collective effort, acknowledging the contributions of Cathleen Sullivan, Robert Betts, and Lauren Gradia. She clarified that the strategic plan pertains to the entire Golden Gate Bridge and Highway and Transportation District, despite often referring to it as Golden Gate Transit. Ms. Whelan highlighted Marin Transit's input during the public comment phase, focusing on strategic and coordinated service planning, toll revenue allocation for transit, and the utilization of real estate assets. She emphasized collaboration among operators in the Highway 101 corridor to optimize services and mentioned ongoing efforts, such as the Marin-Sonoma Coordinated Transit Service Analysis (MASCOTS) study. Ms. Whelan underscored the importance of complementing local transit agencies' efforts, particularly in serving Equity Priority Communities. Additionally, she addressed concerns regarding service duplication in certain areas and advocated for prioritizing transit in the use of excess real estate assets.

Director Bushey inquired about the MASCOTS program's approach to operational efficiencies and joint facility usage. Ms. Whelan clarified that the primary focus is on service operations, considering changes post-COVID and determining the most effective service providers. While joint facility use is considered, challenges such as charging multiple electric buses simultaneously may arise. Conceptually, long-term consolidation of services is acknowledged, with Sonoma County exploring functional consolidation and common branding. However, organizational consolidations are not currently under consideration. Second Vice President Sackett expressed the importance of enhancing the partnership between Marin Transit and the GGBHTD post-pandemic, emphasizing the need for robust collaboration to address evolving transit needs. She suggested elevating the discussion

and ensuring the GGHBTD general manager receives the letter, particularly regarding land use discussions focused on transit alongside housing.

President Colbert expressed appreciation for the strategic plan's emphasis on partnership and complementing services among transit districts. He highlighted the importance of considering land use, particularly in relation to housing and transit integration, stressing the need to preserve transit-oriented land. Director Rice underscored the significance of public transit in achieving housing and transportation goals. She also emphasized the importance of addressing first and last-mile challenges. President Colbert echoed Director Rice's sentiments, emphasizing the critical role of integrating public transit into housing planning for Marin Transit's growth and robustness.

Recommended Action: Approve Item 5e.

M/s: Director Rice/Second Vice President Sackett

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

Noes: None

Absent: Director Moulton-Peters

Abstain: None

6. [Marin County Transit District Draft Operating and Capital Budget for FY 2024/25](#)

[Staff Report](#)

Director of Finance & Capital Programs Lauren Gradia presented the draft Operating and Capital Budget for FY 2024/25 which includes operations revenue and expenses, individual program budgets and the capital budget. Ms. Gradia explained that the draft budget flows out of the District's Short Range Transit Plan (S RTP) and includes a new grant-funded position for a facility development project manager. Ms. Gradia stated that the draft budget ensures fully funded emergency and contingency reserves, with additional funds allocated to the capital reserve for the facility project. Ms. Gradia explained that revenues primarily come from Measure AA local sales tax and state funds, with fluctuations attributed to federal funds during the pandemic and varying state

revenues. Operational expenses are mainly focused on purchase transportation, with fixed route service levels maintained and realigned demand response service levels and programs.

Director Rice asked for clarification on the decrease in the Marin Access budget. Ms. Gradia explained this budget area was adjusted to align with current demand levels. Director Bushey asked why the expenses in the budget increase when service level decrease. Ms. Gradia explained fixed route services levels, which are the majority of costs, do not decrease, and the expansion of staff is primarily for new capital projects. The discussion also touched on the distribution of service hours and staffing needs, particularly regarding yellow bus services and the evolving demands of customer service and oversight. Director Lucan highlighted opportunities for collaboration with the Novato Unified School District to potentially expand yellow school bus services. Overall, the board acknowledged the challenges and efforts in managing the budget and providing efficient transit services.

Recommended Action: Review draft FY 2024/25 budget and provide comments.

7. [Catch-A-Ride Pilot Program Evaluation and Recommendations](#)

[Staff Report](#)

Senior Mobility Planner Joanna Hewitt reported on the Catch-A-Ride Pilot Program, outlining its evolution since its inception in 2012. The program initially provided subsidized taxi trips for county residents aged 65 and over or those ineligible for paratransit service. Facing operational challenges and reduced ridership due to the pandemic, Marin Transit revamped the program in 2023, implementing a voucher model and partnering with Uber alongside North Bay Taxi. The program's growth has been significant, with over 8,000 one-way trips provided as of March 2024. Rider feedback has been largely positive, with over 90% rating their experience as good or excellent. Ms. Huitt stated that challenges remain, including administrative burdens and service issues with providers.

The evaluation highlighted the program's effectiveness in expanding mobility for riders, particularly those with income barriers. Despite cost variations between providers, operational costs have reduced compared to the pandemic's peak, allowing for more investment in subsidies. Recommendations include extending the pilot program for up to an additional year to further evaluate and test adjustments, amending contracts with current providers on a month-to-month basis, and exploring opportunities for improvement and expansion. The District

plans to bring additional recommendations to the board in the next fiscal year to address ongoing concerns and enhance the program's effectiveness.

Director Sackett expressed concern about the public's lack of awareness of the Catch-A-Ride program. Director Sackett acknowledged Marin Transit's efforts to promote the program but questions whether the eligible population is fully aware of its availability. She wondered if there are many individuals who could benefit from the program but are not utilizing it due to a lack of awareness. Ms. Huitt and Ms. Whelan each discussed the efforts staff is making to expand outreach and messaging about the program.

Vice President Lucan raised a question about encouraging more participants to opt for digital vouchers over paper vouchers, suggesting proactive steps like education and training sessions. Ms. Huitt acknowledged the importance of education and discussed resources available on their website, as well as Zoom meetings for Question & Answer sessions. Ms. Whelan added that staff are considering transitioning away from paper vouchers entirely, but they need an extension of the program to evaluate this option.

Director Rice raised a point about broadening outreach efforts beyond organized groups and facilities to reach a larger population that may not be connected to such organizations but could benefit from the program. Nancy Whelan acknowledges the limitations of their marketing budget and added that the Planning team is working on broader digital strategies.

Recommended Actions:

- Approve twelve-month extension to Catch-A-Ride pilot program.
- Authorize first amendment to Taxi Voucher Agreement with North Bay Taxi (#1254) for month-to-month extension not to exceed twelve months or \$338,000.
- Authorize first amendment to Vehicle Lease Agreement with North Bay Taxi (#1255) for a month-to-month extension not to exceed twelve months.
- Authorize second amendment to Uber Central and Voucher Agreement with Uber Technologies, Inc. (#1256) for a month-to-month extension not to exceed twelve months or \$71,000.
- Authorize the General Manager to negotiate month-to-month agreements with additional service providers for the Catch-A-Ride Pilot Program

M/s: Vice President Lucan/Director Rodoni

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

Noes: None

Absent: Director Moulton-Peters

Abstain: None

Adjourn President Colbert adjourned the meeting at 10:37 AM

SINE DIE

PRESIDENT

ATTEST:

CLERK



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Alternate
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June 3, 2024

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

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

Dear Board Members:

Recommendation

Adopt Resolution #2024-03 Approving the Project List for FY2024/25 for the California State of Good Repair Funds.

Summary

Staff requests that your Board adopt Resolution #2024-03 (Attachment A) approving the project list and authorizing the General Manager to submit a request for Scheduled Allocation of the SB1 State of Good Repair (SGR) FY2024/25 funds.

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

This is the sixth year of funding under the SB1 SGR program. For FY2024/25, the State Controller has indicated that \$269,455 will be available to Marin Transit according to our revenue share. Marin Transit does not receive funds from the population share.

Marin Transit Project List

Consistent with prior years, Marin Transit staff recommends programming the FY2024/25 SGR funds towards vehicle purchases to ensure the state of good repair of the District's revenue vehicle fleet. As shown in Table 1, the SGR fund will contribute local match funds to the federal Section 5307 project funding for the replacement of four 30ft hybrid transit vehicles. Staff anticipates ordering these vehicles in FY2024/25 after the programming and approval of the associated federal funding.



Table 1: Marin Transit SGR Project List

Project Title	Project Description	SB1 SGR (FY25)	Measure AA/ Property Tax	Federal Funds	Total
Purchase 4 30ft Hybrid Vehicles (LF)	Replace four transit buses that are beyond their useful lives, (12-year life)	\$269,454	\$539,826	\$3,237,120	\$4,046,400

Fiscal Impact

With this action, Marin Transit will have the requisite Board approvals to apply for the \$269,455 in FY2024/25 SGR funding. The listed project is a modification to the current Capital Project in the FY2024/25 Capital budget to purchase three 35ft Hybrid buses. Staff will be bringing an updated vehicle replacement plan and a Capital Budget amendment for your Board’s consideration this fall that reflects this change and as part of the 2024 Short Range Transit Plan development.

Respectfully Submitted,

A handwritten signature in black ink that reads "Grisel Martinez".

Grisel Martinez
Senior Accounting Analyst

Attachment A: Resolution 2024-03

RESOLUTION NO. 2024-03

**APPROVING THE PROJECT LIST FOR FY 2024/25
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

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

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

WHEREAS, the *Marin County Transit District* share of SGR funds for fiscal year 2024/25 is estimated to be \$269,455; and

WHEREAS, these funds will be used towards the purchase of four 30ft hybrid transit buses to replace transit vehicles beyond their useful lives; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors for the Marin County Transit District hereby approves the SB1 State of Good Repair Project List for FY 2024/25; and

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

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

APPROVED AND PASSED this 3rd day of June 2024.

Brian Colbert, President

ATTEST:

Nancy Whelan, General Manager



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Board of Directors

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June 3, 2024

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

Subject: General Manager Contract Awards

Dear Board Members:

Recommendation

Information only.

Summary

On February 5, 2024, the Marin Transit Board of Directors approved a recommendation modifying the procurement policy to increase the General Manager's approval authority to contracts valued at or less than \$150,000. Staff will provide routine information to the Board and the public on its website whenever the General Manager approves contracts within their authority.

Contracts Awarded between \$50,000 and \$150,000

May 2024

\$89,349 – Engineering, Design, and PS&E services: The General Manager approved an amendment to Contract #1153 with BKF Engineers. This amendment modified the contract scope to add additional tasks to support the development of the 3010/3020 Kerner Blvd. parking lot. The additional tasks include support and oversight during construction, electrical engineer work for a battery backup system, and landscape architectural design services. This amendment increased the compensation amount to a not to exceed amount of \$380,000.

Fiscal/Staffing Impact

Information Only

Respectfully Submitted,

Adam Elsibai
Senior Procurement & Contracts Analyst



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June 03, 2024

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

Subject: Marin County Transit District Third Quarter FY2023/24 Financial Report

Dear Board Members:

Recommendation

Accept report and approve associated budget amendment.

Summary

The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the third quarter of Fiscal Year 2023/24 and requests your approval of budget amendment 2024-08 (Attachment B).

Background

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

Discussion

Third quarter operations and capital expenses and revenues were consistent with the Board-adopted budget (Attachment A). Capital expenditures were five percent of the capital budget due to timing of vehicle purchases and construction projects.

Transit Operating Expenses

FY 2023/24 transit operating expenditures through the third quarter (Attachment A, Page 1) are \$31.1 million, which is 71 percent of the annual budget of \$43.8 million. With these expenditures, Marin Transit delivered 73 percent of budgeted fixed route service hours and 55 percent of budgeted paratransit service hours as identified in Table 1.



Transit Operating Revenues

Marin Transit’s FY2023/24 operating revenues through the third quarter (Attachment A, Page 1) are \$34.6 million or 79 percent of the annual budget of \$43.9 million.

Capital Budget

Through the third quarter, Marin Transit’s expenditures in the Capital Budget (Attachment A, Page 1) were \$1,024,112 or 5% percent of the \$18.8 million budget. Capital revenues typically tie closely to expenditures as they tend to be on a reimbursement basis. Attachment C includes a complete Capital Report for all major Marin Transit capital projects for the current period.

Table 1: FY2023/24 Year to Date (YTD) thru Third Quarter Service Operations

Service	Budgeted Annual Revenue Hours	YTD thru Q3 Actual Revenue Hours	% of Annual
Regular Fixed Route	126,374	105,154	83%
Local Connectors (Shuttles)	39,700	17,479	44%
School Supplemental Service	1,725	1,112	64%
Muir Woods Shuttle	6,500	2,804	43%
West Marin Stagecoach Service	16,500	12,107	73%
Fixed Route Subtotal	190,799	138,656	73%
Marin Access Shuttles	400	356	89%
Local Paratransit Service	36,000	19,858	55%
Regional Paratransit Service	5,000	2,993	60%
Yellow School Bus Service	4 buses	4 buses	-
Service	Annual Estimated Trips	YTD thru Q3 Actual Trips	% of Annual
Catch A Ride	9,000	8,088	90%
Volunteer Driver	9,500	5,788	61%

Source: Marin Transit

Fiscal/Staffing Impact

This item includes Board adoption of budget amendment 2024-08. This amendment corrects amendment 2024-02 to include the increased project budget associated with the revenue that was added in 2024-02 for project FH, the construction of the 3010/3020 Kerner Improvements.



Respectfully Submitted,

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

Karina Sawin

Accounting Manager

Attachment A: FY2023/24 Third Quarter Financial Report

Attachment B: FY2023/24 Budget Amendments

Attachment C: Capital Projects Report

Marin Transit
 FY2023/24 Q3 Budget Report
 From 7/1/2023 Through 3/31/2024

(In Whole Numbers)

	FY23 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue					
Vehicle Operations	37,990,774	43,865,464	43,865,464	34,629,635	79%
Capital	7,325,565	14,447,657	16,303,572	871,252	5%
Total Revenue	<u>45,316,339</u>	<u>58,313,121</u>	<u>60,169,035</u>	<u>35,500,887</u>	<u>59%</u>
Expenses					
Vehicle Operations	37,104,214	42,939,813	43,789,813	31,134,397	71%
Capital	7,347,763	16,347,653	18,795,570	1,024,113	5%
Total Expenditures	<u>44,451,977</u>	<u>59,287,466</u>	<u>62,585,383</u>	<u>32,158,510</u>	<u>51%</u>
Net Revenue Over Expenditures	<u>864,362</u>	<u>(974,345)</u>	<u>(2,416,348)</u>	<u>3,342,377</u>	<u>-138%</u>

Marin Transit
FY2023/24 Q3 Budget Report
From 7/1/2023 Through 3/31/2024

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

	FY23 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	3,359,930	3,367,118	3,367,118	2,433,131	72.26%
Advertising & Other Revenue	235,790	60,000	60,000	36,244	60.41%
Fee for Service	1,336,976	1,441,552	1,441,552	1,090,353	75.64%
Interest	285,133	90,700	90,700	647,957	714.40%
Measure A	900,490	942,869	942,869	942,866	100.00%
Measure AA	9,403,780	17,703,716	17,703,716	12,990,931	73.38%
Measure B	825,310	895,000	895,000	506,948	56.64%
Property Taxes	5,615,424	5,682,781	5,682,781	4,177,258	73.51%
Redevelopment Area (RDA) Fees	90,392	67,500	67,500	36,672	54.33%
State Transit Assistance (STA)	3,021,660	5,158,794	5,158,794	3,942,520	76.42%
Transit Development Act (TDA)	10,909,658	7,881,923	7,881,923	5,911,442	75.00%
Other State	25,419	32,300	32,300	14,455	44.75%
FTA Funds	5,421,507	1,681,360	1,681,360	1,527,663	90.86%
National Park Service	521,983	655,985	655,985	371,196	56.59%
Cost Center Revenue Transfers	(3,962,680)	(1,796,134)	(1,796,134)	-	0.00%
Total Revenue	<u>37,990,772</u>	<u>43,865,464</u>	<u>43,865,464</u>	<u>34,629,635</u>	<u>78.95%</u>
Salaries and Benefits	3,015,440	3,523,449	3,523,449	2,471,773	70.15%
Consultant Services	369,148	654,585	654,585	454,655	69.46%
Professional Service-Legal	35,708	150,000	150,000	25,459	16.97%
Security and Maintenance	236,725	272,628	272,628	132,188	48.49%
Customer Service	126,842	-	-	-	0.00%
Mobility Management Support Programs	3,873	63,113	63,113	4,646	7.36%
Grants to External Agencies	514,606	758,571	758,571	688,946	90.82%
Office Supplies	342,750	398,997	398,997	324,199	81.25%
Covid Cleaning and Supplies	3,709	-	-	-	0.00%
General Insurance	104,159	122,000	122,000	107,396	88.03%
Contract Service Operation	29,349,517	32,701,974	33,551,974	24,301,841	72.43%
Membership & Prof Development	68,339	88,065	88,065	69,451	78.86%
Mileage and Travel	16,094	25,750	25,750	15,383	59.74%
Marketing	127,998	167,483	167,483	56,229	33.57%
Communication	189,448	255,623	255,623	196,543	76.89%
Fuel	2,902,027	3,662,108	3,662,108	2,195,157	59.94%
Utilities	55,362	68,032	68,032	41,401	60.86%
Vehicle Leases	26,210	32,556	32,556	21,704	66.67%
Office - Rental and Overhead	-	189,479	189,479	139,644	73.70%
Cost Center Transfers	(383,741)	(194,600)	(194,600)	(112,217)	57.67%
Total Expenses	<u>37,104,214</u>	<u>42,939,813</u>	<u>43,789,813</u>	<u>31,134,397</u>	<u>71.10%</u>
Net Revenue Over Expenditures	<u>886,558</u>	<u>925,651</u>	<u>75,651</u>	<u>3,495,238</u>	<u>4620.21%</u>

Marin Transit
FY2023/24 Q3 Budget Report
From 7/1/2023 Through 3/31/2024

<i>Detail - Administration</i>		FY23 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Interest	4070400	285,133	90,700	90,700	647,957	714.40%
Redevelopment Fees	4079950	38,459	27,500	27,500	23,612	85.86%
Residual ABX 126	4079954	51,933	40,000	40,000	13,060	32.65%
PropTax-CurrntSecured	4080101	4,861,117	5,006,731	5,006,731	3,755,048	75.00%
County Fee-SV2557Admin Basic Tax	4080102	(62,795)	(66,950)	(66,950)	(29,802)	44.51%
Property Tax-Unitary	4080103	49,892	45,000	45,000	26,812	59.58%
PropTax-CurrntUnSecur	4080104	88,184	85,000	85,000	23,242	27.34%
Educ Rev Augm Fund-Redist	4080105	489,524	500,000	500,000	330,057	66.01%
PropTax-Supp CY SECR	4080106	174,652	100,000	100,000	59,293	59.29%
PropTax-Supp Unsecured	4080107	5,711	4,000	4,000	6,279	156.98%
PropTax-Redemption	4080108	4,284	3,500	3,500	636	18.17%
Property Tax-Prior Unsecured	4080109	4,855	5,500	5,500	5,692	103.49%
National Park Service	4089901	1	150	150	-	0.00%
Local Government Payments	4090101	84,632	-	-	-	0.00%
Other State	4119940	206	300	300	192	64.00%
Total Revenue		6,075,788	5,841,431	5,841,431	4,862,078	83.23%
Transfers						
Property Tax Transfer	4700001	(5,060,645)	(4,137,308)	(4,137,308)	(1,378,013)	33.31%
Total Transfers		(5,060,645)	(4,137,308)	(4,137,308)	(1,378,013)	33.31%
Net Revenue		4,064,537	1,682,115	1,704,123	3,484,065	204.45%
Expense						
Salaries	5010200	1,828,834	2,133,390	2,133,390	1,785,133	83.68%
Employee Benefits	5020000	1,186,605	1,390,059	1,390,059	686,640	49.40%
Consultant Services	5030301	135,533	220,000	170,000	128,199	75.41%
Professional Svcs - Legal	5030303	33,143	150,000	150,000	25,459	16.97%
Prof Svcs - Accounting and Audit	5030305	31,682	37,000	37,000	-	0.00%
Security Services	5030701	1,328	5,000	5,000	1,196	23.92%
Office Supplies	5049901	6,193	14,200	14,200	5,089	35.84%
Small Furn/Equip	5049902	2,115	10,000	10,000	6,612	66.12%
Software	5049903	93,803	95,000	95,000	106,414	112.01%
Copier Suppl & Srvc	5049904	7,836	10,000	10,000	6,124	61.24%
Postage	5049905	1,033	3,500	3,500	3,988	113.94%
Computers	5049906	22,223	23,000	23,000	24,483	106.45%
Communication - Phone	5050201	29,752	36,350	36,350	24,581	67.62%
Insurance - Gen Liability	5060301	104,159	122,000	122,000	107,396	88.03%
Membership & Prof Development	5090101	68,339	88,065	88,065	69,451	78.86%
Mileage and Travel	5090202	16,094	25,750	25,750	15,383	59.74%
Marketing	5090801	6,522	14,420	14,420	14,437	100.12%
Office Rental	5121200	16,753	189,479	189,479	139,644	73.70%
Total Expense		3,591,947	4,567,213	4,517,213	3,150,229	69.74%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	(2,800,830)	(3,117,902)	(3,117,902)	(2,573,455)	54.59%
Cost Center Transfer Overhead	5100101	(636,698)	(592,663)	(592,663)	(535,793)	59.79%
Total Transfers		(3,437,527)	(3,710,565)	(3,710,565)	(3,109,248)	55.42%
Total Expense		154,420	856,648	806,648	40,981	(1.97)%

Marin Transit
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 From 7/1/2023 Through 3/31/2024

<i>Detail- Local</i>		FY23 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Special Fares - Paid By Another Agency	4020000	497,295	566,783	566,783	268,461	47.37%
Advertising Revenue	4060301	142,601	60,000	60,000	36,243	60.41%
Lease of Property	4070301	93,189	-	-	-	N/A
Local Government Payments	4090101	20,000	-	-	-	N/A
Measure A Sales Tax	4092001	680,000	712,006	712,006	712,000	100.00%
Measure AA - Sales Tax	4092005	4,938,072	12,768,830	12,768,830	9,410,392	73.70%
State Transit Assistance -Population Based	4110101	1,461,660	2,598,794	2,598,794	2,007,520	77.25%
Transit Development Act (TDA)	4110102	10,909,658	7,881,923	7,881,923	5,911,442	75.00%
State Transit Assistance - Revenue Based	4110104	1,500,000	2,500,000	2,500,000	1,875,000	75.00%
SREC Credits	4119911	6,915	16,000	16,000	5,083	31.77%
Fed- FTA 5307 STP	4139912	239,570	40,400	40,400	284,002	702.98%
Fed-FTA 5307 CARES	4139914	3,589,664	-	-	-	0.00%
National Park Service	4139951	521,982	655,835	655,835	371,196	56.60%
Fare Revenue	4140100	<u>2,117,981</u>	<u>2,081,000</u>	<u>2,081,000</u>	<u>1,620,315</u>	<u>77.86%</u>
Total Revenue		26,718,587	29,881,571	29,881,571	22,501,654	75.30%
Transfers						
Property Tax Transfer	4700001	435,988	320,000	320,000	326,145	101.92%
Program Revenue Transfer	4700002	<u>72,367</u>	<u>80,000</u>	<u>80,000</u>	<u>80,687</u>	<u>100.86%</u>
Total Transfers		508,355	400,000	400,000	406,832	101.71%
Net Revenue		<u>27,226,942</u>	<u>30,281,571</u>	<u>30,281,571</u>	<u>22,908,486</u>	<u>75.65%</u>
Expense						
Consultant Services	5030301	201,942	260,000	310,000	270,967	87.41%
Fare Processing Charges	5030310	25,579	22,660	22,660	25,978	114.64%
Customer Service	5030320	126,842	-	-	-	0.00%
Bus Stop Maintenance	5030501	-	160,000	160,000	71,448	44.66%
Custodial Service	5030602	49,610	81,490	81,490	36,302	44.55%
Security Services	5030701	82,391	-	-	7,867	N/A
Fuel	5040101	2,104,339	2,525,811	2,525,811	1,627,510	64.44%
Electrical Power	5040160	59,541	216,300	216,300	57,878	26.76%
Utilities (Facility)	5040180	42,814	37,132	37,132	31,540	84.94%
Small Furn/Equip	5049902	13,935	10,300	10,300	3,400	33.01%
Software	5049903	62,570	60,000	60,000	46,008	76.68%
COVID- Supplies and Cleaning	5049911	131	-	-	-	0.00%
Communication	5050200	109,580	157,887	157,887	125,185	79.29%
Purchased Transportation - In Report	5080101	21,793,060	23,798,817	24,648,817	18,196,618	73.82%
Marketing	5090801	<u>100,822</u>	<u>95,295</u>	<u>95,295</u>	<u>26,309</u>	<u>27.61%</u>
Total Expense		24,773,156	27,425,692	28,325,692	20,527,010	72.47%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	2,015,664	2,325,271	2,325,271	1,971,094	84.77%
Cost Center Transfer Overhead	5100101	<u>435,988</u>	<u>375,989</u>	<u>375,989</u>	<u>410,382</u>	<u>109.15%</u>
Total Transfers		2,451,652	2,701,261	2,701,261	2,381,476	88.16%
Total Expense		<u>27,224,808</u>	<u>30,126,953</u>	<u>31,026,953</u>	<u>22,908,486</u>	<u>73.83%</u>

Marin Transit
 FY2023/24 Q3 Budget Report
 From 7/1/2023 Through 3/31/2024

<i>Detail - Rural</i>	FY23 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue					
Measure A Sales Tax	4092001	55,080	57,672	57,672	100.00%
Measure AA - Sales Tax	4092005	1,131,141	926,812	926,812	100.00%
Fed-FTA 5311 Rural	4139920	297,303	303,249	-	0.00%
Fed-FTA 5311 CARES	4139923	246,000	-	-	0.00%
Fare Revenue	4140100	<u>71,688</u>	<u>80,000</u>	<u>50,403</u>	<u>63.00%</u>
Total Revenue		1,801,212	1,367,733	1,034,887	75.66%
Transfers					
Property Tax Transfer	4700001	<u>598,419</u>	<u>1,318,000</u>	<u>827,530</u>	<u>62.79%</u>
Total Transfers		598,419	1,318,000	827,530	62.79%
Net Revenue		<u>2,399,631</u>	<u>2,685,733</u>	<u>1,862,417</u>	<u>69.34%</u>
Expense					
Consultant Services	5030301	23,180	16,000	-	0.00%
Fuel	5040101	296,310	322,568	178,308	55.28%
Utilities (Facility)	5040180	60	-	-	0.00%
Small Furn/Equip	5049902	-	5,000	-	0.00%
Communication-AVL	5050205	11,824	15,000	4,192	27.95%
Purchased Transportation - In Report	5080101	1,907,873	2,057,149	1,541,807	74.95%
Marketing	5090801	<u>11,229</u>	<u>21,218</u>	<u>3,900</u>	<u>18.38%</u>
Total Expense		2,250,476	2,436,935	1,728,207	70.92%
Transfers					
Cost Center Salary/Benefit Transfers	5100100	122,629	140,938	111,083	78.82%
Cost Center Transfer Overhead	5100101	<u>26,525</u>	<u>41,751</u>	<u>23,127</u>	<u>55.39%</u>
Total Transfers		149,154	182,689	134,210	73.46%
Total Expense		<u>2,399,630</u>	<u>2,619,624</u>	<u>1,862,417</u>	<u>71.09%</u>

Marin Transit
 FY2023/24 Q3 Budget Report
 From 7/1/2023 Through 3/31/2024

<i>Detail - Marin Access</i>	FY23 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue					
Measure A Sales Tax	4092001 165,410	173,191	173,191	173,194	100.00%
Measure AA - Sales Tax	4092005 2,594,817	2,934,903	2,934,903	1,667,919	56.83%
Measure B	4099950 825,310	895,000	895,000	506,948	56.64%
State Transit Assistance -Population Based	4110101 60,000	60,000	60,000	60,000	100.00%
State Prop Tx Relief HOPTR	4119910 18,298	16,000	16,000	9,181	57.38%
Fed-FTA 5307 Urbanized Area Formula	4139910 1,039,640	1,061,461	1,061,461	1,061,738	100.03%
Fed-FTA 5310 Mobility	4139915 9,330	276,250	276,250	181,923	65.85%
Fare Revenue	4140100 203,095	170,875	170,875	137,951	80.73%
GGBHTD Payment for Local Paratransit	4601003 682,849	786,640	786,640	494,253	62.83%
GGBHTD Payment for Regional Paratransit	4601004 525,969	636,495	636,495	584,855	91.89%
Total Revenue	6,124,718	7,010,815	7,010,815	4,877,962	69.58%
Transfers					
Property Tax Transfer	4700001 63,558	703,174	703,174	143,651	20.43%
Program Revenue Transfer	4700002 (72,367)	(80,000)	(80,000)	(80,687)	100.86%
Total Transfers	(8,809)	623,174	623,174	62,964	10.10%
Net Revenue	6,115,909	7,633,989	7,633,989	4,940,926	64.72%
Expense					
Consultant Services	5030301 8,238	85,782	85,782	11,325	13.20%
Fare Processing Charges	5030310 1,403	-	-	1,086	0.00%
Custodial Service	5030602 20,769	24,000	24,000	12,716	52.98%
Security Services	5030701 -	-	-	1,150	0.00%
Fuel	5040101 441,837	597,429	597,429	331,461	55.48%
Utilities (Facility)	5040180 12,488	30,900	30,900	9,862	31.92%
Small Furn/Equip	5049902 1,253	10,000	10,000	-	0.00%
Software	5049903 130,942	156,997	156,997	121,176	77.18%
COVID- Supplies and Cleaning	5049911 3,578	-	-	-	0.00%
Communication-MERA Radio	5050204 25,963	27,846	27,846	33,742	121.17%
Communication-Data	5050206 12,330	18,540	18,540	8,813	47.54%
Purchased Transportation - In Report	5080101 4,568,889	5,525,452	5,525,452	3,477,101	62.93%
Purchased Transportation - Regional	5080102 476,339	566,716	566,716	535,242	94.45%
Marketing	5090801 9,425	36,050	36,050	11,583	32.13%
Misc-Exp Transit User Training	5098001 3,873	13,113	13,113	4,564	34.81%
Gap Grant	5098002 -	50,000	50,000	82	0.00
Total Expense	5,717,327	7,142,825	7,142,825	4,559,903	63.84%
Transfers					
Cost Center Salary/Benefit Transfers	5100100 327,701	459,980	459,980	315,364	68.56%
Cost Center Transfer Overhead	5100101 70,882	136,262	136,262	65,659	48.19%
Total Transfers	398,583	596,242	596,242	381,023	37.31%
Total Expense	6,115,910	7,739,067	7,739,067	4,940,926	63.84%

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Detail - Yellow Bus

		FY23 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Yellow Bus Fares - Paid by Another Agency	4030000	171,000	171,000	171,000	80,000	46.78%
Local Government Payments	4090101	23,526	18,416	18,416	11,245	61.06%
Measure AA - Sales Tax	4092005	739,750	1,073,171	1,073,171	985,808	91.86%
Fare Revenue - Yellow Bus	4140105	<u>298,871</u>	<u>297,460</u>	<u>297,460</u>	<u>276,000</u>	<u>92.79%</u>
Total Revenue		1,233,147	1,560,047	1,560,047	1,353,053	86.73%
Transfers						
Property Tax Transfer	4700001	-	-	-	-	-
Total Transfers		-	-	-	-	-
Net Revenue		<u>1,233,147</u>	<u>1,560,047</u>	<u>1,560,047</u>	<u>1,353,053</u>	<u>86.73%</u>
Expense						
Consultant Services	5030301	11,799	4,000	4,000	8,451	211.28%
Fare Processing Charges	5030310	10,533	9,143	9,143	9,764	106.79%
Custodial Service	5030602	1,885	2,138	2,138	393	18.38%
Software	5049903	848	1,000	1,000	933	93.30%
Yellow Bus School Service	5080103	603,356	753,840	753,840	551,072	73.10%
Marketing	5090801	-	500	500	-	0.00%
Measure AA Yellow Bus Grants	5098008	514,606	758,571	758,571	688,946	90.82%
Leases and Rentals - Passenger Vehicles	5120401	<u>26,210</u>	<u>32,556</u>	<u>32,556</u>	<u>21,704</u>	<u>66.67%</u>
Total Expense		1,169,237	1,561,748	1,561,748	1,281,263	82.04%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	44,723	27,599	27,599	83,034	300.86%
Cost Center Transfer Overhead	5100101	<u>9,674</u>	<u>8,176</u>	<u>8,176</u>	<u>17,288</u>	<u>211.45%</u>
Total Transfers		54,397	35,775	35,775	100,322	280.43%
Total Expense		<u>1,223,634</u>	<u>1,597,523</u>	<u>1,597,523</u>	<u>1,381,585</u>	<u>86.48%</u>

Marin Transit
FY2023/24 Q3 Budget Report
From 7/1/2023 Through 3/31/2024

Detail: Capital Budget

	Total Project Budget	Prior Year Expenditures	FY2023/24 Budget	FY203/24 Revised	FY2023/24 Actual	Total Project Expenditures
HA Hybrid Battery Refresh	600,000	0	0	600,000	474	474
LE Purchase 7 35 ft Hybrids	6,423,974	1,363	6,422,474	6,421,116	28,930	30,293
PD Purchase 5 paratransit replacements	505,000	7,313	496,594	497,687	6,798	14,111
PE Purchase 1 electric paratransit	677,208	4,295	673,208	672,913	5,172	9,467
PF Purchase 5 paratransit replacements	515,000	4,438	509,500	510,562	6,709	11,147
Subtotal Vehicles	8,721,182	17,409	8,101,776	8,702,278	48,083	65,492
BN Novato Bus Stop Shelters	61,115	2,972	52,052	50,143	285	3,257
BP ADA Bus Stop Improvements	1,703,000	261,331	1,477,288	1,441,679	73,853	335,184
BQ Capital Corridor Improvements	2,000,000	0	500,000	500,000	78,083	78,083
Subtotal Bus Stop Improvements	3,764,115	264,303	2,029,340	1,991,822	152,221	416,524
FS Facility - Rush Landing Improvements	2,800,000	2,480,568	0	319,432	317,790	2,798,358
FG Facility Maintenance Facility	20,000,000	44,098	300,000	300,000	127,677	171,775
FH Facility - 3010/3020 Kerner Improvements	2,688,716	121,927	1,848,537	3,414,041	123,986	245,913
FI Facility - Kerner Driver Break Room	650,000	0	650,000	650,000	0	0
YF Yellow Bus Parking Facility	3,000,000	0	3,000,000	3,000,000	0	0
Subtotal Facility	29,138,716	2,646,593	5,798,537	7,683,473	569,453	3,216,046
GG Golden Gate Capital Costs (GG)	24,000	54,186	18,000	18,000	14,956	14,956
VR Major Vehicle Repairs (VR)	200,000	236,197	200,000	200,000	29,115	29,115
IF Infrastructure Support (IF)	400,000	1,426,624	200,000	200,000	210,284	210,284
Subtotal Ongoing Capital Expenses	624,000	1,717,007	418,000	418,000	254,355	254,355
Total Expenditures	42,248,013	4,645,312	16,347,653	18,795,573	1,024,113	3,952,417

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2024-01	12/4/2023	Roll forward of FY2023 Capital Project expenditures.	Capital	Capital	LE	5230101 Vehicles	6,422,474	-1,363	6,421,111
					PD	5230101 Vehicles	496,594	1,093	497,687
					PE	5230101 Vehicles	673,208	-295	672,913
					PF	5230101 Vehicles	509,500	1,062	510,562
					BN	5230104 Facilities	52,052	6,091	58,143
					BP	5230104 Facilities	1,477,288	-35,609	1,441,679
					FH	5230104 Facilities	1,848,537	178,073	2,026,610
					FS	5230104 Facilities	0	319,432	319,432
		Total Change for 2024-01						\$468,485	
2024-02	12/4/2023	Update to add additional federal and local funding to 3010/3020 Kerner Project	Capital	Capital	FH	4139910 Fed-FTA 5307	1,192,789	193,579	1,386,368
						4700101 Ptax Reserves	0	346,600	346,600
						5230104 Facility	2,026,610	540,179	2,566,789
				Total Change for 2024-02					

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2024-03	05/06/2024	Update to add new funding to 3010/3020 Kerner Project	Capital	Capital	FH	4139910 Fed-FTA 5307	1,386,368	693,184	2,079,552
						4119904 - LCTOP	655,747	154,068	809,815
		Total Change for 2024-03							847,252
2024-04	05/06/2024	Add project for 2017 Hybrid Battery Refresh	Capital	Capital	HA	5230101 Vehicles	0	600,000	600,000
		Total Change for 2024-04							\$600,000
2024-05	05/06/2024	Increase Local Fixed Route Service hours by 5,374 budget	Operations	LCL	NA	5080101-Purchased Transportation	23,798,817	850,000	24,648,817
			Operations	LCL	NA	Fixed Route Hours	70,700 hours	5,374 hours	76,074 hours
		Total Change for 2024-05							\$850,000
2024-06	05/06/2024	Move Consultant Service budget from Administration to Local Services Budget	Operations	ADM	NA	5030301 Consultant Services	225,000	(50,000)	175,000
			Operations	LCL	NA	5030301 Consultant Services	260,000	50,000	310,000
		Total Change for 2024-06							\$0
2024-07	05/06/2024	Increase estimated Catch A Ride trips	Operations	CAR	NA	Catch A Ride Trips	4,000 trips	5,000 trips	9,000 trips
		Total Change for 2024-07							5,000 trips

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final	
2024-08	Pending	Correction to Budget Amendment 2024-02 to add associated expenditures budget to 3010/3020 Kerner Project	Capital	Capital	FH	5230104 - Facility	2,566,789	847,252	3,414,041	
		Total Change for 2024-08							\$847,252	



Capital Projects Report FY2023/24

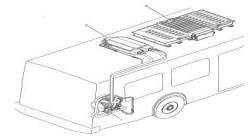
This capital project report provides details through the Third Quarter FY2023/24. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

	Total Project Budgets	Total Expended FY2024 thru Q3	Total Project Expenditures
Vehicles	\$8,721,182	\$48,083	\$65,492
Bus Stop Improvements	\$3,764,115	\$152,221	\$416,523
Facility	\$29,138,716	\$569,453	\$3,216,046
Technology Projects	\$0	\$0	\$0
Ongoing Capital Expenses	\$624,000	\$254,355	\$254,355 (annual)
	\$42,248,013	\$1,024,113	\$3,952,417

VEHICLES

Hybrid Battery Refresh **Total Project Budget \$600,000**

Concept: Purchase replacement batteries for Hybrid buses
Funding: \$600,000 Measure AA
 *Federal funding has been requested from Section 5307 formula funds



Description: Perform required mid-life hybrid battery refresh on 10 2017 35ft buses
Status: Procurement process has started and project is waiting for federal funding

Project ID	Budget	Expended to		Anticipated
		Date	Percent Complete	Completion Date
HA	\$600,000	\$474	0%	Dec-25

Purchase Seven 35ft Hybrid Vehicles (Replacement) **Total Project Budget \$6,423,974**

Concept: Replace seven 35ft Hybrid vehicles to replace vehicles beyond their useful life.
Funding: \$4,882,220 Federal Section 5307
 \$770,877 State
 \$770,877 Measure AA



Description: Purchase seven 35ft Hybrid vehicles
Status: Vehicles have been delivered and they are being tested and equipment is being installed. They are anticipated to be put into service in April 2024. An additional spare parts order is in process.

Project ID	Budget	Expended to		Anticipated
		Date	Percent Complete	Completion Date
LE	\$6,423,974	\$30,292	95%	Dec-24

Purchase 5 Paratransit Vehicles (Replacements) **Total Project Budget \$505,000**

Concept: Purchase 5 Paratransit Replacements
Funding: \$404,000 Federal 5307
 \$101,000 Measure AA



Description: Purchase 5 Paratransit Vehicles to replace vehicles beyond their useful life.
Status: Vehicles have been delivered and are being tested and prepared for service.

Project ID	Budget	Expended to		Anticipated
		Date	Percent Complete	Completion Date
PD	\$505,000	\$14,111	95%	May-24



VEHICLES

Purchase 5 Paratransit Replacements

Total Project Budget \$515,000

Concept: Purchase 5 paratransit replacements
Funding: \$412,000 Federal Section 5307
 \$103,000 Measure AA



Description: Replace 5 paratransit vehicles beyond their useful life

Status: Vehicles have been delivered and are being tested and prepared for service.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion Date</u>
PF	\$515,000	\$11,147	95%	May-24

Purchase 1 Electric Paratransit

Total Project Budget \$677,208

Concept: Purchase One Electric Paratransit Vehicle
Funding: \$677,208 State LCTOP



Description: Replace 1 paratransit vehicles that is beyond its useful life

Status: Marin Transit will replace one paratransit vehicle with an electric paratransit vehicle. The District is waiting for the release of a upcoming vehicle that may have improved range and features. Staff plans to bring this purchase to the Board for authorization in 2024.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion Date</u>
PE	\$677,208	\$9,468	1%	Mar-25

BUS STOP IMPROVEMENTS

Bus Stop Improvements - Novato Bus Shelters

Total Project Budget \$61,115

Concept: Replace Bus Shelters in Novato
Funding: \$48,892 Federal Lifeline Program
 \$12,223 Measure AA



Description: Marin Transit will replace up to eight advertising shelters previously under contract with an advertising company through the City of Novato with low-maintenance shelters.

Status: Shelters were ordered and delivery is anticipated in July 2024

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion Date</u>
		<u>Date</u>	<u>Percent Complete</u>	
BN	\$61,115	\$3,257	20%	Sep-24

Bus Stop Improvements - County Wide Stop Improvements

Total Project Budget \$1,703,000

Concept: Complete construction of Bus Stop Improvements
Funding: \$1,362,400 Federal
 \$340,600 Measure AA



Description: Design & Construction for ADA Bus Stop Improvements

Status: Design is complete and the project is delay due to Caltrans review process for stops on and adjacent to Caltrans ROW. Staff would like to release construction bis documents by October 2024.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Completion Date</u>
		<u>Date</u>	<u>Percent Complete</u>	
BP	\$1,703,000	\$335,183	20%	Jun-25



BUS STOP IMPROVEMENTS

Bus Stop Improvements - Capital Corridors Improvements **Total Project Budget \$2,000,000**

Concept: Improve high ridership corridors

Funding: \$1,600,000 Federal OBAG 3
\$400,000 Measure AA

Description: Evaluate and make improvements to three high ridership corridors.

Status: Marin Transit has procured communication needed for buses to use signal priority features in San Rafael. Staff is working with San Rafael to enable the system in San Rafael. Staff is initiating a task order with On-Call planning team to start the corridor evaluation process and identify improvement opportunities.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Completion Date</u>
BQ	\$2,000,000	\$78,083	4%	Jan-26

ADMIN AND OPERATIONS FACILITY

Facility - Capital Improvements **Total Project Budget \$2,800,000**

Concept: Acquire property and develop a maintenance facility

Funding: \$2,696,747 Measure AA/Capital Reserves
\$103,253 FTA 5339



Description: Make improvements to Rush Landing Facility

Status: Marin Transit successfully completed the purchase of right of way at 600 Rush Landing Rd in Novato. Additional improvements are being constructed. Phase 1, which included Bus Charging infrastructure installation is complete. Phase 2 including enhanced fencing and lighting is almost complete.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion Date</u>
FS	\$2,800,000	\$2,798,358	100%	Mar-24

Facility - Maintenance Facility **Total Project Budget \$20,000,000**

Concept: Purchase/Build Fixed Route Maintenance Facility

Funding: \$20,000,000 Capital Reserve

Description: Purchase/Build Fixed Route Maintenance Facility

Status: Marin Transit is completing due diligence activities on potential properties.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion Date</u>
FG	\$20,000,000	\$171,775	1%	Jul-25

Facility - Kerner Driver Break Room Improvements **Total Project Budget \$650,000**

Concept: Improve Driver Break Room at Kerner

Funding: \$650,000 Local Property Tax

Description: Make improvements to Kerner Maintenance Facility to provide drivers with a Break Room area.

Status: Project anticipated to begin in 2025.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion Date</u>
FI	\$650,000	\$0	0%	Jun-24



ADMIN AND OPERATIONS FACILITY

Facility - 3010/3020 Kerner Improvement **Total Project Budget \$2,148,537**

Concept: Improvements to the 3010/3020 Kerner Parking Facility

Funding: \$655,747 LCTOP Funding
 \$1,192,790 FTA 5307
 \$300,000 Local Property Tax



Description: Prepare site for vehicle parking and electric bus charging

Status: Board authorized contract for design of a new parking facility at 3000 Kerner Blvd in December 2022. Staff completed the 90% design in November 2023 and is going through the review process with the City of San Rafael and PG&E. Pending PG&E permits, staff intends to release the construction bid documents in October 2024.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion Date</u>	
FH	\$2,148,537	\$245,913	11%	Dec-25	

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

Concept: Identify and purchase property for vehicles

Funding: \$3,000,000 Capital Reserve

Description: Replace temporary leased parking with a permanent location

Status: Marin Transit is evaluating and identifying opportunities for land acquisition.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion Date</u>	
YF	\$3,000,000	\$0	0%	NA	

ONGOING CAPITAL EXPENSES

Ongoing Capital Expenses **Annual Budget \$418,000**

Concept: Ongoing capital expenses

Funding: \$418,000 Measure A

<u>Projects:</u>		Total Project Budgets	Annual Budget		Expended in
			Annual Budget		FY2024
GG	Golden Gate Capital Costs	\$18,000	\$18,000		\$14,956
VR	Major Vehicle Repairs	\$200,000	\$200,000		\$29,115
IF	Infrastructure Support	\$200,000	\$200,000		\$210,284



Description: Ongoing capital costs associated with the Golden Gate operations contract, major vehicle repairs, and other small capital expenses.

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



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June 3, 2024

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

Subject: Marin Transit Quarterly Performance Report for the Third Quarter of FY 2023/24

Dear Board Members:

Recommendation

Information only.

Summary

As part of the District's service monitoring process, staff prepare a quarterly performance report. Attached is the report for the third quarter of FY 2023/24.

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

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

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Asher Butnik
Senior Transit Planner

Attachment A: Quarterly Performance Report for FY 2023/24 Q3

Attachment B: FY 2024 Q3 (January – March) Marin Transit Outreach and Travel Training



Quarterly Performance Report for FY 2023/24 Q3

This report summarizes the operational performance of Marin Transit services for the third quarter of FY 2023/24 from January 1, 2024 through March 31, 2024. The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A and Measure AA.

Report Format

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

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

Performance Goals

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

Table 1: Productivity and Subsidy Goals by Service Typology

Service Typology	Routes	Unlinked Passenger Trips per Hour (at or above)	Subsidy per Passenger Trip (at or below)
Local Trunkline	35, 36, 71	20	\$5.00
Regular Local	17, 22, 23, 29, 49, 57	18	\$7.25
Local Connector	219, 228, 233, 245	8	\$10.00
Supplemental	613, 619, 625, 654	20 per trip	\$3.25
Rural	61, 68	6	\$13.25
Recreational	Muir Woods Shuttle	25	\$3.25
Demand Response	Local Paratransit, Marin Access Shuttles	2	\$38.50



Performance Summary

In the third quarter of FY 2023/24, Marin Transit carried a total of 734,743 passengers systemwide. This represents a ridership increase of 8% compared to the third quarter of the previous fiscal year and is 4% lower than pre-pandemic ridership (Q3 FY2018/19).

On fixed route transit services, Marin Transit carried 685,949 riders. This is an increase of 10% compared to the third quarter of FY 2022/23. The Yellow Bus program carried 29,904 passengers. This represents a decrease of 12% compared to the third quarter of the previous fiscal year. Marin Access services carried 18,890 trips on demand response and mobility management programs. This reflects an increase of 10% compared to the third quarter of the last fiscal year. The tables at the end of this report provide a breakdown of all route-level statistics.

Local Trunkline (Routes 35, 36, and 71)

In the third quarter of FY 2023/24, Local Trunkline services carried 313,843 passengers. This represents an increase of 11% compared to the third quarter of the prior fiscal year. Route 35 had an average of 28 passengers per revenue hour, meeting the productivity target of 20 passengers per revenue hour. No other Local Trunkline route met the productivity target, and no Local Trunkline route met the subsidy target of \$5.00 per passenger. Local Trunkline service accounted for 33% of fixed route service in revenue hours and 46% of fixed route ridership in the third quarter of FY 2023/24.

Local Basic (Routes 17, 22, 23, 29, 49, and 57)

Local Basic services carried a total of 285,575 passengers during the third quarter of this fiscal year. This represents an increase of 34% compared to the third quarter of the prior fiscal year. Note that Local Basic Route 57 did not operate in the third quarter of the prior fiscal year. Excluding Route 57, Local Basic services increased in ridership by 14% compared to the prior fiscal year.

No Local Basic route met the performance target of 18 passengers per revenue hour or the subsidy target of \$7.25 per passenger. Local Basic routes represented 45% of fixed route revenue hours and 42% of fixed route ridership in the third quarter of FY 2023/24.

Local Connector (Routes 219, 228, 233, and 245)

During the third quarter of the fiscal year, Local Connector services carried 51,809 total passengers. This represents a decrease of 30% from the third quarter of the prior fiscal year. Note that two Local Connector routes, Routes 251 and 257, ran in the third quarter of the prior year that did not run this year. Excluding those routes, Local Connector ridership increased by 32% compared to the prior year.

All Local Connector services met the productivity target of 8 passengers per revenue hour, but none met the subsidy target of \$10.00 per passenger. Local Connector routes accounted for 13% of fixed route service in revenue hours and provided 8% of fixed route ridership in the third quarter of FY 2023/24.

Supplemental School (Routes 613, 619, 625, and 654)

Supplemental School routes carried 10,595 passengers in the third quarter of FY 2023/24. This represents a 60% decrease from the third quarter of the prior fiscal year. The significant decrease in Supplemental School ridership relative to the prior year is largely because, as part of the June 11th service change, much of the service that historically took place on Supplemental School routes was transferred to local service, including the cancellation of Routes 645 and 651. Even on routes that have



continued into the current fiscal year, service levels are lower than prior years due to increased school connectivity on local service. Furthermore, there were 7% fewer school days in the third quarter of FY 2023/24 than in the prior year.

Route 625 had an average of 24 passengers per trip, meeting the productivity target of 20 passengers per trip. No other Supplemental School routes met the productivity target, and none met the subsidy target of \$3.25 per passenger. Supplemental School routes accounted for 1% of fixed route service in revenue hours and provided 2% of fixed route ridership in the third quarter of FY 2023/24.

Rural (West Marin Stagecoach Routes 61 and 68)

In the third quarter of the fiscal year, the two Stagecoach routes carried 23,350 passengers. This represents a 9% increase from the third quarter of the prior fiscal year. Route 68 had an average of 7 passengers per revenue hour, meeting the productivity target of 6 passengers per revenue hour. Route 61 did not meet the productivity target, and neither route met its subsidy goal of \$13.25 per passenger. Stagecoach routes accounted for 9% of fixed route service in revenue hours, and ridership represented 3% of fixed route ridership in the third quarter of FY2023/24.

Yellow Bus

In the third quarter of FY 2023/24, the Ross Valley School District yellow bus service carried 29,904 passengers. This represents a decrease of 12% compared to the third quarter of the prior year, which is due to three reasons. First, there were 7% fewer school days in the third quarter of this year compared to the prior year. Second, yellow bus service levels have decreased relative to the prior year. And third, facility issues caused schools to be closed for two scheduled days in the current quarter. This program has no established service targets.

Recreational (Muir Woods Shuttle)

For the third quarter of FY 2023/24, the Muir Woods Shuttle ran weekend and holiday service for the last two days of March only. In this quarter, the Shuttle carried 777 passengers. This represents a decrease of 89% from the third quarter of FY 2022/23, which is comparable to the 91% reduction in days of service. The Shuttle did not meet its productivity goal of 25 passengers per revenue hour nor its subsidy goal of \$3.25 per passenger. The Muir Woods Shuttle accounted for less than 1% of fixed route service in revenue hours, and ridership represented less than 1% of fixed route ridership in the third quarter of FY2023/24.

Marin Access

In the third quarter of FY 2023/24, Marin Access offered ADA-paratransit service, the Marin Access Shuttles program (which includes the former Rural Dial-A-Ride program for Dillon Beach/Tomales and Point Reyes Station), the Volunteer Driver program, and the new Catch-A-Ride 2.0 pilot program.

In the third quarter of FY 2023/24, local paratransit carried 12,658 passengers. The service productivity average of 1.8 passengers per hour did not meet the 2.0 standard. The number of passengers represents a 4% increase in ridership compared to the prior fiscal year. The service did not meet the subsidy target of \$38.50 per passenger.

Marin Access Shuttles carried 211 passengers this quarter. The service productivity average of 1.8 passengers per hour did not meet the 2.0 standard. The service did not meet the subsidy target of \$38.50 per passenger.



The Volunteer Driver Program completed 2,465 trips in the third quarter of FY 2023/24. This represents a 4% decrease compared to the previous fiscal year.

The Catch-A-Ride 2.0 pilot program provided 3,556 one-way trips. This represents an increase of 272% compared to the prior year. The strong increase in Catch-A-Ride ridership suggests Marin Access riders who formerly used the Connect and Novato Dial-A-Ride programs are likely finding the new Catch-A-Ride 2.0 pilot meets their needs instead.

Community Engagement

Staff perform various activities on an ongoing basis to engage the community and share information about Marin Transit and Marin Access programs and services. In the third quarter of FY 2023/24, the focus of these efforts was on continuing to establish and grow our relationships with community partners to improve our ability to connect with riders and the general public. There was also a significant focus on collecting feedback on the Catch-A-Ride 2.0 Pilot Program from current riders as well as other interested community members. Events were held in a diversity of formats, locations, and days and times to meet the needs of the community. The attached report outlines the community engagement initiatives for target audiences, including community members, fixed route riders, and Marin Access riders.

In the third quarter of FY 2023/24, staff successfully completed eight events, including four virtual events that focused on engaging the Catch-A-Ride 2.0 riders, three virtual Navigating Transit presentations detailing the District's programs and services, and one direct rider engagement event at the San Rafael Transit Center. Six of these events were attended by staff to support Spanish translation as needed. In total, staff reached 80 community members across all events. In Q3, staff also collected responses to two surveys; the first was designed to understand more about the needs of riders traveling to, from, and within West Marin, and the second was to collect feedback from users of the Catch-A-Ride 2.0 pilot program to inform the forthcoming program evaluation. The surveys were distributed via email, the Marin Transit website, through community partners, and at bus stops or on vehicles.

In Q3, preparation for focus groups to inform an update to the Short Range Transit Plan began. Staff prepared an e-blast, social media posts, and engaged community partners to distribute information about the opportunity. Staff efforts garnered over 130 interested applicants for the focus groups. Staff hosted the focus groups in person at the Marin Transit Administrative office in early May.

Ridership Trends

The District continues to experience strong ridership; total ridership is at 96% of pre-pandemic levels. However, ridership recovery has not been spread evenly across Marin Transit programs. Fixed route ridership recovery was swift and has remained strong; fixed route services reached 99% of pre-COVID ridership in the third quarter of FY 2023/24. Marin Access services by contrast were at only 46% of pre-COVID ridership levels this quarter. For about a year and a half, Marin Access ridership had plateaued at around half of pre-pandemic levels. The current quarter represents the first quarter that year over year ridership on Marin Access services has increased. Marin Transit staff believe that the restructuring of Marin Access programs, which took effect on July 1, 2023, has had a positive effect on Marin Access ridership and mobility of seniors and people with disabilities in the long term.

This quarter, Marin Transit experienced strong ridership growth compared to the national average. According to the National Transit Database, in the third quarter of FY 2023/24, nationwide bus ridership



was 6% higher than the prior year, compared to Marin Transit's 10% increase over the prior year for fixed route services.

Marin Transit continues to have one of the strongest ridership recoveries in the Bay Area at 99% for fixed route services, and one of the strongest in the country when comparing to pre-COVID levels (the national average this quarter was 78%). Compared to other North Bay transit agencies, Marin Transit fixed route services continue to perform well. In the third quarter of FY 2023/24, Golden Gate Transit carried 343,359 passengers on its fixed route bus service, representing roughly half of Marin Transit's fixed route ridership (685,949), while SMART carried 195,501 passengers. Golden Gate Transit experienced a 13% increase in fixed route bus ridership in this quarter compared to the third quarter of FY2022/23, bringing overall recovery to 46% of pre-COVID ridership. SMART experienced a 31% increase in ridership compared to the third quarter of last year, bringing overall recovery to 118% of pre-COVID ridership.

Other Bay Area transit agencies that provide local transit service experienced a wide variety of ridership growth trends in the third quarter of FY 2023/24. Comparing to other Countywide peer agencies, Napa Valley Transportation Authority (VINE), SamTrans, and Solano County Transit (SolTrans) experienced a 12%, 21%, and 4% increase in ridership, respectively, relative to the second quarter of FY 2022/23, bringing their ridership relative to pre-COVID to 46%, 94%, and 68%, respectively.

Demand for Marin Access mobility management and demand response programs was 10% higher during the third quarter of FY 2023/24 compared to the third quarter of the prior year. This is the first quarter in over a year where ridership on demand response services was higher than the same quarter of the prior year. However, ridership on Marin Access services remains low relative to pre-COVID (46%). Staff is doing a robust assessment of Marin Access programs and ridership to explore reasons for these trends; it will be presented to the Board later this summer.

Marin Transit implemented a suite of changes to Marin Access programs that started on July 1, 2023. These changes were designed to improve reliability of the services, stabilize ridership, and increase interest in and use of the programs. The growth in Marin Access ridership this quarter indicates that these changes have been successful.

Table 2 below compares several other factors and qualitatively evaluates their potential impact on ridership.

Table 2: Factors Impacting Ridership Comparison

Factor		FY 2022/23 Q2	FY 2023/24 Q2	Impact
Days Operated	Weekdays	63	63	--
	School Days	56	52	▼
	Weekends & Holidays	27	28	▲
	Muir Woods Shuttle	22	2	▼▼
Service Disruptions (cancelled/missed service)		901	389	▲▲▲
Rainfall (inches)		26.6	13.3	▲▲
Average Gas Prices		\$4.58	\$4.62	--



Due to the national labor shortage, Marin Transit’s contractor operators have had difficulty hiring new drivers, which led to a significant amount of missed service in the prior fiscal year. The service change implemented on June 11th, 2023, was designed to reduce the number of driver shifts necessary to operate service, in an attempt to reduce the amount of missed service. The significant reduction in missed service for this quarter compared to the prior year demonstrates that the June 11th service changes were successful in that goal.

Attachment A

Quarterly Report - Summary

QUARTER

Q3 FY 2023/24

Systemwide Performance Statistics

Typology	Route	Passengers	%Δ Passengers*	Revenue Hours	Operating Cost	Passengers per Revenue Hou	Subsidy per Passenger	Farebox Recovery
1. Local	35	138,017	▼6.4%	4,897	\$907,504	28.2	\$5.75	12.6%
Trunkline	36	70,337	▲12.2%	3,839	\$726,313	18.3	\$9.44	8.6%
	71	105,489	▲45.0%	6,021	\$1,169,410	17.5	\$10.12	8.7%
	Rollup	313,843	▲10.9%	14,757	\$2,803,228	21.3	\$8.04	10.0%
2. Local Basic	17	49,549	▲5.4%	3,672	\$569,211	13.5	\$10.66	7.2%
	22	44,200	▲6.3%	3,391	\$519,109	13.0	\$9.69	17.5%
	23	61,342	▲42.6%	3,596	\$670,198	17.1	\$10.04	8.1%
	29	3,529	▼67.3%	584	\$111,049	6.0	\$30.62	2.7%
	49	85,130	▲49.9%	5,086	\$797,042	16.7	\$8.63	7.9%
	57	41,825		3,854	\$597,610	10.9	\$13.64	4.6%
	Rollup	285,575	▲43.4%	20,183	\$3,264,219	14.1	\$10.45	8.6%
3. Local Connector	219	9,630	▲57.6%	1,272	\$197,168	7.6	\$19.57	4.4%
	228	20,088	▲41.4%	2,353	\$360,389	8.5	\$17.11	4.6%
	233	9,884	▲8.2%	1,058	\$162,587	9.3	\$15.69	4.6%
	245	12,207	▲23.8%	1,073	\$167,018	11.4	\$12.96	5.3%
	Rollup	51,809	▼30.4%	5,756	\$887,161	9.0	\$16.32	4.7%
4. Supplemental	613	4,148	▼55.8%	124	\$35,583	33.4	\$8.29	3.4%
	619	2,955	▼30.5%	177	\$52,927	16.7	\$17.66	1.4%
	625	2,480	▲39.3%	84	\$24,018	29.5	\$9.20	5.0%
	654	1,012	▼37.8%	54	\$14,513	18.9	\$13.90	3.1%
	Rollup	10,595	▼55.5%	439	\$127,041	24.2	\$11.65	2.8%
5. Rural	61	6,005	▲31.3%	1,578	\$249,745	3.8	\$40.73	2.1%
	68	17,345	▲2.7%	2,413	\$377,570	7.2	\$21.08	3.1%
	Rollup	23,350	▲8.8%	3,991	\$627,315	5.9	\$26.14	2.7%
7. Yellow Bus	Hdn Valley	4,492	▼0.2%	55	\$97,512	81.7	\$18.21	16.1%
	White Hill	25,412	▼13.9%	319	\$563,658	79.8	\$18.68	15.8%
	Rollup	29,904	▼12.1%	374	\$661,170	80.0	\$18.61	15.8%
8. Recreational	66	777	▼89.4%	58	\$42,396	13.4	\$54.54	0.0%
	Rollup	777	▼89.4%	58	\$42,396	13.4	\$54.54	0.0%
9. Demand Response	Local Para	12,658	▲4.1%	6,846	\$1,345,456	1.8	\$104.67	1.5%
	MA Shuttle	211		118	\$18,844	1.8	\$86.94	2.6%
	Rollup	12,869	▼1.3%	6,964	\$1,364,299	1.8	\$104.38	1.5%
Catch-A-Ride	CAR_Taxi	2,518		0	\$74,971		\$29.77	0.0%
	CAR_TNC	1,038		0	\$18,449		\$17.77	0.0%
	Rollup	3,556	▲272.4%	0	\$93,420		\$26.27	0.0%
Volunteer Driver	VolDrvr	2,005	▼5.1%	2,670	\$12,425	0.8	\$6.20	0.0%
	VolDvrWM	460	▲2.9%	1,206	\$7,241	0.4	\$15.74	0.0%
	Rollup	2,465	▼3.7%	3,876	\$19,666	0.6	\$7.98	0.0%
Rollup		734,743	▲11.4%	56,397	\$9,889,916	13.0	\$12.44	7.5%

FY 2024 Q3 (January - March) Marin Transit Community Engagement

Reporting Month: January 2024

Date(s)	Event	Description	Contacts
1/2/24	Catch-A-Ride Info Session	Drop-in virtual info session for Catch-A-Ride riders or other interested community members.	0
1/4/24	Catch-A-Ride Info Session	Drop-in virtual info session for Catch-A-Ride riders or other interested community members.	1
1/9/24	Catch-A-Ride Info Session	Drop-in virtual info session for Catch-A-Ride riders or other interested community members. Support for Spanish speaking attendees was available.	1
1/18/24	Catch-A-Ride Info Session	Drop-in virtual info session for Catch-A-Ride riders or other interested community members. Support for Spanish speaking attendees was available.	2
1/25/24	Navigating Transit Presentation to Sausalito Villages	Navigating Transit Presentation to Sausalito residents in coordination with CARSS and Sausalito Village staff. Support for Spanish speaking attendees was available.	20
1/29/24	TAM COC tour of 3000 Kerner property and the Marin-Sonoma Narrows.	Tour given to TAM COC of 3000 Kerner, new Marin Access Vehicles and a bus ride tour of the Marin-Sonoma Narrows. Support for Spanish speaking attendees was available.	25

FY 2024 Q3 (January - March) Marin Transit Community Engagement

Reporting Month: February 2024

Date(s)	Event	Description	Contacts
2/01/2024	Engagement with riders at the San Rafael Transit Center	Staff distributed Marin Transit ponchos to riders in preparation of inclement weather as well as encouraged riders to submit feedback about our services. Support for Spanish speaking attendees was available.	20

FY 2024 Q3 (January - March) Marin Transit Community Engagement

Reporting Month: March 2024

Date(s)	Event	Description	Contacts
3/27/24	Marin Access Navigating Transit Presentation to North Marin Community Services	Navigating Transit presentation and discussion about programs and services with the North Marin Community Center Case Management staff. Support for Spanish speaking attendees was available.	11



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June 3, 2024

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

Subject: Marin County Transit District Workplace Violence Prevention Plan

Dear Board Members:

Recommendation

Adopt the Marin County Transit District Workplace Violence Prevention Plan

Summary

Staff recommends your Board adopt a workplace violence prevention plan as mandated by Senate Bill 553 (SB 553). The objective of the plan is to provide employees with a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. This plan was created using the Cal/OSHA guidance.

With your Board's adoption of a workplace violence prevention plan, the General Manager will assign management oversight and implementation of the plan, identifying who will coordinate training for all staff, perform workplace violence hazard assessments, and investigate and report workplace violence incidents.

Background

On September 20, 2023, Governor Newsom signed SB 553 into law. The bill requires certain California employers to take steps to prevent and respond to workplace violence. SB 553 added Section 6401.9 to the California Labor Code, which requires covered employers to adopt a comprehensive workplace violence prevention plan by July 1, 2024. The plan must include, among other things, the following:

- The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
- Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing, and implementing training, and reporting and investigating workplace violence incidents.



- Methods the employer will use to coordinate the implementation of the workplace violation prevention plan among employees in the same facility or department.
- Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
- Procedures for ensuring compliance with the workplace violence prevention plan.
- Procedures for communicating with employees regarding workplace violence matters.
- Procedures for developing and providing training on the employer's workplace violence prevention plan.
- Assessment procedures to identify and evaluate workplace violence hazards.
- Procedures for correcting workplace violence hazards in a timely manner.
- Procedures for post-incident response and investigation.

In addition to developing and implementing a workplace violence prevention plan, covered employers must record information in a violent incident log about every incident, post-incident, response, and workplace violation injury investigation performed in accordance with the workplace violence prevention plan.

California employers subject to the law must also review and update their workplace violence prevention plans on an annual basis and provide an evaluation of the incidents that occurred and maintain records of workplace violence hazards previously identified.

Fiscal/Staffing Impact

There is no fiscal impact associated with adopting the Marin County Transit District Workplace Violence Prevention Plan. The plan requires employees to be trained on the workplace violence prevention plan. The training and reporting requirements can be managed within the existing staffing levels.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Holly B. Lundgren".

Holly Lundgren

Director of Administrative Services

Attachment A: MCTC Workplace Violence Prevention Plan



MARIN TRANSIT

WORKPLACE VIOLENCE PREVENTION PLAN

Policy #:	AD-07
Subject:	Administration
Effective Date:	6/3/2024 (pending approval)

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Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Objective

The purpose of this policy is to provide employees with a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by [SB 533](#). The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Policy

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

MCTD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime.

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, MCTD prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all MCTD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on MCTD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

District Management has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The General Manager has overall responsibility for ensuring compliance with the plan. The Director of Administrative Services serves as the plan's Administrator and will have primary responsibility for implementing the plan. The role of managers and supervisors is further described in this plan.

Management shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Management shall coordinate the implementation of the workplace violence prevention plan, when applicable at any multiemployer site, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on the District's WVP plan.

Management Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;

- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

Management is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training.
- Ensuring *all* employees, including managers, and supervisors receive training on this plan.
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation.
- Evaluating employees to ensure their compliance with the plan.
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of MCTD's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use MCTD's confidential Employee Assistance Program:

ESI Employee Assistance Plan

Main Phone Number: 1-800-252-4555

Website: <https://www.theeappremium.com/>

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- MCTD's alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- The EAP: Employee Assistance Program

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
- At time of hire or transfer;

- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the for interactive questions to be answered.

Procedure

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, the General Manager, or other department manager/head, will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Text message or phone call
- In person when safe and feasible

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the General Manager and/or their immediate supervisor.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency contact emergency services or law enforcement by calling 911. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing to their supervisor, Human Resources, the Administrator, or the General Manager.

Restraining Orders

Employees or other personnel affiliated with MCTD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year.
- When the plan is implemented.
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. *Work practice controls* may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log

Record Keeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years in accordance with the recordkeeping requirements of MCTD's Record Retention Policy.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years at MCTD's Administrative Offices.

Annual Review

MCTD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
Specific Location of Incident:		

** Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

Describe Incident (Include additional pages if needed):

Assailant information:

<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Contractor	<input type="checkbox"/> Customer
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Family or Friend of Contractor	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Student	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
	<input type="checkbox"/> Other:	

Circumstances at time of incident:

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

Attachment A

Location of Incident:

<input type="checkbox"/> Lobby	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Hallway
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence		
<input type="checkbox"/> Other:		

Type of Incident (check as many apply):

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Consequences of incident:

Medical care provided. <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called. <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted. <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by the employer to protect employees from a continuing threat. <input type="checkbox"/> Yes <input type="checkbox"/> No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

Appendix B

**WORKPLACE VIOLENCE PREVENTION
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase MCTD’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities.

Step 3: Develop a corrective action plan with measurable goals and target dates.

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	

		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programmed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments



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June 3, 2024

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

Subject: Amendment 1 to Contract #1114 with Blinktag, Inc., for On-Call Website Development and Support Services

Dear Board Members:

Recommendation

Authorize the Board President to execute contract amendment #1262 with Blinktag, Inc., to award three one-year option years to extend the term of the contract through June 6, 2027, and increase the maximum cost to the District to \$380,000.

Summary

Staff recommends that your Board execute amendment (#1262) with Blinktag, Inc.

On January 24, 2022, Marin Transit issued a Request for Proposal to provide website development and support services and assist staff on an as-needed basis to manage and publish website content. The two key tasks included ongoing website content management and support and website design update and development. Website design update and development under this agreement is established on an individual task order basis with a not to exceed amount set for each task order. The contract was awarded to Blinktag, Inc.

Marin Transit's contract with Blinktag, Inc. for On-Call Website Development and Support Services (#1114) began June 6, 2022, with a contract term of 24 months and a maximum cost of \$170,000. The original term of the contract will end June 30, 2024, and the District continues to need these services to maintain and update the Marin Transit website. The procurement included three one-year options and based on current performance and need, staff recommend awarding all three options at this time.

Fiscal/Staffing Impact

Award of the three one-year options will extend the contract term with Blinktag, Inc. to June 6, 2027, and increase the maximum cost to the District by \$210,000. The total contract amount will not exceed \$380,000. The contract limits expenditures to \$70,000 per year. Budget for this service is



included in the FY2024/25 Operation Budget. Funding in subsequent fiscal years will be subject to the Board's approval of Marin Transit's annual budget.

Respectfully Submitted,

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

Adam Elsibai
Senior Procurement & Contracts Analyst

Attachment A: Amendment #1 Blinktag, Inc., Contract #1114

FIRST AMENDMENT TO AGREEMENT
BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND BLINKTAG INC DATED JUNE 6, 2022

THIS AMENDMENT is made and entered into this 3rd day of June, 2024 by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as "Marin Transit" or "District") and BLINKTAG INC (hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the District and the Contractor entered into an agreement (#1114); and

WHEREAS, the parties wish to exercise the three one-year Options and extend the term of the agreement to June 6, 2027;

WHEREAS, the parties wish to increase the maximum cost by \$210,000 for the three one-year Options;

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:

4. MAXIMUM COST TO DISTRICT:

In no event will the cost to District for the services to be provided herein exceed the maximum sum of **\$380,000 for the five-year term. Option years 3-5 shall not exceed \$70,000 per year**, including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that Contractor's Scope of Services and this maximum cost to District may be amended by written notice from District to reflect that reduction.

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

5. TIME OF CONTRACT:

This Contract shall commence on **June 6, 2022**, and shall terminate on **June 6, 2027**. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

5) Exhibit “B” of the Agreement is amended to read as follows:

EXHIBIT “B”

FEES AND PAYMENT SCHEDULE (required)

DISTRICT shall pay CONTRACTOR as follows:

- (1) CONTRACT RATES. DISTRICT shall pay CONTRACTOR based on the rate table below and billed in quarter hours. CONTRACTOR shall submit requests for payment via invoice net 30 days following provision of services.

Role	Name	Base Contract Years 1-2	Option Year 3	Option Year 4	Option Year 5
Project Manager/Senior Developer	Brendan Nee	\$250/hour	\$262.50/hour	\$275.63/hour	\$289.41/hour
Digital Engagement/Copy/Social Media	Alec Berger	\$125/hour	\$131.25/hour	\$137.81/hour	\$144.70/hour
Junior Developer	Various	\$125/hour	\$131.25/hour	\$137.81/hour	\$144.70/hour

There are no annual administrative costs. Pricing includes all supplies and equipment required to perform tasks. **In no event will the cost to District for the services to be provided herein exceed the maximum sum of \$ 380,000 for the five-year term. Option years shall not exceed \$70,000 per year.**

ROLE TASK BREAKDOWN

Project Manager

- Kickoff meeting
- Plan and develop project schedule
- Monitoring project progress
- Communications between team and Marin Transit staff
- Maintaining task tracking system
- Signoff on final deliverables

Senior Developer

- Frontend development
- Backend development
- Changes to site template
- Drupal management
- Management and maintenance of hosting and database

- System, Drupal and Module updates
- Site analytics and monitoring

Digital Engagement/Copy/Social Media

- Content creation
- Copy editing
- Website content updates
- Information architecture
- Graphics creation/image editing
- Outreach planning
- Program design
- Email campaign creation
- Social media training, advising and management
- Digital advertising campaign setup and management

Junior Developer

- HTML formatting of drupal content
- Website quality assurance (QA) testing
- Cross-browser and cross-device testing
- Testing and reviewing new features and major changes to site
- Site scanning for broken links and, broken images
- Basic accessibility testing
- Testing new Drupal modules

- (2) MILEAGE. DISTRICT shall not pay CONTRACTOR for travel by private, leased or hired vehicles as required by this Contract.
- (3) TRAVEL COSTS. DISTRICT shall not pay CONTRACTOR for meals, lodging, or other travel costs.
- (4) AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for DISTRICT. Payment for additional services shall be made to CONTRACTOR by DISTRICT if, and only if, this Contract is amended by both parties in advance of performing additional services.
- (5) MAXIMUM CONTRACT AMOUNT. The maximum amount payable to Contractor under this Contract for this period shall not exceed \$380,000 for the five-year term, including indirect costs. Indirect costs must be authorized in advance by Marin Transit Contract Manager.

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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June 3, 2024

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

Subject: Fourth Amendment to Contract with TripSpark Technologies for Demand Response Scheduling Software Maintenance and Hosting

Dear Board Members:

Recommendation

Approve the fourth amendment with TripSpark Technologies (#1252) for ongoing maintenance and hosting for demand response scheduling software.

Summary

Marin Transit utilizes TripSpark software for operations of the ADA mandated paratransit program and other demand response programs. An agreement for on-going maintenance and hosting for this technology requires amendment to add compensation for an additional year of software support through June 30, 2025. Staff anticipate releasing a Request for Proposals (RFP) later this summer for competitive procurement for demand response scheduling software.

Background

In November 2016, Marin Transit released a Request for Proposals for a comprehensive demand response scheduling software package for the operation of the Marin Access Paratransit program and additional demand response and Marin Access mobility management programs. The contract was awarded to TripSpark Technologies and included pricing for on-going software license and maintenance agreements for hosting and technical support through June 30, 2023.

Marin Transit utilizes TripSpark software, applications, and hosting services to schedule and dispatch demand response trips, send rider notifications, offer a web-based scheduling and payment system for rider convenience, and reporting for local and regional paratransit service and additional demand response services. This software is integral to operations, streamlines the scheduling and dispatch process, and allows for required reporting and monitoring of ADA mandated service. The software has six main components that allow for operations and monitoring including DriverMate, PASS Workstation, Passenger Portal, PASS SUS (Suspension Module), Notifications, and PASS Hosting.



In June 2023, your Board approved an amendment to extend through an additional year ending June 30, 2024. Staff anticipated releasing a Request for Proposals (RFP) in summer 2023 but due to delays in understanding the status and direction of Clipper 2.0 for Paratransit in the region, deferred release of an RFP for an additional year. Regional efforts are underway, and staff anticipate releasing a Request for Proposals for a comprehensive demand response scheduling software package in FY2024/25.

Fiscal/Staffing Impact

The agreement includes annual fees associated with the components listed in the table below.

Table 1: FY25 Costs for Ongoing Maintenance and Hosting Agreement (#1252)

Component	FY25
DriverMate	\$22,470
PASS Workstation	\$27,505
Passenger Portal	\$19,294
PASS SUS	\$3,680
Notifications	\$10,458
Hosting	\$13,771
Total	\$97,178

The annual fees associated with this software package have increased 5% from FY2023/24 fees for a total of \$97,178. These expenses are within the FY2024/25 Operations Budget for software. Over the life of the contracts, the District has paid \$567,473 for ongoing maintenance and hosting.

There is no staffing impact associated with this item.

Respectfully Submitted,

Joanna Huitt
Senior Mobility Planner

Attachment A: Fourth Amendment with TripSpark Technologies

FOURTH AMENDMENT TO AGREEMENT

BY AND BETWEEN THE MARIN COUNTY TRANSIT DISTRICT AND TRAPEZE SOFTWARE GROUP, INC. D.B.A. TRIPSPARK TECHNOLOGIES DATED JUNE 5, 2017

This AMENDMENT is made and entered into this 3rd day of June 2024 by and between MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as "Marin Transit" or "District") and TRAPEZE SOFTWARE Group, INC. D.B.A. TRIPSPARK TECHNOLOGIES (hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the District and the Contractor entered into an agreement (#161752) for scheduling software and hardware; and

WHEREAS, the District and the Contractor amended the agreement (#181958) for start-up costs associated with hosting; and

WHEREAS, the District and the Contractor amended the agreement (#192027) to add twenty-four (24) user IDs; and

WHEREAS, the District and the Contractor amended the agreement (#1195) to extend support for ongoing maintenance and hosting services through June 30, 2024; and

WHEREAS, the District and the Contractor wish to amend the agreement to extend support for ongoing maintenance and hosting services through June 30, 2025; and

WHEREAS, the parties wish to amend the agreement to increase the total compensation by \$97,178 which would bring the total compensation awarded since June 5, 2017, to \$664,651.

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) Software License And Maintenance Agreement executed by both parties June 2017 will be amended to incorporate 2024-2025 pricing per TripSpark's letter dated April 28, 2023. The total, not to exceed amount for the additional year of service will be \$97,178, per TripSpark's letter dated April 28, 2023.

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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June 3, 2024

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

Subject: Muir Woods Shuttle Evaluation Report for the 2023 Season

Dear Board Members:

Recommendation

Accept Report.

Summary

In February 2024, District staff presented to your board an evaluation of the Muir Woods Shuttle for the 2023 season. At the time, the full evaluation report per the District's agreement with the National Park Service (NPS) was not yet ready. Staff are now returning to your board to approve the full report.

Note that the evaluation report is shorter this year than in prior years. NPS agreed to a streamlined report starting in 2023, which will save staff time and hopefully convey information about the Shuttle in a more efficient and accessible manner.

Changes from the February presentation to your board can be summarized as follows:

- Information about the history of Shuttle operations was added.
- A data error was corrected, showing a minor improvement in Shuttle productivity compared to what was originally presented in February (passengers per hour increased to 13, and passengers per trip increased to 14).
- Information about the new Cooperative Agreement between the District and NPS was added (this was initially included only in the board letter).
- Additional financial metrics were added.

Overall, takeaways from the February evaluation remain the same. Ridership per trip is increasing, which demonstrates that passengers are interested in using the Shuttle, even though the longer trips from Larkspur (as opposed to the historical park and ride location of Pohono) make the passengers per hour metric go down from 2022 to 2023. Costs are higher under the Bauer's contract than they were under the prior operations contract, but riders are much happier with the service. Under the new Cooperative Agreement signed in 2023, Marin Transit's contribution to the Shuttle in calendar year 2024 is limited to \$400,000.



Fiscal/Staffing Impact

None.

Respectfully Submitted,

A handwritten signature in black ink that reads "Asher Butnik".

Asher Butnik
Senior Transit Planner

Attachment A: 2023 Muir Woods Shuttle Evaluation Report



Muir Woods Shuttle Evaluation Report

2023 SEASON

Agenda

- 01** Background
- 02** Shuttle Performance
- 03** Financial Information & Metrics
- 04** Next Steps

Background

Shuttle History (part 1 of 2)

- The Muir Woods Shuttle, also historically referred to as Marin Transit Route 66 or 66F, operates under a partnership agreement between the National Park Service (NPS) and the Marin County Transit District (Marin Transit) dating back to 2009.
- Marin Transit manages the operation of the Shuttle (through a third-party contractor) and NPS provides significant funding and input toward Shuttle operation.
- Historically, the Shuttle operated on weekends and holidays during peak times for park visitation.
- Summer weekday service was introduced in 2015.
- Year-round weekend/holiday service was introduced in 2018.

Shuttle History (part 2 of 2)

- Shuttle operation paused during the COVID-19 pandemic; resumed in June 2021 for weekend and holiday only service.
- Summer weekday service was restored in 2022.
- Due to rising costs and low ridership, year-round service was suspended in 2023.
 - The season now typically starts in early spring and ends in mid-fall; exact dates are determined each year by Marin Transit and NPS.
- Historically, the Shuttle primarily ran from Pohono Park & Ride in Mill Valley, with limited service from the Sausalito Ferry Terminal.
- The primary park & ride location moved to the Larkspur Ferry Terminal in June 2022 due to flooding concerns and limited transit connectivity at Pohono.
- Starting in 2023, weekday service ran from Sausalito.

Fares

- Tickets for the Shuttle can be purchased in advance online.
- Starting May 27, 2023, passengers were required to purchase tickets online (cash payments were no longer offered).
- Fares are \$3.50 per adult for a round-trip to and from the park.
 - Youth ages 15 and younger ride for free.

2023 Season Overview

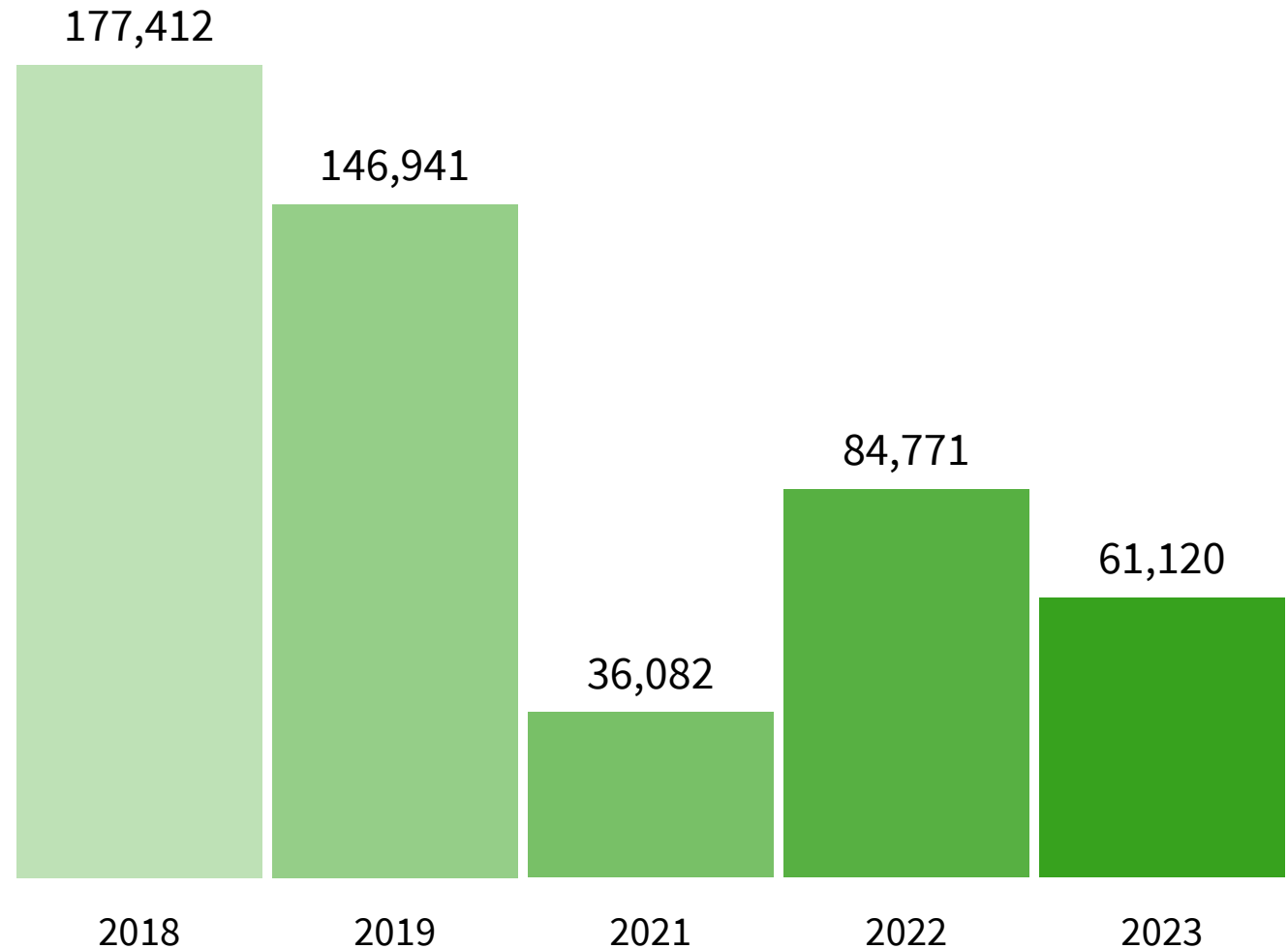
- 126 total days of service
 - Shuttle did not operate in November and December
 - 18% fewer service days compared to 2022
- Shuttle ran on weekends and holidays from January to October
 - All weekend and holiday service ran from Larkspur Ferry Terminal
- Shuttle ran seven days a week from mid-June to mid-August
 - All weekday service ran from Sausalito Ferry Terminal
- Bauer's took over Shuttle operation Memorial Day weekend (May 27, 2023)

Shuttle Performance

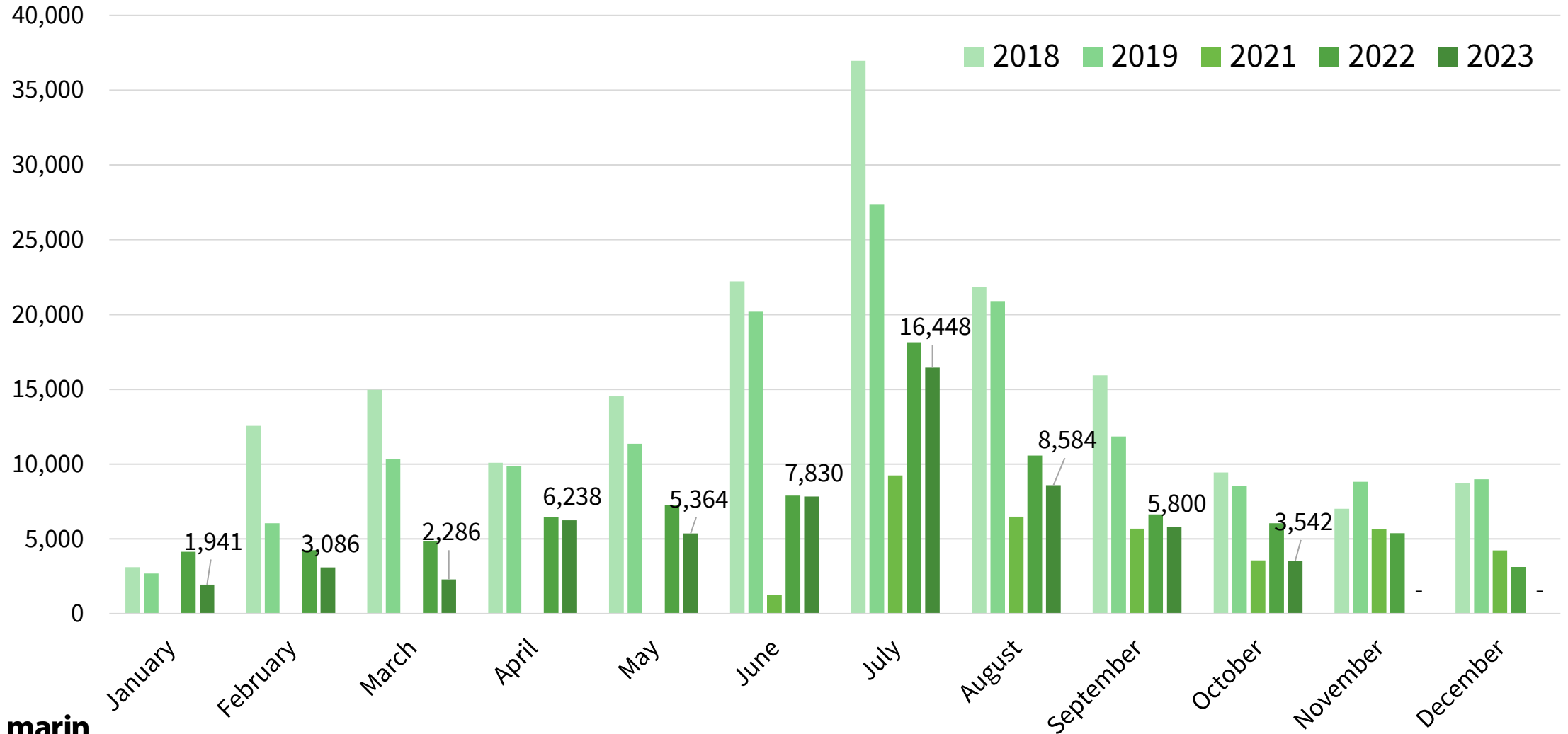
Ridership

- 61,120 passengers in 2023
 - Down 28% from 2022
 - Down 58% from 2019
- Ridership decrease is due to:
 - Fewer days of service
 - Fewer trips per day

Passengers



Monthly Ridership

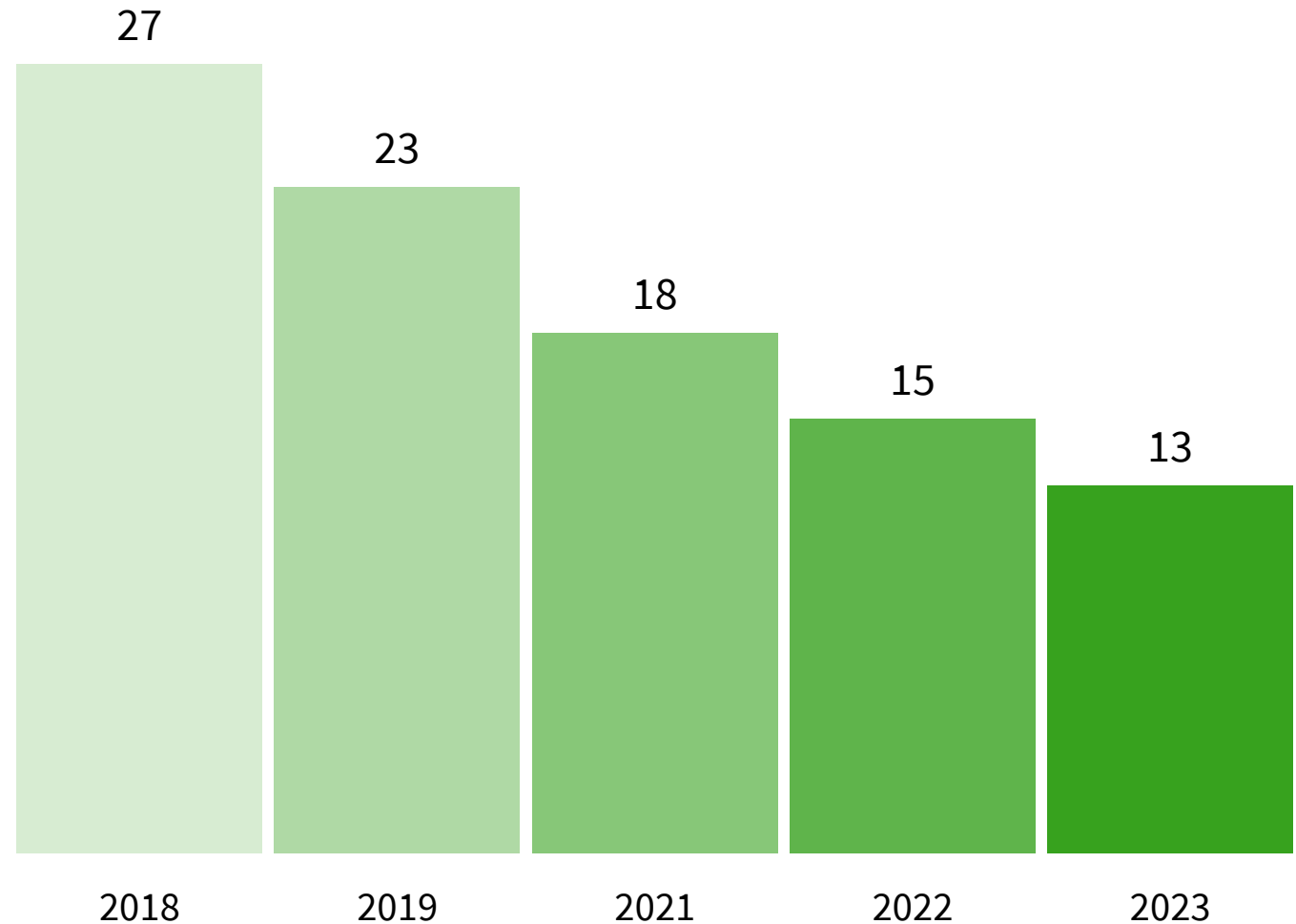


Productivity

13 passengers per hour

- 15% decrease from 2022
- Does not meet productivity target of 25 passengers/hour
- Operating service from Larkspur & Sausalito vs Pohono increased hours per trip

Passengers per Revenue Hour

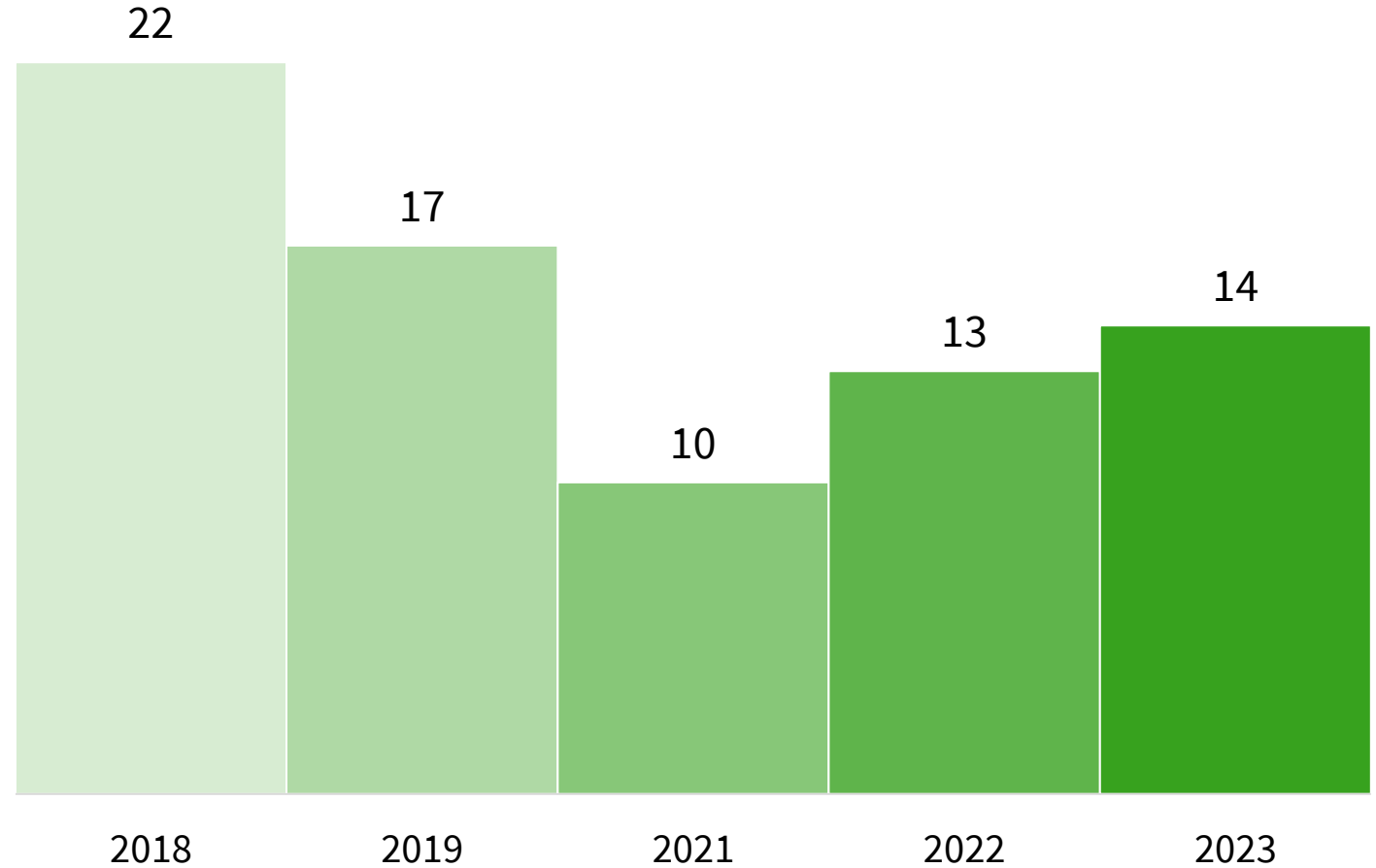


Productivity

14 passengers per trip

- 11% increase from 2022

Passengers per Trip

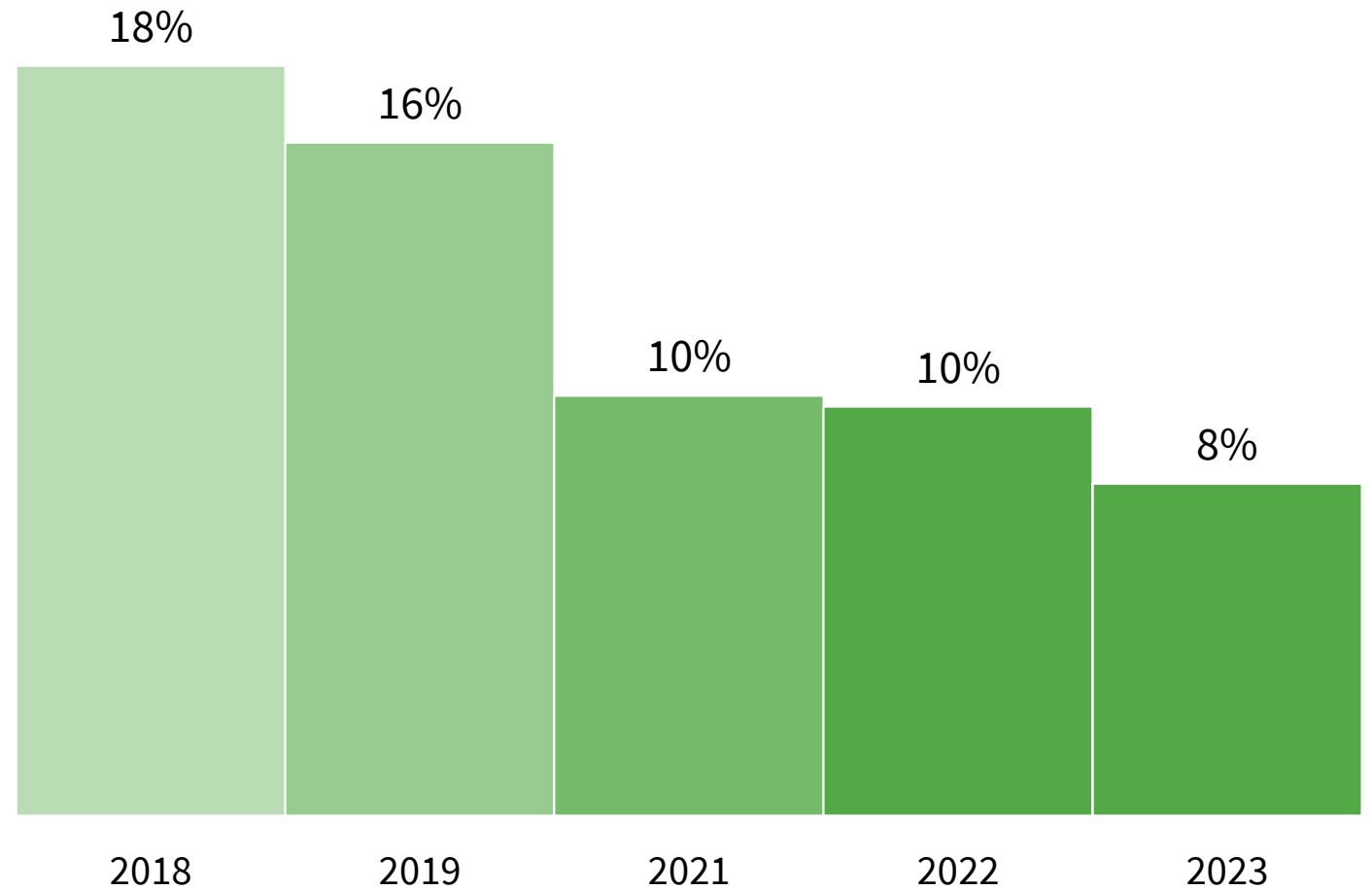


Mode Share

On 2023 shuttle service days:

- Average 8% mode share
- Up to 15% of park visitors rode the shuttle on the busiest days
- 392,280 park visitors
- 30,560 shuttle riders
- Decrease from 2022 is due to fewer trips per day

Mode Share



Financial Information & Metrics

Cost Sharing Agreement Overview

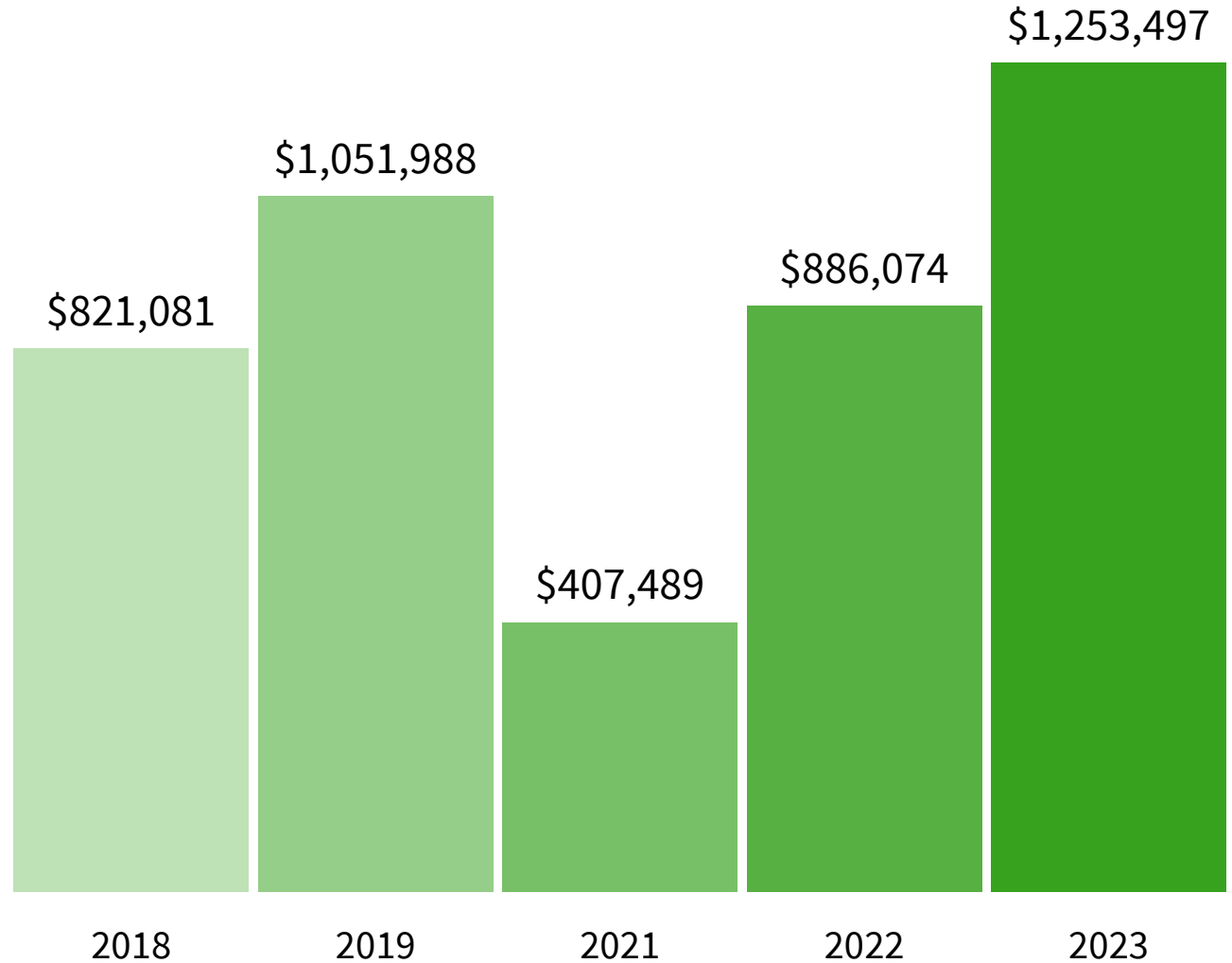
- In 2023, NPS and Marin Transit signed a new Cooperative Agreement that took effect mid-season during the summer of 2023.
- Under the new Agreement, Marin Transit and NPS share Shuttle costs evenly up until total Shuttle costs in a given year reach \$800,000, after which NPS will cover 100% of Shuttle costs until the maximum value of the cost sharing agreement is reached.
- Under this new agreement, fares are not deducted from Shuttle costs; NPS keeps all fare revenue. However, for continuity when comparing between years, the charts in this section factor in estimated fare revenue as it would have been calculated under the old Cooperative Agreement.

Program Cost

Total 2023 cost: \$1,253,497

- 41% increase from 2022
- Cost per hour: \$241 (+54% from 2022)
- Cost increase is due to:
 - New Bauer's contract
 - All service running from Larkspur/Sausalito (longer trips than Pohono)

Program Cost

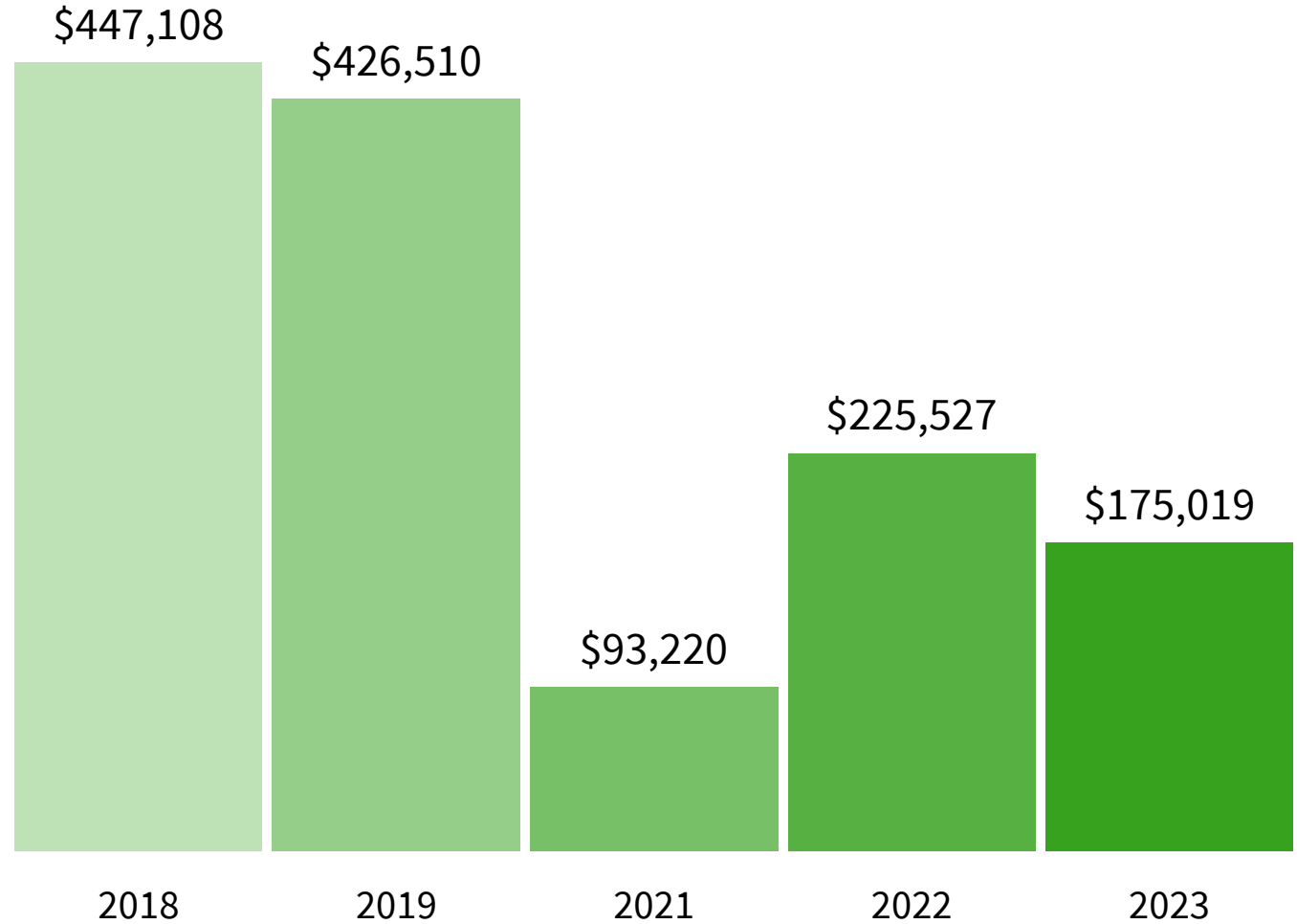


Fare Revenue

2023 fare revenue: \$175,019

- 22% decrease from 2022
- This is comparable to the 28% ridership decrease

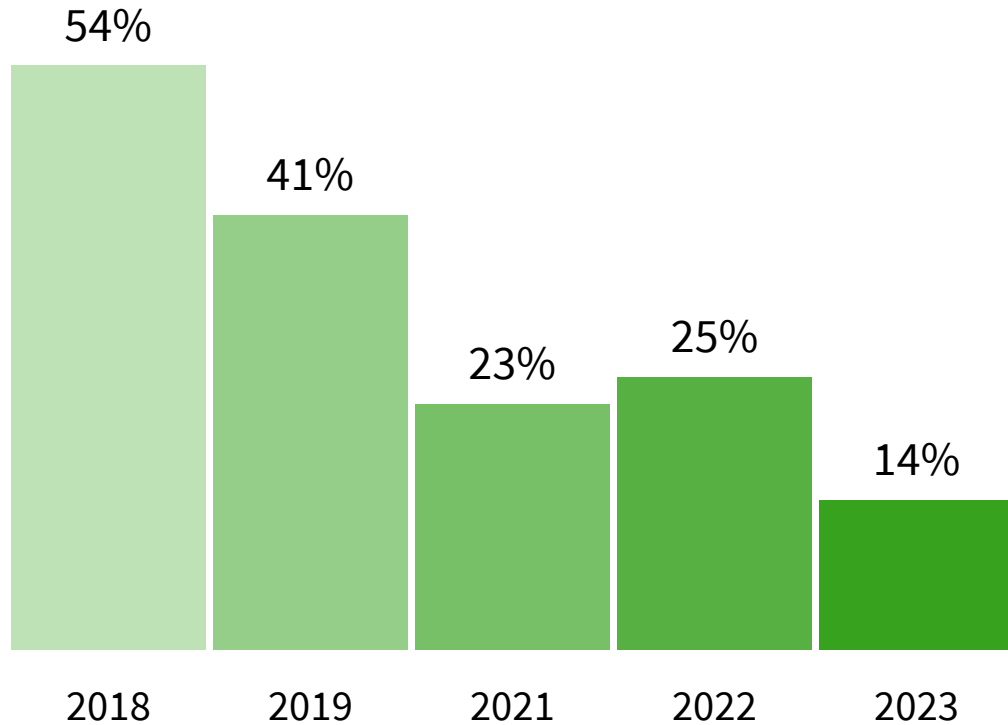
Fare Revenue



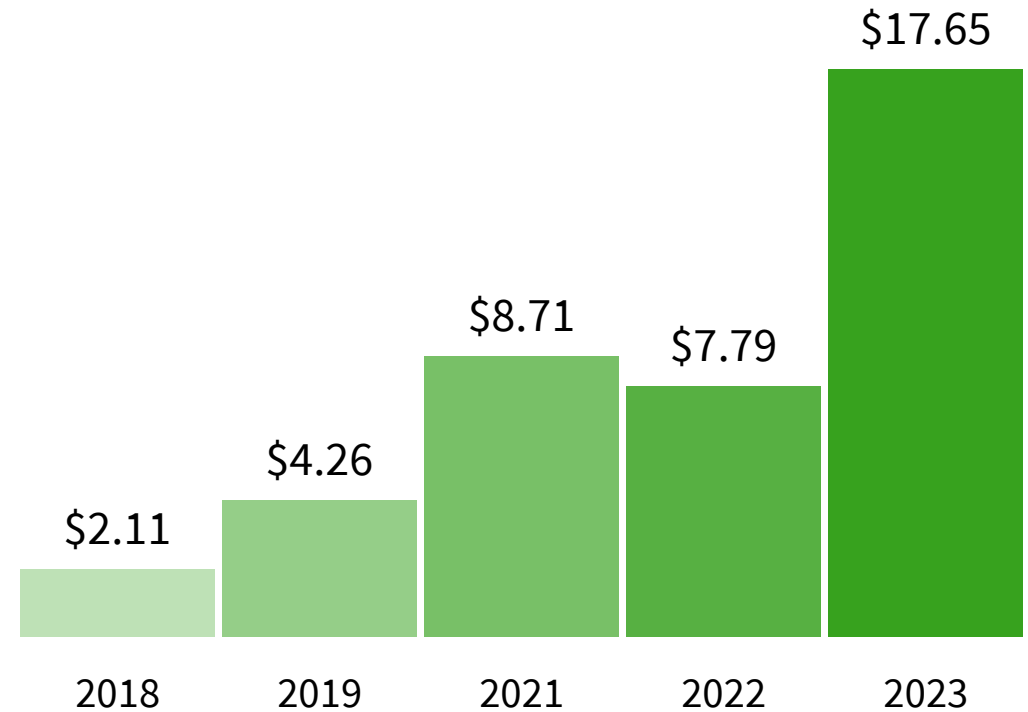
Note: Under the new Cooperative Agreement that took effect mid-2023, NPS no longer passes fare revenue through to Marin Transit. The figure for 2023 includes estimated fare revenue based on ticket sales.

Other Financial Metrics

Farebox Recovery



Subsidy per Passenger



Note: Under the new Cooperative Agreement that took effect mid-2023, GGNRA no longer passes fare revenue through to Marin Transit. The figures for 2023 include estimated fare revenue based on ticket sales.

Next Steps

Future Considerations & Plans

- Contracts switched to “turn-key” model with contractor bringing all vehicles
- Truncated season (Late March – October)
 - No winter weekend service
 - No winter holiday service
- Terminals Used
 - Larkspur – Weekends & Holidays
 - Sausalito – Summer Weekdays
- Monitoring Future Construction on Roadway and Parking Lot at Muir Woods



Thank you

CONTACT

Asher Butnik

Senior Transit Planner

abutnik@marintransit.org





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Town of Corte Madera

June 3, 2024

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

Subject: Revised 2024 Marin County Transit District Board Meeting Calendar

Dear Board Members:

Recommendation

Approve revised 2024 Marin County Transit District Board Meeting Calendar

Summary

In February 2024 your Board adopted a revised 2024 Board meeting schedule where meetings would be held every other month in even numbered months plus the month of May. For all other odd numbered months, staff posts an information packet consisting of routine items for the Board and members of the public.

Staff propose to revise the 2024 adopted Board meeting schedule to account for the public hearing process needed for fare changes and other action items required over the next few months. Specifically, the August 5, 2024, meeting would be cancelled, and meetings on July 1, 2024 and September 9, 2024 would be added under this proposal. This schedule will allow the Board to set a public hearing, conduct the public hearing, and then consider taking an action on the recommendations at separate meetings while meeting the deadlines for follow on actions later in the year.

Fiscal/Staffing Impact

None

Respectfully Submitted,

Holly Lundgren
Director of Administrative Services

Attachment A: Revised 2024 Marin County Transit District Board Meeting Calendar



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Marin County Transit District

Board Meeting Dates for 2024

(Revised June 3, 2024)

Board meetings are typically at 9:30 AM on the first Monday of every other month. Meetings will be held in the Marin County Board of Supervisors' Chambers, Room 330. Alternate dates and times may be selected due to holidays and room availability. Schedule adjustments are shown in bold. Meetings held outside of the regular bimonthly schedule are underlined.

Date	Time	Location
<u>January 8</u>	9:30 AM – 11:30 AM	Zoom & Civic Center
February 5	9:30 AM – 11:30 AM	Zoom & Civic Center
<u>April 8</u>	9:30 AM – 11:30 AM	Zoom & Civic Center
<u>May 6</u>	9:30 AM – 11:30 AM	Zoom & Civic Center
June 3	9:30 AM – 11:30 AM	Zoom & Civic Center
July 1	9:30 AM – 11:30 AM	Zoom & Civic Center
August 5	CANCELLED	
<u>September 9</u>	9:30 AM – 11:30 AM	Zoom & Civic Center
October 7	9:30 AM – 11:30 AM	Zoom & Civic Center
December 2	9:30 AM – 11:30 AM	Zoom & Civic Center



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June 3, 2024

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

Subject: Policy Update: Marin Transit's Procurement Policies and Procedures

Dear Board Members:

Recommendation

Approve Revised Marin Transit Procurement Policies & Procedures (PU-02 #8).

Summary

Your Board originally adopted Procurement Policies and Procedures in April 2012 to ensure full and open competition and conform to applicable federal, state, and local law. In May 2018, your Board updated these policies to reflect requirements under the Federal Office of Management and Budget (OMB) Super Circular 2 CFR part 200. In October 2020, your Board updated policies to increase purchasing thresholds to be more in line with peer agencies. In September 2021, your Board added an additional federal clause. In November 2022, your board approved giving all director level positions a purchasing authority up to \$10,000. The fifth update to the policy was to correct language that was inadvertently overwritten in a previous update. The sixth update brought to your Board in February 2024 increased the General Manager's purchasing authority from \$50,000 to \$150,000. The most recent update (#7) in April 2024, increased thresholds for small purchases in accordance with federal guidelines.

The eighth revision is an update to Appendices A and B. Appendix A is a matrix of applicable third-party contract clauses as required by the Federal Office of Management and Budget (OMB) and Appendix B is a table of the required federal certification reports and forms.

Appendix A is updated to include missing clauses and purchasing thresholds for specific clauses. Appendix B is updated to reflect current Buy America certification thresholds.

Staff have developed and implemented a process to review federally required clauses and federal certification requirements bi-annually and with every federally funded procurement. The appendices included in the procurement policy will be updated as needed but not brought to the Board. Any changes to the procurement policy content will be presented to the Board for approval.



Fiscal/Staffing Impact

There is no fiscal impact associated with adopting the revised *Marin Transit Procurement Policies and Procedures, revision #8*.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Holly Lundgren", with a long horizontal flourish extending to the right.

Holly Lundgren

Director of Administrative Services

Attachment A: Marin Transit Procurement Policies & Procedures, revision #8



MARIN TRANSIT

PROCUREMENT POLICIES AND PROCEDURES

Policy #:	PU-02
Subject:	Procurement
Effective Date:	April 30, 2012
1 st Revision Date:	May 7, 2018
2 nd Revision Date:	October 5, 2020
3 rd Revision Date:	September 13, 2021
4 th Revision Date:	November 7, 2022
5 th Revision Date:	March 22, 2023*
*Section reverts to revised language from revision #4 that was inadvertently overwritten in revision 3#	
6 th Revision Date:	February 5, 2024
7 th Revision Date:	April 8, 2024
8 th Revision Date:	(pending) June 8, 2024

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1. APPLICABILITY

This document sets forth Marin Transit's requirements for solicitation, award, and administration of its procurement actions. The purpose of these policies and procedures is to ensure competitive procurements and conform to applicable Federal, State, and local law.

These policies and procedures apply to all Marin Transit contracts and purchases regardless of funding sources, except as specifically stated.

1.1. Governance

Marin Transit's procurement actions are primarily governed by the California Government Code Section 54201-54205 and by the Federal Transit Administration (FTA) Circular 4220.1F (C 4220.1F) and Super Circular, 2 CFR part 200. Additionally, as required under California Public Contract Code Division 2, of Part 3, of Chapter 1, of Article 12, Marin Transit shall purchase all supplies, equipment and materials, and construction of facilities and works, in the same manner, procedure and subject to the same limitations applicable to the County of Marin.

In all procurements using any amount of Federal funds, Federal requirements shall generally supersede State law. Where no Federal funds are involved, procurement actions shall be governed by applicable State law. References to statutes or regulations in this document shall be deemed to refer to any subsequent revisions or amendments which may be enacted from time to time.

1.2. Contracts Outside the Scope of This Policy

1.2.1. Real Property

Procurements of real property consisting of land and any existing buildings and structures on that land are beyond the scope of this policy. However, this policy does apply to construction of buildings, structures, or appurtenances that were not on land when that land was acquired. This policy also applies to any alterations or repairs to building or structures existing on that land when that land was acquired, to transactions in support of real property acquisition such as real estate consultants, and to leases.

1.2.2. Other Acquisitions

This policy shall not apply to: joint development projects (except construction); purchases from government-regulated entities such as public utilities that are granted market exclusivity by the regulating agency; purchases of professional subscriptions, memberships, seminars, and expenses in connection with industry meetings and conferences; travel

and living expenses on Marin Transit business; and other similar expenditures incidental to the routine conduct of Marin Transit's business.

1.2.3. Revenue Contracts

Revenue contracts are not subject to this policy. A revenue contract is one in which Marin Transit provides access to public transportation assets for the primary purpose of either producing revenues in connection with a public transportation-related activity or creating business opportunities involving the use of Marin Transit property. Where feasible, a competitive process suitable to the type and scope of the activity involved and the availability of competition shall be conducted, for example where there are several potential competitors for a limited opportunity (such as advertising space associated with Marin Transit assets). Where the nature of an opportunity allows reasonably unlimited access for all competitors, the opportunity shall be made available to all such parties without restriction.

1.2.4. Employment Contracts

Employment contracts are not subject to this policy, as they involve individuals becoming employees of Marin Transit.

2. CONTRACTING AUTHORITY AND CONTRACT APPROVAL

2.1. Contract Approval Requirements

2.1.1. Purchasing Thresholds

Micro-purchases are purchases of \$25,000 or less if no Federal funds are involved and \$10,000 or less if Federal funding is present.

Small purchases are purchases valued at more than the micro-purchase limit but less than the Federal Transit Administration small purchase threshold, currently \$250,000.

2.1.2. Board of Marin Transit Approval

All contracts for goods or services in excess of \$150,000 must be awarded by approval of the Board of Marin Transit.

2.1.3. General Manager Approval

All contracts valued at or less than \$150,000 but over \$10,000 shall be approved by the General Manager in writing.

2.1.4. Director Approval

Purchases under \$10,000 may be approved by the Director level positions.

2.1.5. Delegations

The authorizations specified above may be delegated in whole or in part, by written direction of the holder of the authority.

2.1.6. Change orders

The above authorizations apply to both new procurements and to change orders.

2.1.7. Emergencies

The General Manager may authorize the award of contracts or change orders exceeding Marin Transit's threshold for approval in the following cases:

- When emergency action is required to prevent loss of life, damage to property, a threat to public safety or the environment, or the disruption of transit service or other essential functions of Marin Transit.
- Where an emergency has been declared by local, State or national officials affecting Marin Transit's service area, directly or indirectly, or a request for waiver of regulatory requirements has been entered on FTA's Emergency Docket.

All emergency procurements must be documented in writing.

3. GENERAL PROCUREMENT STANDARDS

3.1. Standards of Conduct

The Marin Transit Board of Directors has adopted a separate written code of conduct that conforms to FTA Circular 4220.1F. This sets forth the required standards of conduct relating to all procurement activities. The standards of conduct cover conflicts of interest and govern the actions of employees engaged in the selection, award, or administration of contracts.

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of Marin Transit may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct provides for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of Marin Transit.

In addition, under the California Political Reform Act, all public agencies are required to adopt a conflict of interest code that designates positions required to file Statements of Economic Interests (Form 700).

3.2. Economic Purchasing

Marin Transit shall avoid acquisition of unnecessary or duplicative items. From time to time, Marin Transit shall review procurement activity to determine if certain classes of purchases should be consolidated or broken out to obtain more economical pricing. Where appropriate, analysis shall also be made of lease versus purchase alternatives or any other appropriate methodology to determine the most economical approach. Marin Transit shall enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

The District shall use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. Marin Transit shall use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

3.3. Specifications

All solicitations shall have a clear and accurate description of the technical requirements for the material, product, or service to be procured. These descriptions shall not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, describe minimum essential characteristics and standards to which the product or services must perform. Whenever practical, requirements shall be described in terms of functions to be performed or level of performance required, including the range of acceptable characteristics or minimum acceptable standards. Detailed product specifications are to be avoided if at all possible. When it is impractical or uneconomical to write a clear and accurate description of the technical requirements, a "brand name or equal" description may be used as a means to define the performance;

however, when this method is used, the specification must set forth the salient characteristics that the product must meet, and vendors shall be allowed to offer "equal" products meeting the salient characteristics. Specifications for bid solicitations, whether by small purchase or formal procurement, shall be sufficiently detailed to ensure that bidders may submit pricing on like products. Specifications or scopes of services for negotiated procurements may be more general and accommodate the possibility of alternative solutions or products.

3.4 Procurement Process and Oversight Responsibilities

Marin Transit shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

(i) Marin Transit shall maintain records sufficient to detail the history of procurement. These records will include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j) (1) Marin Transit may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to Marin Transit is the sum of:

- (i) The actual cost of materials; and
- (ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract will set a ceiling price that the contractor exceeds at its own risk. Further, Marin Transit will assert a high degree of oversight of the contract to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) In accordance with good administrative practice and sound business judgment, Marin Transit shall be entirely responsible for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to: source evaluation, protests, disputes, and claims. These standards do not relieve Marin Transit of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for Marin Transit's unless the matter is primarily a

Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

3.5 Joint Procurement

When appropriate, Marin Transit shall consider combining or “pooling” their procurements to obtain better pricing. In general, joint procurements are often more desirable than procurements through assignment (see 3.6.2 below) because an assignment does not represent the combined buying power of more than one purchaser at the time when prices are established. A joint procurement may also offer the advantage of permitting Marin Transit to acquire property and services more closely responsive to the District’s material requirements than would be available through assignment of existing contract rights.

3.6 Record Keeping

Marin Transit shall maintain records detailing the history of a procurement in a manner consistent with the size, complexity and cost of the contract. Federal regulations require these records to be maintained for three years after Marin Transit has made final payment and all other pending matters are closed. At a minimum, the procurement history must include the following information:

- Rationale for the method of procurement (i.e. IFB, RFP, sole source.)
- Sole source justification for any purchase that is not competitive
- Selection of contract type (i.e. fixed price, cost reimbursement)
- Reasons for contractor selection or rejection
- Written responsibility determination for the successful contractor
- Basis for contract price (i.e. cost/price analysis)

3.7 Use of Existing Contracts

3.7.1 GSA, State of California, and Local Government Purchasing Schedules

Both the U.S. General Services Administration (GSA) and the California Department of Governmental Services maintain purchasing schedules or purchasing contracts for various commodities and services. Marin Transit may use contracts of this type in accordance with the governing law and regulations of the agency establishing them.

Marin Transit may also use other state or local government purchasing schedules. In this instance a state or local government has made an

arrangement with several vendors in which those vendors agree to provide essentially an option to the state or local government, and its subordinate government entities, to acquire specific property or services in the future at established prices. The state or local government then, with the agreement of the vendor, provides the listed property or services to others. The CalACT/MBTA Vehicle Purchasing Cooperative would be an example of this procurement method.

3.72 Acquisition Through Assigned Contract Rights “Piggybacking”

Marin Transit may use contract rights assigned from another agency when that agency finds that it has inadvertently acquired contract rights in excess of its needs (sometimes referred to as “piggybacking”). A number of FTA requirements must be met before such a contract may be used. FTA requires that the existing contract contain an assignability clause and all required FTA contract clauses and certifications; these clauses cannot be added by Marin Transit as part of its use of the existing contract. All quantities acquired by assigned contract rights must be within the original contract quantities (including options) and acquired within the term of the existing contract. Marin Transit must determine that the agency with the contract complied with all FTA requirements relating to competition and performance of a cost or price analysis. Marin Transit must also perform its own cost or price analysis to determine that the prices it shall pay are fair and reasonable. Marin Transit staff shall ensure all appropriate documentation from the original awarding agency is retained in the procurement file for that acquisition.

3.7.3 Options

Marin Transit may include options in its contracts to ensure the future availability of property or services. An option is a unilateral right such that for a specified time the District may acquire more equipment, supplies, or services than originally procured. An option may also extend the term of the contract.

3.7.4 Impermissible Contract Actions

The following contract actions are not permitted on projects funded with Federal assistance.

3.7.4.1 Improper Contract Expansion

A contract shall not be expanded when it includes a larger scope, greater quantities, or options beyond the original reasonably anticipated needs. A contract shall not be expanded when excess capacity has been added primarily to permit assignment of those contract rights to another entity.

3.7.4.2 Cardinal Change

A significant change in contract work (property or services) that causes a major deviation from the original purpose of the work or the intended method of achievement, or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract, is a cardinal change. Such practices are sometimes informally referred to as “tag-ons”. A change within the scope of the contract (sometimes referred to as “in-scope” change) is not a “tag-on” or cardinal change.

Recognizing a cardinal change to a contract can be difficult. FTA has not developed a finite list of acceptable contract changes. Tests to determine if a change is a cardinal change involve the nature and extent of the work to be performed, the amount of effort involved, whether the change was originally contemplated at the time the original contract was entered into, or the cumulative impact on the contract’s quantity, quality, costs and delivery terms.

In the case of rolling stock, a major change in quantity or a substitution of major end items not contemplated when competition for the original award took place would generally be a cardinal change. Additional guidance on cardinal changes can be found on page V-7 and V-8 of the FTA Circular 4220.1F and in the FTA Best Practices Procurement Manual, section 9.2.1- Contract Scope and Cardinal Changes.

3.8 Protests

Marin Transit has adopted a bid protest policy to provide remedy for supplier protests that cannot be informally resolved.

3.9 Contract Period

The period of contract performance for rolling stock and replacement parts cannot exceed five years, inclusive of options, as defined in FTA Circular 4220.1F. The length of all other contracts shall be based upon sound business judgment, including consideration of issues such as the nature of the item being purchased, the need to afford the contractor a reasonable opportunity to recapture any start-up costs, the need to afford competing vendors the opportunity to do business with Marin Transit, and the relative benefit to Marin Transit of a longer or shorter contract term. All contracts must specify a contract period of performance, either in the form of delivery schedules for contract deliverables such as commodities, or a specific end date for service contracts.

4. FULL AND OPEN COMPETITION

4.1. Competition

All procurement transactions shall be conducted in a manner intended to maximize full and open competition. Full and open competition means that all responsible sources are permitted to compete. In implementing this standard, staff members are expected to be aggressive in identifying potential vendors for each procurement. At a minimum, each procurement expected to cost above \$250,000 (the FTA small purchase threshold) shall be posted on Marin Transit website's procurement page for downloading and known vendors shall be directly informed of the project and encouraged to respond to the solicitation. In addition, each competitive procurement above the small purchase threshold may be advertised in local, and, as appropriate, regional, national and trade publications. The advertisement and notice should provide the solicitation title, the date of any pre-bid or pre-proposal conference, and the date and time for receipt of responses to the solicitation. Advertisements and notices shall be issued at the beginning of the solicitation period or as soon after as practical to accommodate the advertising schedules of publications. For procurements within the small purchase threshold formal advertising is not required but may be used if appropriate.

4.2. Restrictions on Competition

All procurement transactions over \$10,000 shall be conducted in a manner providing full and open competition, without providing an unfair competitive advantage to any potential vendor. Some of the situations considered to be restrictive of competition include, but are not limited to:

- Unreasonable requirements placed on firms in order for them to qualify to do business.
- Unnecessary or excessive experience, excessive bonding, insurance, warranty or similar requirements which affect an otherwise qualified firm's ability to compete. Such requirements must also, however, be established in a manner consistent with protection of Marin Transit's interests.
- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive awards to any person or firm on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a "brand name" product, without specifying that equivalent products shall be accepted and providing salient characteristics or other descriptive information sufficient to allow bidders to identify and propose such equivalent products.

- The use of specification requirements and evaluation criteria that unnecessarily favor an incumbent contractor.
- Any arbitrary action in the procurement process.

4.3. Geographic Preferences

This section is applicable only to FTA-funded procurements.

Procurement transactions shall be conducted in a manner that prohibits the use of statutory or administratively imposed state, local, or tribal geographical preferences in the solicitation and evaluation of bids or proposals, except in those cases where applicable Federal statutes or regulations expressly mandate or permit geographic preference. This does not preempt State or local licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

4.4 Record of Procurement Transactions

Marin Transit shall use written procedures for procurement transactions. These procedures ensure that all solicitations:

- Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features that unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description shall be used to define the performance or other salient requirements of procurement. The specific features of the named brand that must be met by offers shall be clearly stated; and
- Identify all requirements that the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Marin Transit shall ensure that all prequalified lists of persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, Marin Transit will not preclude potential bidders from qualifying during the solicitation period.

4.5 Metric Measurements

Marin Transit will accept property and services with dimensions expressed in metric measurements, to the extent practicable and feasible.

5. CONTRACT TYPES

5.1. Typical Contract Types

5.1.1. Firm Fixed Price

A firm fixed price contract includes a price that remains fixed irrespective of the contractor's cost experience in performing the contract. A firm fixed price contract may include an economic price adjustment provision, incentives, or both.

5.1.2. Cost Reimbursement and Cost plus Fixed Fee

A cost plus fixed fee contract provides that the contractor shall be reimbursed for its labor and material costs and for its direct expenses, plus a fixed fee for profit that is paid regardless of any overrun or under-run of the total costs established at time of contract award. The intent is to provide the contractor with an incentive to work as efficiently as possible in order that the fee shall represent a higher percentage of its costs. This type of contract may also provide for other types of fee as incentives for improved performance.

5.2. FTA Prohibited or Restricted Contract Types

5.2.1. Cost Plus a Percentage of Cost – Prohibited

Contracts that are structured with payment provisions based on the incurrence and payment of actual costs, such as direct labor, with a fixed percent mark-up on the actual costs incurred for (a) profit, (b) indirect costs, (c) or both, are prohibited by Federal statute.

5.2.2. Percentage of Construction Cost - Prohibited

5.2.3. Time and Materials – Restricted

A time and material contract or change order is one in which a clear scope cannot be defined, due to unknown conditions or circumstances affecting the work. Typically, this shall involve an emergency situation. Since such contracts provide no incentive for the contractor to work efficiently or in a cost-effective manner, FTA restricts their use to situations in which no other type of contract is feasible. Such contracts shall specify a ceiling price (a limitation of funding) that the contractor shall not exceed except at its own risk. The contractor's accounting system must be verified to ensure that it is adequate to properly segregate and bill costs and

thorough oversight is required to verify the amount of work performed and materials used. Every effort shall be made to limit the scope of a time and materials contract or change order until another type of contract or change order can be established.

6. METHODS OF PROCUREMENT

6.1. Micro-purchases

Micro-purchases are purchases of \$10,000 or less if Federal funds are involved, or \$25,000 for projects entirely funded without Federal funds. Micro-purchases can be made without obtaining competitive quotations. These purchases are exempt from FTA's Buy America requirements. Davis–Bacon prevailing wage requirements, however, shall apply to Federal construction contracts exceeding \$2,000. Micro-purchases shall be distributed equitably among qualified suppliers. Purchases shall not be divided or reduced in size merely to come within the micro-purchase limit.

The only documentation requirement for micro-purchases is a determination that the price is fair and reasonable and a description of how this determination was made. The documentation shall state that: "The price(s) paid for items are determined to be fair and reasonable, based on the following:"

- Adequate competition (two or more quotes received with an award made to lowest)
- Current price lists or off-the-shelf pricing
- Catalog price
- Prices found reasonable on recent previous purchases
- Advertisements
- Similar items in a related industry
- Independent price estimate (attach documentation)
- Other (cite basis)

6.2. Small Purchases

Small purchases are relatively simple and informal solicitations for services, supplies, or other property valued at more than the micro-purchase limit but less than the FTA small purchase threshold, currently \$250,000. These purchases are exempt from FTA's Buy America requirements which have an established small purchase threshold of \$150,000.

The following procedures apply to small purchases:

- Price or rate quotes must be obtained from an adequate number of qualified sources.
- Purchases shall not be divided or reduced in size merely to come within the small purchase limit.
- The request for quotes and the actual quoted prices must be documented in the procurement file.

6.3 Purchase by Sealed Bids (formal advertising).

a) Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

b) For sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

c) If sealed bids are used, the following requirements apply:

- (i) Bids shall be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, shall define the items or services in order for the bidder to properly respond;
- (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids shall be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals shall be solicited from an adequate number of qualified sources;

(3) Marin Transit shall have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) Marin Transit may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from Marin Transit; or

(4) After solicitation of a number of sources, competition is determined inadequate.

6.4 Competitive Solicitations (IFB and RFP)

6.4.1 General Standards for Either IFB or RFP

6.4.2 Advertising

The intent of advertising a solicitation is to make every reasonable effort to inform potential vendors of the business opportunity. Each such solicitation shall be posted on the procurement page of Marin Transit's website. If deemed appropriate the solicitation shall be published in appropriate local, regional, national, and trade media designed to reach the target vendor pool or posted on applicable trade association or other websites.

6.4.3 Pre-Qualification

Pre-qualification or other methods of restricting responses shall not ordinarily be used unless required for security or public safety reasons or by law. If vendors are to be pre-qualified for a specific procurement, the following requirements apply:

- The qualifications standards must be limited to those essential for the procurement.
- Any pre-qualification list used is current.
- The prequalification process must include enough qualified sources to provide maximum full and open competition.
- Potential bidders or offerors must be permitted to qualify during the solicitation period (from the issuance of the solicitation to its closing date). However, a particular solicitation need not be held open to accommodate a potential supplier that applies for approval before or during that solicitation, nor must prequalification evaluations of bidders, offerors, or property presented for review during the solicitation period be expedited or shortened to conform to the solicitation period.

- Any prequalification testing, or testing of potential approved equal products, must take into account (1) the frequency of solicitations for an item; if an item is solicited on a regular basis, the testing may allow the provider to participate in future solicitations; if the solicitation is unique or rare, more consideration should be given to allowing completion of the testing process for that procurement; (2) the length of time required to reasonably test the item to verify acceptability; and (3) the cost to Marin Transit of conducting a testing process.

6.4.4 Selection Procedures

Marin Transit shall have written selection procedures that ensure fair, unbiased evaluation of competing offers for all types of competitive procurement transactions.

If Marin Transit intends to reserve its right to award to other than the low bidder or offeror, this information shall be stated in the solicitation document.

If Marin Transit intends to reserve its right to reject all bids or offers, this information shall be stated in the solicitation document.

6.4.5 Amendments

Responses to any questions from prospective sources, or any amendments to the solicitation, shall be distributed to all parties known to have received the solicitation, and posted on the Marin Transit website. Should the amendment substantially change the terms of the solicitation, the period for receipt of offers shall be extended to allow offerors to revise their submittals accordingly.

6.4.6 Invitation for Bid (IFB)

Bids in excess of the small purchase limit are publicly solicited through a formal Invitation for Bids (IFB) and a firm fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the IFB is lowest in price.

Competitive sealed bidding is the preferred method of procurement for acquiring property, construction, and other services.

6.4.7 When to use IFB

A sealed bid (IFB) should be used when the following circumstances are present:

- A complete, adequate, precise, and realistic specification or purchase description is available.
- Two or more responsible bidders are willing and able to compete effectively for the business.
- The procurement generally lends itself to a fixed price contract.
- The successful bidder can be selected on the basis of price and those price-related factors listed in the solicitation including, but not limited to, transportation costs, life cycle costs, and discounts expected to be taken. Apart from responsibility determinations, contractor selection may not be determined on the basis of other factors whose costs cannot be measured at the time of award.
- Discussions with one or more bidders after bids have been submitted are expected to be unnecessary as award of the contract shall be made based on price and price-related factors alone. However, a pre-bid conference with prospective bidders before bids have been received can be useful.

6.4.8 IFB Procedures

The following procedures apply to sealed bid procurements:

- The invitation for bids is publicly advertised.
- Bids are solicited from an adequate number of known suppliers.
- The invitation for bids, including any specifications and pertinent attachments, describes the property or services sought in sufficient detail that a prospective bidder shall be able to submit a proper bid.
- Bidders are allowed sufficient time to prepare bids before the date of bid opening.
- All bids are publicly opened at the time and place prescribed in the invitation for bids.
- A firm fixed price contract is usually awarded in writing to the lowest responsive and responsible bidder, but a fixed price incentive contract or inclusion of an economic price adjustment provision can sometimes be appropriate. When specified in the bidding documents, factors such as transportation costs and life cycle costs affect the determination of the lowest bid; payment discounts are used to determine the low bid only when prior experience indicates that such discounts are typically taken.

- Any or all bids may be rejected if there is a sound, documented business reason.

6.4.9 Single Bid

In the event that a single responsive bid is received from a responsible bidder, Marin Transit may negotiate with the bidder to ensure that a fair and reasonable price is obtained. If the responsive bid from the lowest responsible bidder exceeds available funds, Marin Transit may negotiate with the apparent low bidder to obtain a contract price within available funds, provided that Marin Transit has established, in writing conditions and procedures for such negotiations prior to issuance of the IFB and summarized them therein. Marin Transit may not, as part of a negotiation process, modify or alter the scope and specification defined in the IFB in a manner that might have attracted additional bidders if incorporated in the solicitation.

6.4.10 Request for Proposal (RFP)

The competitive negotiation procurement process is conducted through a formal Request for Proposals (RFP). This method of procurement is generally used when the nature of the procurement does not lend itself to sealed bidding and Marin Transit expects more than one source shall be willing and able to submit an offer or proposal.

6.4.11 When to use RFP

The competitive negotiation method (RFP) of procurement is appropriate when the following conditions exist:

- A complete, adequate, and realistic specification or purchase description is not available.
- The selection of the successful offeror requires consideration of factors other than price.
- Discussions with offerors are anticipated to be needed.

6.4.11.1 Contract Type for RFP

Either a fixed price or cost reimbursable type contract may be awarded under this process.

6.4.11.2 Evaluation Factors

Each RFP must include a description of the factors other than price by which proposals shall be evaluated. Evaluation factors and sub factors shall be listed in order of their relative importance. Evaluation factors

may include, but are not limited to, technical design, technical approach, length of delivery schedules, quality of proposed personnel, past performance, and management plan.

6.4.13 Revised Proposals

The most common tool used by procurement officials in competitive negotiations is a request for a revised proposal. Typically, the deficiencies of a proposal are listed and explained. A complete revised proposal, including price (except under the Brooks Act) is requested from each offeror in the competitive range. Unless explicitly stated otherwise, the revised offer extinguishes the prior offer. The proposer should identify all changes in the revised offer. The submission of the revised offers can trigger another round of evaluations, determination of a new competitive range, and discussions. This cycle may be repeated as many times as necessary to obtain the most advantageous offers.

6.4.14 Best and Final Offer

A best and final offer (BAFO) may be requested of each offeror in the competitive range at the conclusion of discussions (negotiations) with those offerors. A "best and final offer" is requested from those offerors in the competitive range. If the other offers have no viable chance of being made competitive by this time, a BAFO may be requested from only one proposer; recognizing that there is little competitive pressure under those circumstances. If any offeror does not respond to this request, their most recent offer shall be considered the best and final offer.

6.4.15 Special Procurement Considerations

6.4.15.1 Two-Step Procurement Procedures

This is a procurement method involving the submittal of unpriced technical proposals in the first step, and a price submittal in the second step. This method can be used in both sealed bid and competitively negotiated procurements.

The first step is a review of the prospective contractors' technical approach to Marin Transit's request and technical qualifications to carry out that approach. Marin Transit may then narrow the competitive range to prospective contractors that demonstrate a technically satisfactory approach and have satisfactory qualifications.

The second step consists of soliciting and reviewing complete bids (sometimes referred to as —two-step sealed bidding) or proposals

(as in —competitive negotiations), including price, submitted by each prospective contractor determined to be qualified. Absent exceptional circumstances, Marin Transit should attempt to solicit bids or proposals from at least three qualified prospective contractors. Unlike qualifications-based procurement procedures required for A&E services, Marin Transit shall consider all bid or proposal prices submitted as well as other technical factors, rather than limiting reviews to the most qualified bidder or offeror.

6.4.15.2 Architectural and Engineering (A&E) and Other Professional Services

Marin Transit shall use qualification-based competitive proposal procedures based on the Brooks Act, of the United States Code.

Qualifications-based procurement procedures must be used not only when contracting for A&E services, but also for other services listed in 49 U.S.C. § 5325(b)(1) that are directly in support of, directly connected to, directly related to, or lead to construction, alteration, or repair of real property. For example, a contractor performing program management, project design, construction management, or engineering services in which that contractor would select the finished products to be acquired for an FTA assisted construction project must be selected through qualifications-based procurement procedures.

Marin Transit is prohibited by FTA from using qualifications-based procurement procedures to acquire other types of services if those services are not directly in support of, directly connected to, directly related to, or do not lead to construction, alteration, or repair of real property. Even if a contractor has performed services listed herein in support of a construction, alteration, or repair project involving real property, selection of that contractor to perform similar services not relating to construction may not be made through the use of qualifications-based procurement procedures.

A project involving construction does not always require that qualifications-based procurement procedures be used. Whether or not qualifications-based procurement procedures may be used depends on the actual services to be performed in connection with the construction project. For example, the design or fabrication of message signs, signals, movable barriers, and similar property that shall become off-the-shelf items or shall be fabricated and delivered as final end products for installation in an FTA assisted construction project are not services for which qualifications-based procurement procedures may be used. Nor are actual construction, alteration, or repair to real property the type of services for which qualifications-based procurement procedures may be used.

The following procedures apply to qualifications-based procurements:

- An offeror's technical qualifications are evaluated to determine contract award.
- Price is excluded as an evaluation factor.
- Negotiations are first conducted with only the most qualified offeror.
- Only after failing to agree on a fair and reasonable price may negotiations be conducted with the next most qualified offeror. Then, if necessary, negotiations with successive offerors in descending order may be conducted until contract award can be made to the offeror whose price Marin Transit believes to be fair and reasonable.

When no Federal funds are involved in funding a procurement for professional services, Marin Transit shall comply with the requirements of California Government Code §4525, which defines a process similar to the Brooks Act to be used for all professional service procurements.

6.4.15.3 Design Build

The design-build procurement method consists of contracting for design and construction simultaneously with contract award to a single contractor, consortium, joint venture, team, or partnership that shall be responsible for both the project design and construction. Information on selecting the appropriate procurement method and selection process can be found in FTA Circular 4220.1F pages VI-14-VI-16.

Design build projects must also comply with any State of California Requirements.

6.4.16 Sole Source

Non-competitive (sole source) procurements are accomplished through solicitation and acceptance of a proposal from only one source. A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement that must comply with this section. Guidance as to what is "outside the scope" of a contract may be found in section 1.2 of this document.

6.4.16.1 Justification for Sole Source

Sole source procurement may be used when only one source is practicably available, and the award of a contract is infeasible under competitive small purchase procedures, sealed bids, or proposals and at least one of the following circumstances applies:

The item is available only from one responsible source because:

- It involves a unique or innovative concept or capability not available from another source. Unique or innovative concept means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted and is available to Marin Transit only from one source and has not in the past been available to Marin Transit from another source.
- Patents or Restricted Data Rights. Patent or data rights restrictions preclude competition.
- Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.
- Unacceptable Delay. In the case of a follow-on contract for the continued development or production of highly specialized equipment or major component thereof, award to another contractor would result in unacceptable delays in fulfilling Marin Transit's needs.
- A single bid or proposal was received in response to a solicitation and competition was determined to be inadequate.
 - Adequate Competition. Competition is adequate when the reasons for few responses were caused by conditions beyond Marin Transit's control. Many unrelated factors beyond the District's control might cause potential sources not to submit a bid or proposal. If the competition can be determined adequate, the competition requirements shall be fulfilled, and the procurement shall qualify as a valid competitive award.
 - Inadequate Competition. Competition is inadequate when, caused by conditions within the District's control. For example, if the specifications used were unduly restrictive.
- An unusual and urgent need for the property or services exists such that Marin Transit would be seriously injured unless it were permitted to limit the solicitation. Marin Transit may also limit the solicitation when an urgent public need or emergency shall not permit a delay resulting from competitive solicitation for the property or services.

- FTA authorizes noncompetitive negotiations (e.g., in the original grant application and approval process).
- Substantial Duplication Costs. In the case of a follow-on contract for the continued development or production of highly specialized equipment and major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition.

Sole source is not justified based on a failure to plan.

6.4.16.2 Documentation

When less than full and open competition is available the following procedures apply:

- A written sole source justification must be prepared justifying the decision based on the criteria in section 6.4.16 above.
- A cost analysis must be prepared or obtained verifying the proposed cost data, the projections of the data, and the evaluation of the costs and profits.

6.4.17 Options

An option is a unilateral right in a contract by which, for a specified time, Marin Transit may elect to purchase additional or alternative equipment, supplies, or services called for by the solicitation and/or contract, or may elect to extend the term of the contract. The use of options must be limited to quantities of goods or services that are reasonably anticipated to be required by Marin Transit during the term of the contract; options may not be included solely with the intent of assigning them to another entity in the future; however, contracts may include a provision allowing assignment to other agencies in the event of a change in Marin Transit's anticipated requirements, in accordance with FTA regulations and guidance.

The option quantities or periods must be defined in the solicitation; contained in the offer upon which a contract is awarded; and evaluated as part of the initial award process; i.e., the options must be evaluated in combination with prices for the base quantity to determine the low bidder. When an option has not been evaluated to determine the low bidder for award of the contract, exercise of the option shall be considered a sole source procurement and must be justified as such.

The exercise of an option must be in accordance with the terms and conditions of the option as stated in the initial contract, and an option may not be exercised unless it is determined that the option price is

better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised, cost and other factors considered.

If sequential options (e.g., a series of one-year extensions) exist, the failure to timely and properly exercise any option shall void all subsequent options.

Marin Transit may exercise options in contracts of other public agencies (“piggybacking”) in accordance with FTA regulations and guidance. This process requires the following:

- A documented verification that the contract containing the option was procured in accordance with all FTA requirements, including obtaining copies of the relevant documents from the procuring agency.
- A separate contract or purchase order should be entered into between the vendor and Marin Transit.
- Where purchases are made from State or local purchasing schedules or contracts which do not include all FTA requirements, the necessary contract terms, representations and certifications may be added by agreement of the parties. However, the contract may not be modified to substantively change the product or services being acquired.

6.4.18 Electronic Commerce

Marin Transit may employ electronic commerce to conduct procurements; specifically electronic bidding or reverse auctions. In advance of using this procurement method written procedures must be established in compliance with FTA Circular 4220.1F, Chapter III, §3. f.

6.5 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) Marin Transit must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

7 CONTRACT COST AND PRICE ANALYSIS

7.1 Requirement

A cost or price analysis must be performed for every FTA-funded procurement action, including change orders in excess of the Simplified Acquisition Threshold of \$150,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation. FTA's "Pricing Guide for Grantees" provides guidance in performing the appropriate degree of cost or price analysis.

7.2 Independent Cost Estimate

Any cost or price analysis must be based on an independent cost estimate, which should be developed before a solicitation is issued, but in no event after the receipt of bids or proposals. For change orders, the independent estimate must be prepared without knowledge of the contractor's proposed pricing.

7.3 Cost Analysis

A cost analysis must be performed when the offeror is required to submit the elements (i.e., labor hours, overhead, materials, etc.) of the estimated cost. A cost analysis is not required when the pricing reflects a catalog or market price of a commercial product sold in substantial quantities to the general public or is based on prices set by law or regulation.

A cost analysis shall be necessary when adequate price competition is lacking, including sole source procurements (including change orders), unless

price reasonableness can be established on the basis of a catalog or market price of a commercial product sold in substantial quantities to the general public or on the basis of prices set by law or regulation. Where change orders involve items for which unit prices are included in the contract, a cost analysis is not required.

Profit is to be negotiated as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration should be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, and industry profit rates in the surrounding geographical area for similar work.

Costs or prices based on estimated costs for contracts shall be allowable only to the extent that costs incurred, or cost estimates included in negotiated prices are consistent with Federal cost principles allowable under Subpart E-Cost Principles of Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards Price Analysis

A price analysis looks at the price as a whole without examination of its various components.

Several techniques may be used in performing a price analysis:

- Comparing prices to those obtained for previous procurements.
- Comparing prices to those obtained by other agencies for like items.
- Comparing the range of prices received for the procurement involved, a price more than 10 percent higher or lower than the other prices received may raise questions as to whether the bidder interpreted the bid requirements differently than did the other bidders and may render the bid price unreasonable.
- Requiring each bidder to certify that the prices offered are no higher than those charged other customers for items of similar quality and quantity.

A price analysis may be used in all instances where a cost analysis is not required to determine the reasonableness of the proposed contract price.

Adequate price competition may be determined to exist when the perception of competition exists, even if only one bid or proposal is received; conversely, the receipt of multiple bids or proposals with widely differing prices may not constitute adequate price competition.

8 CONTRACT PROVISIONS

8.1 Federal Contract Provisions

To the greatest extent possible, Marin Transit shall employ appropriate standard contract provisions for each type of procurement. Contract provisions are usually contained in a set of General Conditions, which are standard for all procurements of that type, and in a set of Special Provisions, which are customized to either: add to, delete, or modify portions of the General Conditions. Each contract shall include all Federally-mandated provisions, in accordance with the matrix contained in FTA Procurement Circular 4220.1F ("Circular"), Appendix D, and in Appendix A to the FTA Best Practices Procurement Manual, ("BPPM").

8.2 Disadvantaged Business Enterprise (DBE)

In accordance with Marin Transit's Disadvantaged Business Enterprise Policy, DBE firms shall have an opportunity to participate in awards of contracts and subcontracts. Solicitations shall state if there is a DBE goal for the project, and outreach shall be made to DBE firms and the DBE community.

8.3 Liquidated Damages

Marin Transit may use liquidated damages when it reasonably expects to suffer damages through delayed contract completion or lack of contractor performance. The rate and measurement standards shall be calculated to reasonably reflect Marin Transit's costs should the standards not be met and shall be specified in the solicitation and contract. The assessment for damages is often established at a specific rate per day for each day beyond the contract's delivery date or performance period. A measurement other than a day or another period of time, however, shall be established if that measurement is appropriate. The procurement file should include a record of the calculation and rationale for the amount of damages established. Any liquidated damages recovered on a Federally-funded project must be credited to the project account involved unless FTA permits otherwise.

8.4 Bonding Requirements

8.4.1 Construction

Marin Transit shall require bid, performance, and payment bonds in compliance with requirements for construction-related procurements as defined in FTA Circular 4220.1F, Chapter IV, §2. h, if Federal funds are involved. FTA requires, for all construction contracts in excess of the Federal small purchase threshold (currently \$150,000), that the contractor provide a bid bond equal to 5 percent of the bid amount; a performance bond for 100 percent of the contract price; and a payment bond equal to 100 percent of the contract price. A payment bond is executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided

for in the contract. On award, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the District beyond 60 days from the time the award is made.

8.4.2 Non-Construction

For non-construction contracts, bonding requirements are discouraged except where applicable law or regulation provides for such bonding, or Marin Transit determines that such a requirement is necessary as part of the overall risk management plan for a project. In making this determination, consideration should be given to the additional project costs to be expected, and the potential effect of limiting the vendor pool.

8.4.3 Alternate Method of Security

To the extent permitted by applicable law and regulation, Marin Transit may permit substitution of cash, a cashier's check made payable to the district, a certified check made payable to the district, or a bond executed by an admitted surety insurer made payable to the district.

No bond may be required unless the requirement is specifically identified in the solicitation document.

8.5 Industry Contracts

Marin Transit shall take special care when using an industry developed contract or contract that is provided by a bidder or offeror. Not only may that contract lack the required Federal provisions, but its terms may also be unfavorable to Marin Transit. This policy does not prohibit the use of industry forms, specifications, or contract terms when their use would benefit the District and would accommodate Federal requirements.

8.6 Levine Act

All solicitations shall include the following statement:

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than \$250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract.

8.7 Non-Collusion Declaration

California PUC Section 7106 requires bidders on all public works contracts to declare under penalty of perjury that the bidder has not participated in various

collusive activities. This declaration is required for every bid on every public works contract. This declaration must also include a representation that the person executing the declaration on behalf of a corporation or other entity is fully empowered to execute the declaration.

8.8 Payment Provisions

8.8.1 Advance Payments

The use of FTA funds for payments in advance of the incurrence of costs by the contractor is generally prohibited, without prior written approval from FTA. FTA does permit advance payments from FTA funds for those purchases where advance payment is customary in the commercial marketplace such as utility services, rents and subscriptions. FTA approval of such advance payments is required when the amount exceeds \$100,000. Marin Transit should not make advance payments using other funds (including local match funds) except where (a) it is customary in the industry, or (b) there are sound business reasons (e.g. to enable a more cost-effective pricing structure) for doing so; in the latter case, the file shall be documented to fully justify the advance payment. In making this determination, consideration should be given to factors such as the additional cost of requiring a vendor to fund the purchase of costly equipment and materials for a custom-built piece of equipment, and the potential for restricting competition.

8.8.2 Progress Payments

Progress payments are to be made only for costs incurred and value received in the performance of the contract. "Value received" requires that Marin Transit must obtain title or other adequate security interest in the items paid for in the progress payment, through a bill of sale, or other documented security interest sufficient to establish ownership and exclude the items from any bankruptcy or other seizure of assets. In the case of studies or design contracts, this requirement may be satisfied by receipt and acceptance of a preliminary or final document. A contract involving progress payments must specify that all documents, designs, working papers and other materials for which a progress payment is made, complete or incomplete, become the property of Marin Transit. Progress payments for construction contracts may be made on a percentage of completion basis; this method may not be used for non-construction contracts.

9 RECEIPT AND EVALUATION OF BIDS AND PROPOSALS

9.1 Sealed Bids

Sealed bids must be received prior to the exact time specified in the IFB. Late bids are not acceptable and shall be returned to the bidder unopened. The

envelope of each bid received shall be stamped with the date and time of receipt, to verify timeliness. Bids shall be publicly opened, and the bid prices read. Each bid should be recorded in writing, including the name of the bidder and the bid price.

9.2 Competitive Proposals

Proposals must be received prior to the exact time specified in the RFP. Proposals are not publicly opened. A list of proposals shall be made available, including the name of the proposer and the number of copies received.

9.3 Responsiveness Review

Both bids and proposals are subject to requirements of responsiveness. Usually, the requirement of responsiveness for a bid is more complex than for a proposal. This is because a bid is "locked in" at the time of receipt, and proposals are subject to discussions and negotiations. As a result, many items required with a sealed bid need not be submitted with a proposal. Responsiveness looks at the submittal as of the time it was received, and an offeror cannot later correct a deficiency. Any defect in an area of responsiveness requires the rejection of the bid or proposal. Consequently, only items essential to the award should be specified as matters of responsiveness. The submittal of product samples, for example, is usually better treated as a matter of responsibility. Generally, matters of responsiveness include timeliness of receipt, proper signatures for a commitment by the offeror to provide the items solicited, required DBE submittals, and, where required, bid bonds. Proper completion of the pricing form is a matter of responsiveness for sealed bids; any exception to the terms and conditions of an IFB renders a bid non-responsive.

9.4 Responsibility Review

Contractors must be capable of successfully performing under the terms and conditions of the proposed contract. The responsibility review considers the following:

- **Technical Capacity:** The necessary organization, experience, accounting, and operational controls, and technical skills, or the ability to obtain them to perform the project successfully within the allocated time. This evaluation looks at the contractor's staffing, management systems, equipment, and ability to accurately track costs and submit proper invoices. Possession of any required licenses should also be verified.
- **Financial Resources:** The necessary capital to finance the contract performance. This evaluation looks at the contractor's financial statements, banking relationships and financial and credit history. Prior financial difficulties or even bankruptcies do not necessarily render a

contractor non-responsible but require a deeper look at its current financial situation.

- Past Performance: Any prior default or other failure to complete a contract should be investigated.
- Integrity and Ethics: Compliance with applicable laws and regulations, including affirmative action and DBE requirements, and other public policies. Any debarment or suspension at the Federal or State level should be investigated; Marin Transit shall not award a contract to a firm currently debarred or suspended by the Federal government or the State of California. The file for every procurement above the small purchase limit shall include documentation that the awardee is not listed on the U.S. General Services Administration's Excluded Parties List System or the State of California Department of Labor Standards Enforcement (DLSE) list of debarments found at <http://www.epls.gov> .

9.5 Evaluations

9.5.1 General

When evaluating bids or proposals, all evaluation factors specified in the solicitation documents should be considered, and the bids or offers should only be evaluated based on the evaluation factors included in those solicitation documents. Evaluation factors may not be modified after bids or proposals have been submitted without re-opening the solicitation.

9.5.2 Options

In awarding the contract that shall include options, the following standards apply:

- Evaluation Required. In general, Marin Transit shall evaluate bids or offers for any option quantities or periods contained in a solicitation if it intends to exercise those options after the contract is awarded.
- Evaluation Not Required. Marin Transit need not evaluate bids or offers for any option quantities if it determines that evaluation would not be in its best interests. An example of a circumstance that may support this determination not to evaluate bids or offers for option quantities is when Marin Transit is reasonably certain that funds shall not be available to permit it to exercise the option.

9.5.3 Evaluators

In addition to evaluators with experience in technical or public policy matters related to the procurement, other evaluators may also include auditors and financial experts to the extent that Marin Transit determines

would be necessary or helpful. Evaluation duties may be assigned to Marin Transit staff or to outside (including contracted) evaluators based on the proposal complexity and size.

10 CONTRACT ADMINISTRATION

10.1 Contract Administration

Contract administration ensures that Marin Transit and its contractors comply with the terms, conditions, and specifications of their contracts and applicable Federal, State and local requirements.

10.2 File Contents

For sealed bid procurements and competitive negotiations, the contract administration file should include the following:

- The executed contract and notice of award;
- Performance and payment bonds, bond-related documentation, and correspondence with any sureties;
- Contract-required insurance documentation;
- Post-award (pre-performance) correspondence from or to the contractor or other Governmental agencies;
- Notice to proceed;
- Approvals or disapprovals of contract submittals required by the contract and requests for waivers or deviations from contractual requirements;
- Modifications/changes to the contracts including the rationale for the change, change orders issued, and documentation reflecting any time and or increases to or decreases from the contract price as a result of those modifications;
- Documentation regarding settlement of claims and disputes including, as appropriate, results of audit and legal reviews of the claims and approval by the proper authority (i.e., city council, board of directors, executive director) of the settlement amount;
- Documentation regarding stop work and suspension of work orders and termination actions (convenience as well as default); and
- Documentation relating to contract close-out.

For small purchases and micro-purchases documentation may only need to consist of standard purchasing documents.

11 CHANGE ORDERS

11.1 Definition

A change order means an order authorized by Marin Transit directing the contractor to make changes, pursuant to contract provisions for such changes, with or without the consent of the contractor. There are two general types of change orders: (1) changes within the general scope of the contract; and (2) cardinal changes. A cardinal change means a major deviation from the original purpose of the work or the intended method of achievement, or a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract. (An example of the difference would be a contract to build a garage: adding a window would be within the general scope of the contract, while adding a house would not.) A cardinal change can also be created by a series of incremental change orders that have the cumulative effect of changing the scope beyond the original intent of the parties. See section 3.6.4 for changes which are impermissible under Federal contracting requirements.

11.2 Submittal

Change orders may be initiated by either Marin Transit or the contractor. In either case, the formal process begins with a request by Marin Transit for the contractor to submit a proposal identifying both the scope and cost of the proposed change. The request should be detailed enough for the contractor to submit a firm fixed price, or hourly rates on a not-to-exceed basis, if the original contract was on a reimbursable-cost basis. If the proposed change shall affect the contract's insurance requirements, the change should be addressed in the request for a change proposal. Occasionally in construction, the precise scope of the work cannot be reasonably determined until the work is undertaken; in those cases, the change order may be issued on the basis of payment for time and materials, including a markup for overhead and profit. This pricing formula, however, should be used only when absolutely necessary, and the scope should only extend to the point where a firm price can be established.

11.3 Evaluation

The contractor's proposal should be reviewed and approved using the same evaluation process as was used in determining contractor responsiveness and responsibility in the original contract award. Responsiveness would address primarily whether the changed proposal adequately addresses the requested scope; responsibility issues would include price reasonableness (a cost or price analysis is required for every contract action, including change orders), schedule impacts; impact on the DBE goal, and the qualifications of the personnel or subcontractors proposed to perform the work. If the change

is outside the scope of the contract, it is considered a sole source procurement, and must be justified as such. Marin Transit must investigate whether other sources for the changed work are reasonably available and document the file accordingly. The same process should be followed for in-scope changes if the contractor's price cannot be determined to be fair and reasonable. Change orders are subject to negotiation.

11.4 Documentation

A separate file for change orders containing the documentation described above must be maintained as part of the procurement record.

12 CONTRACT CLOSEOUT

Prior to authorizing final payment on a project, it should be established that the work under the contract has been completed and the contract is ready for closeout. A contract is complete only after all deliverable items and services called for under the contract have been delivered and accepted by Marin Transit. These deliverable items include such things as reports, spare parts, warranty documents, and proof of insurance (where required by the contract terms).

APPENDIX A – Updated June 2024

APPLICABILITY OF THIRD-PARTY CONTRACT CLAUSES
(excluding micro-purchases, except for construction contracts over \$2,000)

CLAUSE	TYPE OF PROCUREMENT				
	Professional Services/A&E	Operations/ Management/ Subrecipients	Rolling Stock Purchase	Construction	Materials & Supplies
No Federal government obligations to third parties by use of a disclaimer	All	All	All	All	All
Program fraud and false or fraudulent statements and related acts	All	All	All	All	All
Access to Records	All	All	All	All	All
Federal changes	All	All	All	All	All
Civil Rights (EEO, Title VI & ADA)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Energy Conservation	All	All	All	All	All
Notification to FTA	All	All	All	All	All
Termination Provisions (not required of states)	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$150,000	>\$150,000	>\$150,000 (for steel, iron, manufactured products)
Provisions for resolution of disputes, breaches, or other litigation	> \$150,000 (see Note)	> \$150,000 (see Note)	> \$150,000 (see Note)	> \$150,000 (see Note)	> \$150,000 (see Note)
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	> \$100,000	> \$100,000	> \$100,000	> \$100,000	> \$100,000
Clean Water	> \$100,000	> \$100,000	> \$100,000	> \$100,000	> \$100,000
Cargo Preference			Involving property that may be transported by ocean vessel	Involving property that may be transported by ocean vessel	Involving property that may be transported by ocean vessel

APPLICABILITY OF THIRD-PARTY CONTRACT CLAUSES
 (excluding micro-purchases, except for construction contracts over \$2,000)

CLAUSE	TYPE OF PROCUREMENT				
	Professional Services/A&E	Operations/ Management/ Subrecipients	Rolling Stock Purchase	Construction	Materials & Supplies
<i>Fly America</i>	<i>Involving foreign transport or travel by air</i>	<i>Involving foreign transport or travel by air</i>	<i>Involving foreign transport or travel by air</i>	<i>Involving foreign transport or travel by air</i>	<i>Involving foreign transport or travel by air</i>
<i>Davis Bacon Act</i>				<i>>\$2,000 (including ferry vessels)</i>	
<i>Copeland Anti-Kickback Act Section 1 Section 2</i>				<i>All >\$2,000 (including ferry vessels)</i>	
<i>Contract Work Hours & Safety Standards Act</i>		<i>>\$100250,000</i>	<i>>\$100250,000</i>	<i>>\$100250,000 (including ferry vessels)</i>	
<i>Bonding (not required of states)</i>				<i>>\$100,000 (including ferry vessels)</i>	
<i>Seismic Safety</i>	<i>A&E for new buildings & additions</i>			<i>New buildings & additions</i>	
<i>Transit Employee Protective Arrangements</i>		<i>Transit operations funded with Section 5307, 5309, 5311 or 5316 funds</i>			
<i>Charter Service Operations</i>		<i>All</i>			
<i>School Bus Operations</i>		<i>All</i>			
<i>Drug and Alcohol Testing</i>		<i>Transit operations funded with Section 5307, 5309 or 5311 funds</i>			
<i>Patent Rights</i>	<i>Research & development</i>				
<i>Rights in Data and Copyrights requirements</i>	<i>Research & development</i>				

APPLICABILITY OF THIRD-PARTY CONTRACT CLAUSES
 (excluding micro-purchases, except for construction contracts over \$2,000)

CLAUSE	TYPE OF PROCUREMENT				
	Professional Services/A&E	Operations/ Management/ Subrecipients	Rolling Stock Purchase	Construction	Materials & Supplies
Special DOL EEO clause for construction projects				>\$10,000	
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Prompt Payment	All if threshold for DBE program met	All if threshold for DBE program met	All if threshold for DBE program met	All if threshold for DBE program met	All if threshold for DBE program met
Recycled Products		Contracts for items designated by EPA, when procuring \$10,000 or more per year		Contracts for items designated by EPA, when procuring \$10,000 or more per year	Contracts for items designated by EPA, when procuring \$10,000 or more per year
<u>Seat Belt Use</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Distracted Driving</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>
<u>Conformance with ITS National Architecture</u>	<u>ITS projects</u>	<u>ITS projects</u>	<u>ITS projects</u>	<u>ITS Projects</u>	<u>ITS Project</u>
ADA Access	A&E	All	All	All	
Special Notification Requirements for States	Limited to states	Limited to states	Limited to states	Limited to states	Limited to states
<u>Prohibitions on Certain Telecommunications Equipment</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>	<u>All</u>

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APPENDIX B – FEDERAL CERTIFICATIONS REPORTS AND FORMS

Updated June 2024

CERTIFICATIONS, REPORTS, AND FORMS	COMMENTS
Bus Testing Certification	All procurements of new model transit buses and vans and existing models being modified with major changeover changes.
TVM Certification	All rolling stock procurements.
Buy America Certification	Procurements of steel, iron or manufactured products exceeding \$400 <u>150</u> ,000.
Pre-award Review	FTA Annual Certification for any rolling stock procurement.
Pre-award Buy America Certification	Rolling stock procurements exceeding \$400 <u>150</u> ,000.
Pre-award Purchaser's Requirement	All rolling stock procurements.
Post Delivery Review	FTA Annual Certification for any rolling stock procurement.
Post Delivery Buy America Certification	Rolling stock procurements exceeding \$400 <u>150</u> ,000.
Post Delivery Purchaser's Requirement	All rolling stock procurements to the extent required by Federal law and regulations.
On-Site Inspector's Report	Rolling stock except for procurements of: <ul style="list-style-type: none"> • 10 or fewer vehicles • 20 or fewer vehicles serving rural areas or small urbanized areas • Any amount of primary manufactured standard production and unmodified vans that after visual inspection road testing meet the contract specifications
Federal Motor Vehicles Safety Standards Pre-award Review and Post Delivery	Motor vehicle procurements
Lobbying	Procurements exceeding \$100,000
Standard Form LLL and Quarterly Updates (when required)	Procurements exceeding \$100,000 where contractor engages in lobbying activities.



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Director
City of San Rafael

Fred Casissa

Alternate
Town of Corte Madera

June 3, 2024

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

Subject: Marin County Transit District Operating and Capital Budget for FY 2024/25

Dear Board Members:

Recommendation

Adopt FY 2024/25 budget.

Summary

Marin Transit's draft budget for July 1, 2024 to June 30, 2025 was presented at your Board's May 5, 2024 meeting. Staff is requesting that your Board adopt the final FY2023/24 budget today. The final budget document is attached to this board letter and changes from the draft budget are described below.

Marin Transit's draft budget for July 1, 2024 to June 30, 2025 reflects the priorities and financial projections in the District's Board-adopted Short Range Transit Plan. The District's Board adopted the most recent full SRTP on February 3, 2020 and a "mini" SRTP update on December 5, 2022. The District is just starting next full SRTP process which will include updated 10-year financial projections.

The FY 2024/25 expenditure budget for operations and capital projects is \$55.0 million (Table 1). The expenditure budget allows for a fully funded Emergency Reserve of two months operating expenses, a Contingency Reserve of four months of operating expenses, and a Capital Reserve of \$22.6 million. The District is still experiencing revenue fluctuations in major revenue sources, and the budget includes significant expenditure of carryforward revenue from Measure AA and state sources that were both (a) projected to have revenue losses that did not occur and (b) were underspent due to the availability of federal relief funding. Current Marin County sales tax growth has slowed after strong growth throughout the pandemic. Sales tax revenue from Measure AA is projected to have no growth in FY2024/25 and projections for State revenue from sales tax include a 2% projected growth that may be too optimistic.

The operating expense budget of \$45.3 million is a three percent increase over the FY 2023/24 budget. This increase is comparable to inflation and is mostly a reflection of increased purchased transportation and staffing expenses. Fixed



route service levels reflect service adjustments implemented in June 2023 which reduced peak-hour resource needs, minimized missed trips and improved service quality.

Marin Transit retained and recovered ridership during the pandemic at a higher rate than peer agencies. Currently, fixed route ridership is over 90% of pre-COVID levels. Ridership on ADA Paratransit and other Marin Access programs has recovered more slowly, and based on current demand the budget provides for demand response hours that are about 50% of pre-pandemic hours.

The budget includes increasing staff salary bands by CPI, 2.4%, in accordance with District’s adopted employment framework. In addition, the budget increases the Directors’ salary band an additional 7.7% to incorporate the adjustment recommended in the 2023 Salary Survey Report to meet market rates. The budget also adds one grant funded FTE to the capital team to manager the Fixed Route Electric Vehicle Charging and Maintenance Facility project.

Table 1: Budget Summary

	FY2022/23 Actual	FY2023/24 Revised Budget	FY 2023/24 Estimated Actual	FY 2024/25 Budget
Revenue				
Operations	37,990,774	43,865,464	46,358,777	49,283,402
Capital	7,325,565	16,303,572	8,763,005	9,751,108
Total Revenue	\$45,316,339	\$60,169,036	\$55,121,782	\$59,034,510
Expenditures				
Operations	37,287,174	43,789,813	41,386,978	45,290,112
Capital	7,347,763	18,795,570	8,763,005	9,751,108
Total Expenditures	\$44,634,937	\$62,585,383	\$50,149,983	\$55,041,220
Net Change in Fund Balance	\$681,402	-\$2,416,347	\$4,971,799	\$3,993,290
Emergency Reserve	6,742,000	7,298,302	7,298,302	7,548,352
Contingency Reserve	13,484,000	14,596,604	14,596,604	15,096,704
Capital Reserve	16,035,158	11,949,905	19,338,051	22,581,191
Fund Balance (total reserve)	\$36,261,158	\$33,844,811	\$41,232,957	\$45,226,247
Expenditure of Capital Reserve	22,198	2,491,998	0	0

The attached budget document provides additional information and trends for the operations budget for each of the programs: Administration, Local Service, Yellow Bus Service, Rural Service, and Marin Access. Budget control occurs at the program level.

Marin Transit’s capital expenditure budget is \$9.8 million to fund transit vehicle replacements, bus stop improvements, and facility improvement projects. Marin Transit is actively working on facility projects to improve existing facilities and purchase additional right of way needed for parking and maintenance of electric buses and yellow buses. The FY 2024/25 Capital Budget includes \$4.2 million in facility



projects. Two projects are anticipated to be in construction in FY 2024/25, the District's ADA bus stop project, and the 3010/3020 Kerner vehicle parking with electric vehicle charging and solar power generation. The District plans to complete the Environmental phase of the fixed route electric vehicle facility project in FY 2024/25.

Final Budget Compared to Draft Budget

The proposed final operations and capital budget for FY 2024/25 includes the following change from the draft budget:

- Corrected Marin Access revenue hours and riders graphs (figures 10 & 11).

This change has no fiscal impact on final operation budget compared to the draft budget. There are no changes in the proposed final capital budget from the draft capital budget.

FISCAL IMPACT

Board action will authorize FY2024/25 operations and capital expenditure levels.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "L. Gradia".

Lauren Gradia
Director of Finance and Capital Programs

Attachment A: Marin County Transit District Operating and Capital Budget for FY 2024/25

Attachment B: FY 2024/25 Budget PowerPoint Presentation



MARIN TRANSIT BUDGET FY 2024/25

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Marin Transit Budget Overview

The Marin County Transit District (Marin Transit) provides local transit service within Marin County. Marin Transit provides 2.8 million unlinked passenger trips per year and provides over 225,000 revenue hours of service with a fleet of 79 buses. The FY 2024/25 expenditure budget for operations and capital projects is \$55.0 million (Table 1). The FY 2024/25 budget allows for a fully funded Emergency Reserve of two months of operating expenses, a Contingency Reserve of four months of operating expenses, and a Capital Reserve of \$22.6 million. The District is still experiencing revenue fluctuations in major revenue sources, and the budget includes significant expenditure of carryforward revenue from Measure AA and state sources that were both (a) projected to have revenue losses that did not occur and (b) were underspent due to the availability of federal relief funding.

Marin Transit retained and recovered ridership during the pandemic at a higher rate than peer agencies. Currently, fixed route ridership is over 90% of pre-COVID levels. Ridership on ADA Paratransit and other Marin Access programs has recovered more slowly, and based on current demand the budget provides for demand response hours that are about 50% of pre-pandemic hours. The budget maintains existing fixed route services and allows for some innovative program growth and changes focused on adjusting to post-COVID needs. Marin Transit's capital expenditure budget is \$9.8 million to fund transit vehicle replacements, bus stop improvements, and facility improvement projects. Marin Transit is actively working on facility projects to improve existing facilities and purchase additional right of way needed for parking and maintenance of electric buses and yellow buses. Two projects are anticipated to be in construction in FY2024/25, the District's ADA bus stop project, and the 3010/3020 Kerner vehicle parking with electric vehicle charging and solar power generation. The District will also be completing the Environmental phase of the fixed route electric vehicle facility project

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Expenditure of Capital Reserve	22,198	2,491,998	0	0

Marin Transit delivers services through contract operators, including Golden Gate Bridge, Highway & Transportation District (GGBHTD); Marin Airporter; Bauer’s Intelligent Transportation, and Transdev. Marin Transit’s Short Range Transit Plan (SRTP) is the primary service and financial planning document for the District and includes ten years of financial projections for operations and capital programs. The FY2024/25 Budget is developed from adopted SRTP service and financial projections. The District’s Board adopted the most recent full SRTP on February 3, 2020 and a “mini” SRTP update on December 5, 2022.

Budget Process and Timeline

The budget process begins in late February with a review of District- and program-level goals and objectives with finance, operations, and planning staff. Staff then held internal meetings focused on each program area. The Director of Finance compiled all the program data and developed a draft budget for presentation to the Board of Directors’ May meeting. If needed, staff will make changes to the draft budget based on public comments and Board input, and the Board will consider adoption of the final budget at their June meeting.

The following is the timeline for fiscal year July 1, 2024 to June 30, 2025 (FY2024/25) budget development:

- February 6, 2024 – Budget kick-off meeting
- February-April 2024 – Program level budget meetings
- May 6, 2024 – Draft budget presented to Board of Directors
- June 3, 2024 – Adoption of Final budget

Relevant Financial Policies

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

Basis of Accounting

Marin Transit’s resources are allocated and accounted for in the financial statements as an enterprise fund. 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. As a proprietary funds, the audited financial statements further distinguish operating revenues and expenses from non-operating revenues and expenses. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund’s principal ongoing operations.

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

Annual Budget Adoption

The Marin Transit Board of Directors adopts an annual budget for Marin Transit’s fiscal year starting July 1 and ending June 30. Under the direction of the Director of Finance, staff develops a balanced budget for

the Board of Directors that provides sufficient and sustainable funding for local transit service needs using the following guidelines:

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

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

Budget Amendment

Budget control occurs at the program level. Program budgets are: Administration, Local, Yellow bus, Rural, Marin Access, and Capital. Deviations from budgeted line-item amounts are acceptable if the total expenses at the Program Budget level area do not exceed the budget authority.

Mid-year budget transfers between program budgets require General Manager approval and must be made such that total budget expenditures are not exceeded.

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

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

Reserve Policy

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

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

Emergency Reserve: 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.

Contingency 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.

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

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

Indirect Costs

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

District Fund Balance

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

Marin Transit was in a strong financial position before the COVID-19 pandemic and had the resources to maintain services throughout the pandemic even when future revenue sources were uncertain. Federal relief funds allowed Marin Transit to continue to have a balanced budget during the COVID-19 pandemic and to back fill for drops in fare revenue, and state operations revenue. Marin Transit's largest challenge is ownership of sufficient property to allow for the future charging and maintenance of electric vehicles required under the District's Zero Emission Bus Rollout Plan, in accordance with state mandates. The lack of a parking and maintenance facility also impacts the ability of the District to attract contractors and negotiate cost competitive contracts with service providers, posing a risk of ongoing increases in contract costs. Marin Transit was awarded a competitive federal Bus and Bus Facilities grant in 2023 for \$31.5 million for the purchase of a site and development of a Zero Emission Bus Facility. The District is actively completing environmental review of possible locations.

With healthy reserves and stable property tax and sales tax revenues, Marin Transit continues to be in a stable financial position for the next five years. There are larger financial uncertainties in the 10-year projections. The District will review this outlook in the upcoming SRTP process to update projected revenue and expenses, evaluate the sustainability of current service levels, look at opportunities for growth

and understand the significant capital needs to convert to a zero emission fleet and purchase and construct a fixed route maintenance facility.

Local Sales Tax – Measure A and Measure AA

On November 6, 2018, Marin County voters passed Measure AA, a renewal to the county’s ½-cent transportation sales tax and new expenditure plan. The first ½-cent sales transportation sales tax (Measure A) was a 20-year measure passed in 2004 and FY2024/25 would have been the last year of the sales tax. The renewal measure (Measure AA) is a 30- year extension effective April 2019. Local sales tax funding provides approximately 39% of Marin Transit’s operating revenues. The sales tax also provides a share of capital funds needed to match federal and state grants for vehicles.

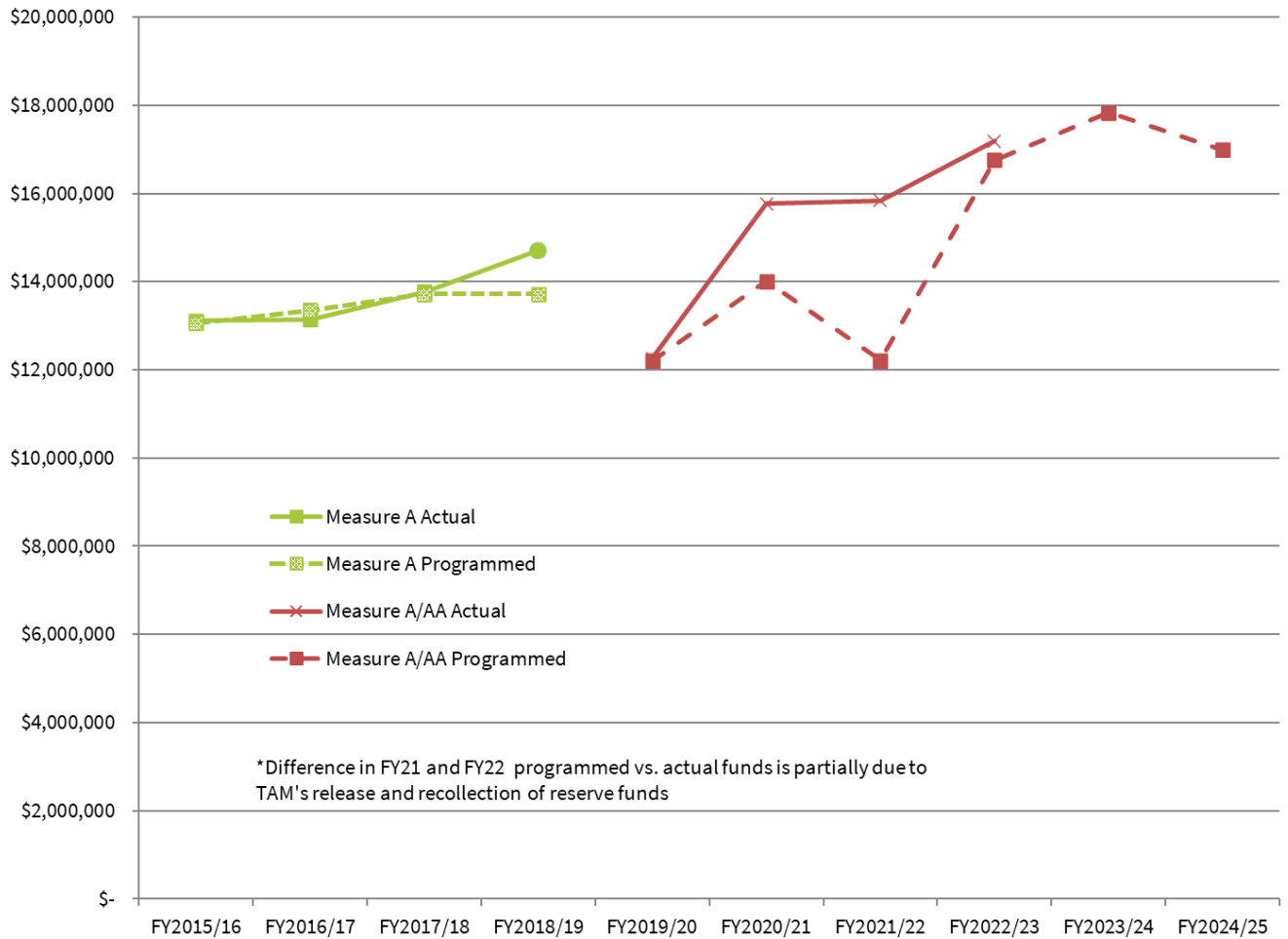
The Measure AA expenditure plan reflects the needs of Marin County and projects that were completed under Measure A and to prioritize local transit with 55% of allocated sales tax revenues going to local transit. The Measure AA expenditure plan changed the sub-strategies and their allocations within the overall transit strategy compared to Measure A, including committing funding to school transportation and ferry access and reducing funding for Bus Transit Facilities. TAM allocates funds to Marin Transit by five sub-strategies specified in the overall transit strategy in the expenditure plan: Capital investment, Special Needs, Rural Transit, School Transportation, and Local Transit.

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

Marin County saw strong sales tax returns during the pandemic due to the combination of strong sales and the Wayfair decision¹ that increased the collection of sales tax for purchases made online. Following the pandemic economic growth in Marin has slowed but not declined. TAM is projecting no growth in sales tax for the current year (FY2023/24) and almost no growth (0.2%) for FY2024/25. The minimal growth plus a timing shift in final collection of reserves, caused a drop in Measure A/AA projections for FY2024/25 (Figure 1).

¹ California Assembly Bill No. (AB) 147 (April 25, 2019) required retailers located outside of California to register with the California Department of Tax and Fee Administration (CDTFA) and collect California use tax. Source: <https://www.cdtfa.ca.gov/industry/wayfair.htm>

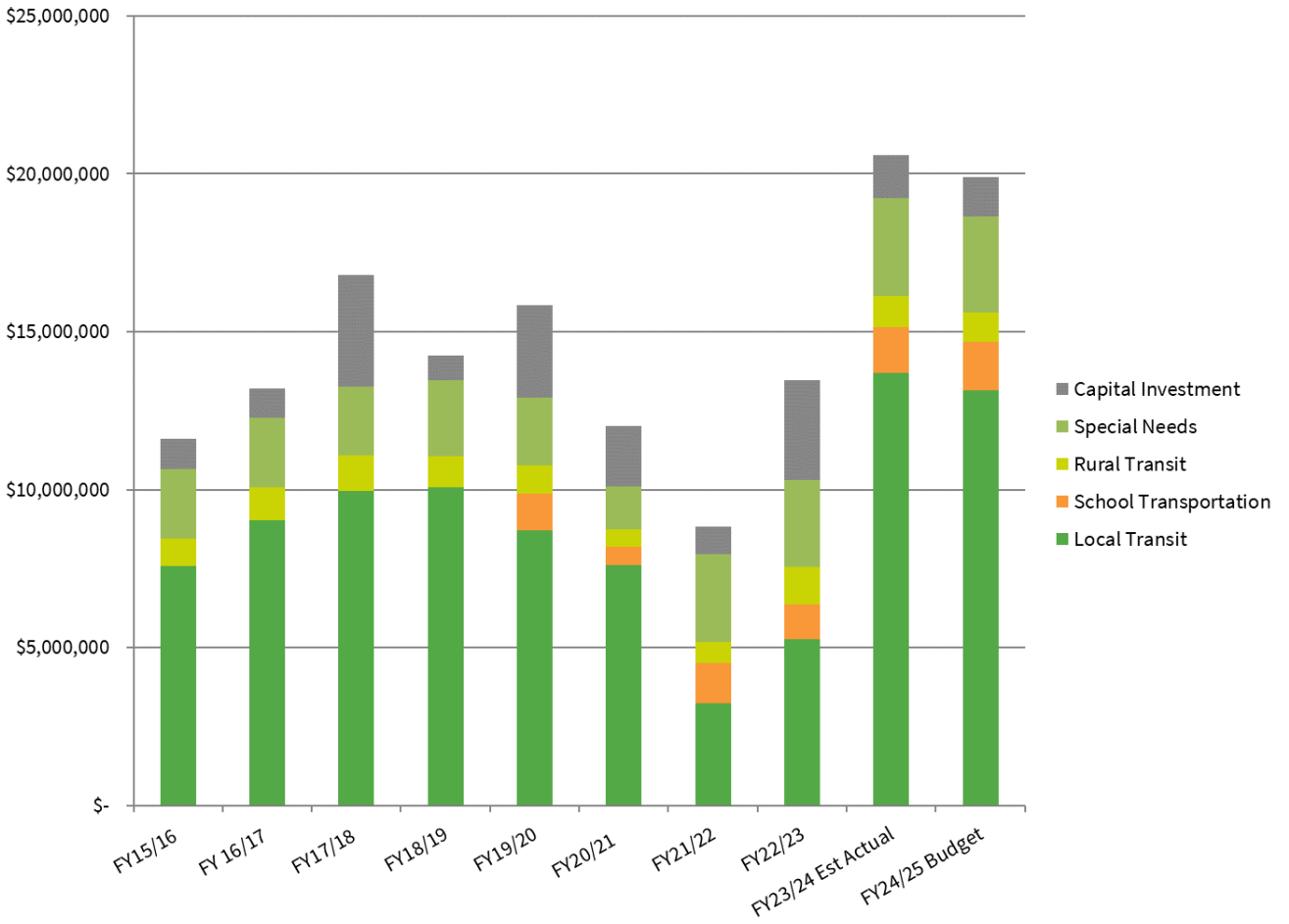
Figure 1: Ten-Year Measure A/AA Transit Funds by Fiscal Year (TAM Projection & Actual Receipts)



The District’s actual expenditure of Measure A/AA revenue varies due to capital replacement cycles and the availability of other grant funds in a particular year (Figure 2). During the pandemic, Marin Transit needed less sales tax funding for operations due to the availability of federal relief funds for operations. Starting in FY2023/24, federal relief funds were fully expended and the expenditure of Measure AA funds increased to a level consistent with the historic trend line (Figure 2).

In any given year, unclaimed Measure A/AA revenue is available for TAM to allocate to Marin Transit in future years. With this budget and based on TAM revenue estimates, the District’s Measure AA carryover will be \$9.1 million in Local Service subcategory, \$1.4 million in Schools subcategory, and \$1.3 million in Special Needs (Marin Access). TAM holds these unallocated funds, and they are not included in Marin Transit’s Emergency or Contingency Reserve funds. Instead, Marin Transit programs these funds in the ten-year operation and capital financial forecasts in the adopted SRTP.

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



Operations Budget

Marin Transit’s FY2024/25 operations budget provides for operation of the following services:

Service	Revenue Hours
Local Basic and Local Trunkline	143,000 revenue hours
Local Connector (Community Shuttles)	24,000 revenue hours
Supplemental School and Partnership	1,725 revenue hours
Muir Woods Shuttle	4,200 revenue hours
Yellow School Bus Service	4 buses
West Marin Stagecoach Service	16,500 revenue hours
Marin Access Shuttle	2,500 revenue hours
Local Paratransit Service	30,000 revenue hours
Regional Paratransit Service	5,000 revenue hours
Catch-A-Ride	16,000 trips
Volunteer Driver	10,000 trips

The operating expense budget (Table 2) of \$45.3 million is a three percent increase over the FY2023/24 budget and provides for a similar level of fixed route service, increased Marin Access shuttles and lower levels of Paratransit service reflect demand (Figure 3).

Figure 3: Fixed Route Service Hours by Fiscal Year

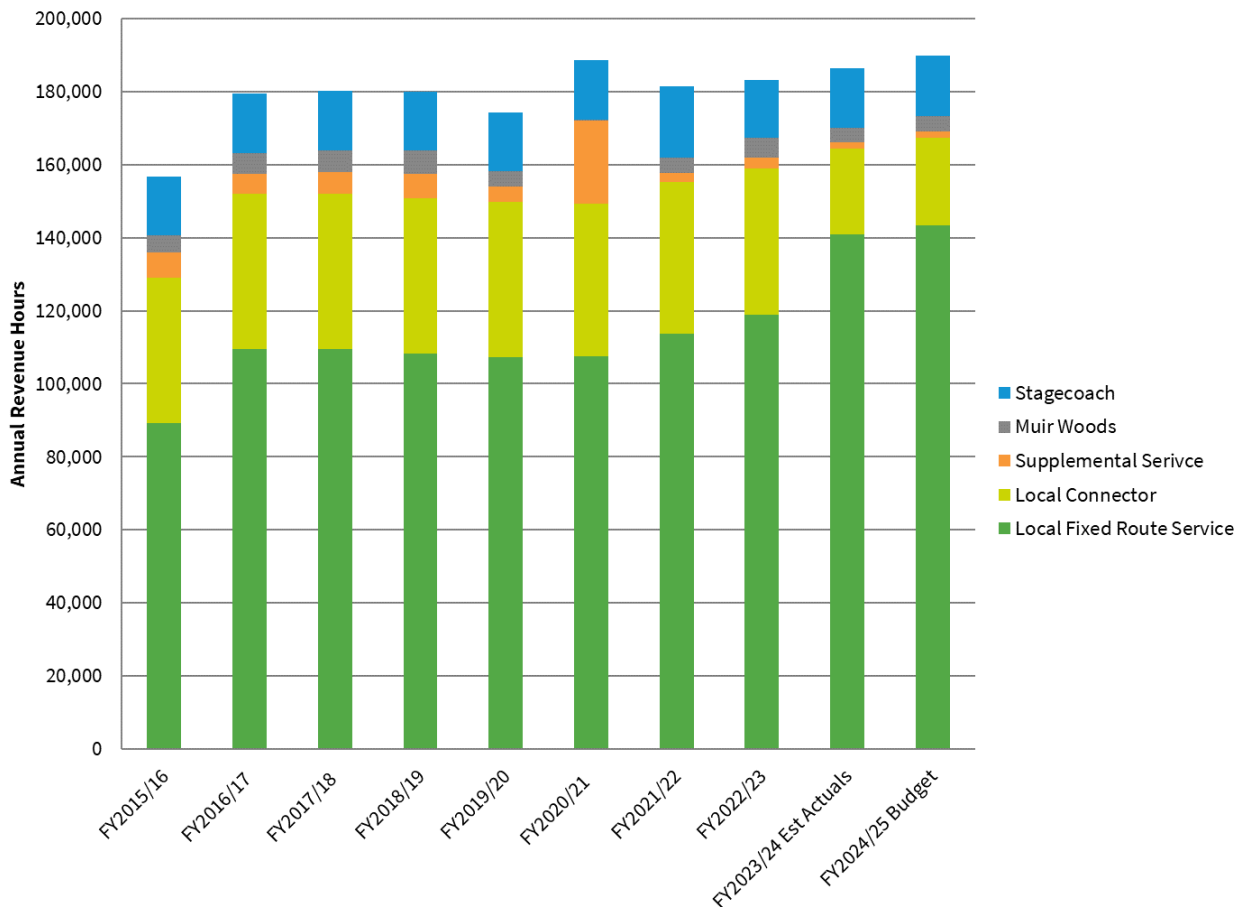


Table 2: Operations Budget (Admin, Local, Yellow Bus, Rural, & Marin Access)

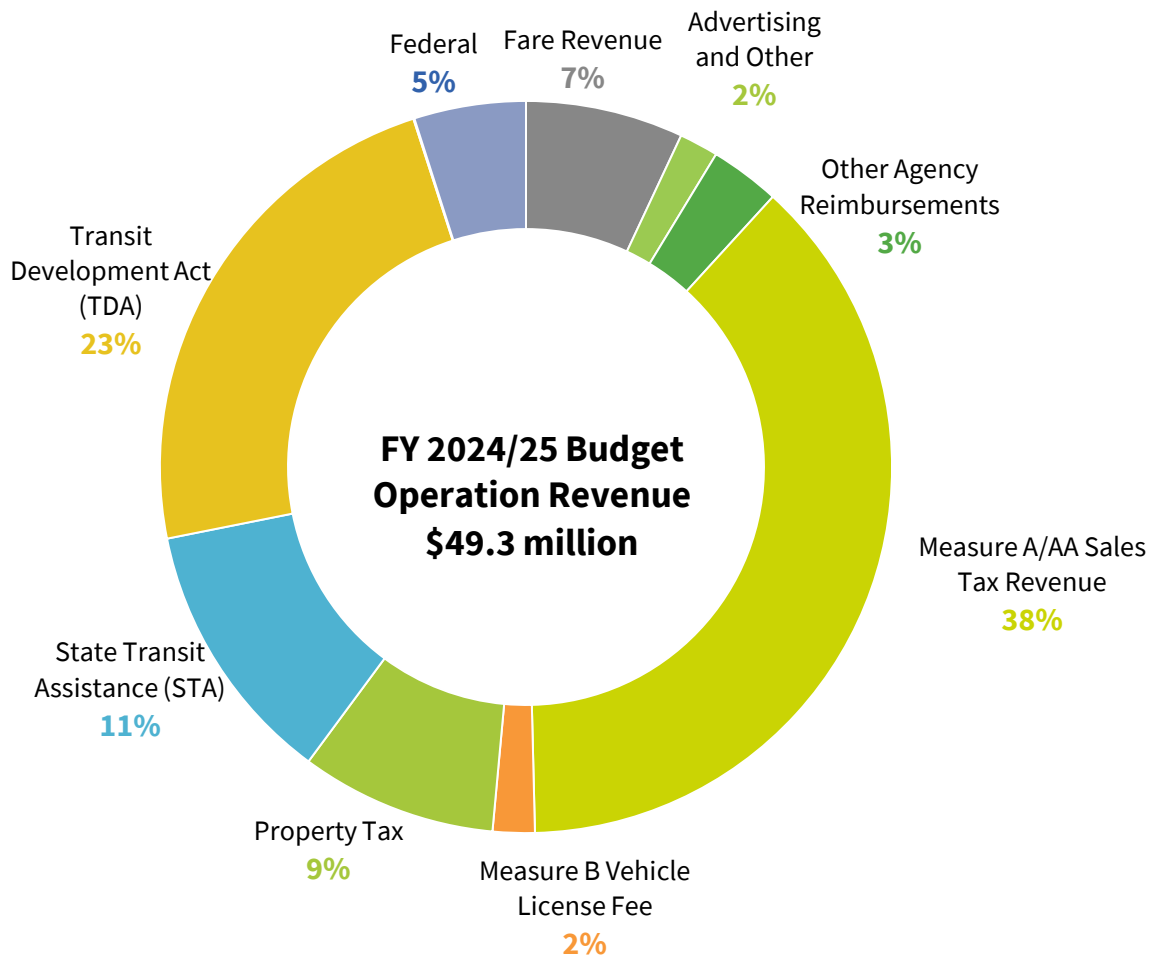
	FY2022/23 Actual	FY2023/24 Revised Budget	FY 2023/24 Estimated Actual	FY 2024/25 Budget	% Δ From FY2024 Budget
Revenue					
Fare Revenue	3,359,930	3,367,118	3,367,382	3,434,005	2%
Advertising & Other Revenue	235,790	60,000	48,324	50,000	-17%
Reimbursements (GGBHTD)	1,336,976	1,441,552	1,450,871	1,521,924	6%
Interest	285,133	90,700	873,374	800,700	783%
Measure A/AA	10,304,270	18,646,585	19,241,834	18,642,700	0%
Measure B	825,310	895,000	650,006	913,000	2%
Property Taxes	5,615,424	5,682,781	5,910,851	6,166,642	9%
Development Fees	90,392	67,500	73,344	84,000	24%
State Transit Assistance (STA)	3,021,660	5,158,794	5,236,693	5,784,253	12%
Transportation Development Act (TDA)	10,909,658	7,881,923	7,881,923	11,412,830	45%
Other State	25,419	32,300	17,105	22,300	-31%
FTA Funds	5,421,507	1,681,360	1,546,990	1,773,055	5%
National Park Service	521,983	655,985	705,653	658,047	0%
Transfers to Capital Budget	(3,962,680)	(1,796,134)	(645,573)	(1,980,054)	10%
Total Revenue	37,990,772	43,865,464	46,358,777	49,283,402	12%
Expenses					
Salaries and Benefits	3,015,440	3,523,449	3,278,292	3,833,506	9%
Professional Service	369,148	654,585	556,867	692,088	6%
Professional Service- Legal	35,708	150,000	7,601	154,500	3%
Security and Maintenance	236,725	272,628	194,361	260,783	-4%
Customer Service	126,842	0	0	0	-
Mobility Management Programs	3,873	63,113	5,842	63,506	1%
Grants to Other Agencies	514,606	758,571	734,466	768,388	1%
Materials and Supplies	342,750	398,997	351,595	405,102	2%
COVID Cleaning and Supplies	3,709	0	0	0	-
General Insurance	104,159	122,000	123,396	162,000	33%
Purchased Transportation	29,349,517	33,551,974	32,724,662	35,065,755	5%
Membership & Prof Development	68,339	88,065	78,686	91,000	3%
Mileage and Travel	16,094	25,750	20,772	26,500	3%
Marketing	127,998	167,483	62,283	169,486	1%
Communication	189,448	255,623	191,593	268,648	5%
Fuel	2,902,027	3,662,108	3,000,218	3,563,954	-3%
Utilities (Facility)	55,362	68,032	50,077	70,072	3%
Vehicle and Vehicle Parking Leases	26,210	32,556	27,130	27,944	-14%
Office - Rental and Overhead	182,960	189,479	186,838	192,000	1%
Transfers to Capital Budget	(383,741)	(194,600)	(207,701)	(525,121)	170%
Total Expenses	37,287,174	43,789,813	41,386,978	45,290,111	3%
Net Revenue Over Expenditures	<u>703,598</u>	<u>75,651</u>	<u>4,971,799</u>	<u>3,993,291</u>	<u>3%</u>

District Operations Revenue

Marin Transit derives its revenues from multiple sources (Figure 4), with no single revenue source providing the majority of the District’s operating funds. The primary revenue sources for Marin Transit operations are:

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

Figure 4: Revenue Sources for FY 2024/25 Budget



To develop revenue projections for the FY 2024/25 budget, staff referred to Metropolitan Transportation Commission (MTC) revenue projections for STA and TDA, used TAM’s allocation numbers for Measure AA,

and reviewed recent economic indicators. Both Measure AA and state Transportation Development Act funds (TDA) are generated from Marin County sales tax. Sales tax numbers have not been growing and TAM projects no growth for FY2024/25. The state revenues based on sales tax include more optimistic projections.

Revenue Variances

All budgeted revenues that have changed more than \$100,000 and more than 10% compared to the prior year's budget are listed in Table 3 and are described below.

Table 3: Revenue Variances in Operations Budget (>\$100,000 and >10% compared to prior year budget)

Revenue Category	FY 2024/25 Budget	Variance from Prior Year Budget		Notes
		Amount (\$)	%	
Interest	\$800,700	\$710,000	783%	Significant increase in investment earnings of the fund balance held by County of Marin due to market conditions.
State Transit Assistance (STA)	\$5,784,253	\$625,459	12%	Increased availability of funds primarily due to pandemic volatility creating carryforward funds.
Transportation Development Act (TDA)	\$11,412,830	\$3,530,907	45%	Increased availability of funds primarily due to pandemic volatility creating carryforward funds.

Interest revenue has been higher than in prior years due to a significant increase in investment earnings on the District's fund balance held by the County of Marin due to market conditions. These are anticipated to continue and the budget for interest revenue is 783% of the FY2023/24 budget and 81% of the current year's estimated actual.

State Transit Assistance Funds (STA) funds are allocated in accordance with state statute where 50% is based on (a) locally generated revenue expended on transit operations (revenue-based) and 50% is based on (b) the population of the County (population-based). The three eligible transit operators in Marin County – Marin Transit, GGBHTD, and SMART – signed an agreement in FY 2017/18 to split population funds based on ridership and service provided to address MTC's new STA Population-Based Policy (MTC Resolution 4321). Marin Transit's share of population-based funds has increased post-pandemic due to the higher retention of passengers and service during the pandemic than other operators. For FY2023/24 the District's share is 54%, compared to 40% pre-pandemic. The budget includes the expenditure of \$2.5 million of revenue-based STA funds based on operations needs and will have a reserve of \$1.8 million in revenue-based funds.

Transportation Development Act (TDA) funding is generated from sales tax which has had receipts significantly over the County Auditor's FY2023/24 projections. This creates significant roll forward funds that can be claimed in FY2024/25. The County Auditor is also projecting 2% growth in FY2024/25 over the updated FY2023/24 projection. The District's share of TDA drops slightly from 60.72% to 57.7% as Golden Gate Transit has slowly recovered ridership.

District Operations Expenses

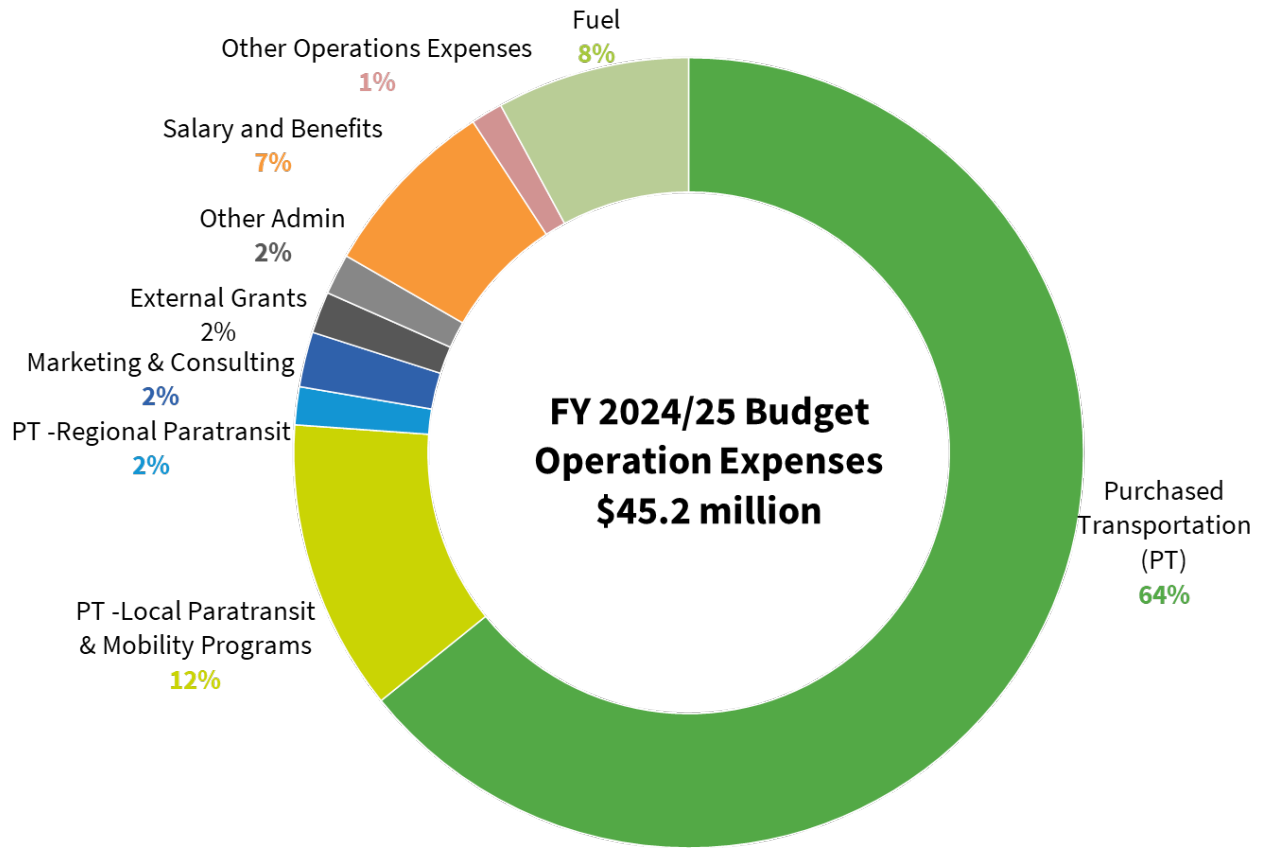
Marin Transit provides local transit service through purchased transportation contracts. Under this structure, the majority of district operations expenses (Figure 5) are for contract service operation (78%) and associated fuel (8%) and other operations expenses (1%). The contract service operations budget includes local paratransit, regional paratransit and fixed route purchased transportation.

The following sections discuss information and trends on general agency costs including staffing, consulting, fuel, and marketing. More detailed operations and service costs are discussed in later sections that correspond to the District's program areas: Local Service, Yellow Bus, Rural Service, and Marin Access. The District's operations budget is 3% higher than the FY2023/24 budget which is comparable to inflation and includes budget for program growth in areas like the Marin Access shuttle program. Specific budget categories with variances greater than \$100,000 and more than 5% are summarized in Table 4.

Table 4: Expense Variances in Operations Budget (>\$100,000 and >5% compared to prior year budget)

Expense Category	FY 2024/25 Budget	Variance from Prior Year Budget		Notes
		Amount (\$)	%	
Salaries and Benefits	\$3,833,506	\$310,057	9%	Additional grant funded position, additional operations position plus increase for merit-based salary increases and promotions
Purchased Transportation	\$35,065,755	\$1,513,781	5%	Contract cost escalations
Transfers to Capital Budget	(\$525,121)	(\$330,521)	170%	Significant increase in staff time budgeted to capital projects including the new grant funded facilities position.

Figure 5: Operations Expenses for FY 2024/25 Budget



Staffing

Marin Transit directly employs all District staff. Benefits for regular employees include medical benefits coordinated through the County of Marin and an employer-funded defined contribution retirement program.

The FY2024/25 budget increases the staffing level of 21.4 Full Time Equivalents (Table 5 and Figure 6)) with an estimated 10% vacancy rate to account for vacant positions. This includes an additional operations position added in FY2023/24, a new Facility Development Project Manager that is primarily grant funded, and an increase in hours for the Muir Woods Shuttle Greeter part time position.

Based on the District’s employment framework, the top and bottom of the salary band for each classification can be increased by the consumer price index (CPI)² as of February of each year. After two years of significant inflation, CPI increased more modestly by 2.4% in February and salary bands will be increased accordingly. The Directors’ salary band was increased an additional 7.7% to incorporate the adjustment to meet the market rate recommended in the 2023 Salary Survey Report. Marin Transit has a

² Bay Area CPI February 2024– 2.4%, bls.gov

merit-based salary framework and there is no guaranteed cost of living increases. The budget includes the capacity to account for inflation and for merit-based adjustments and promotions.

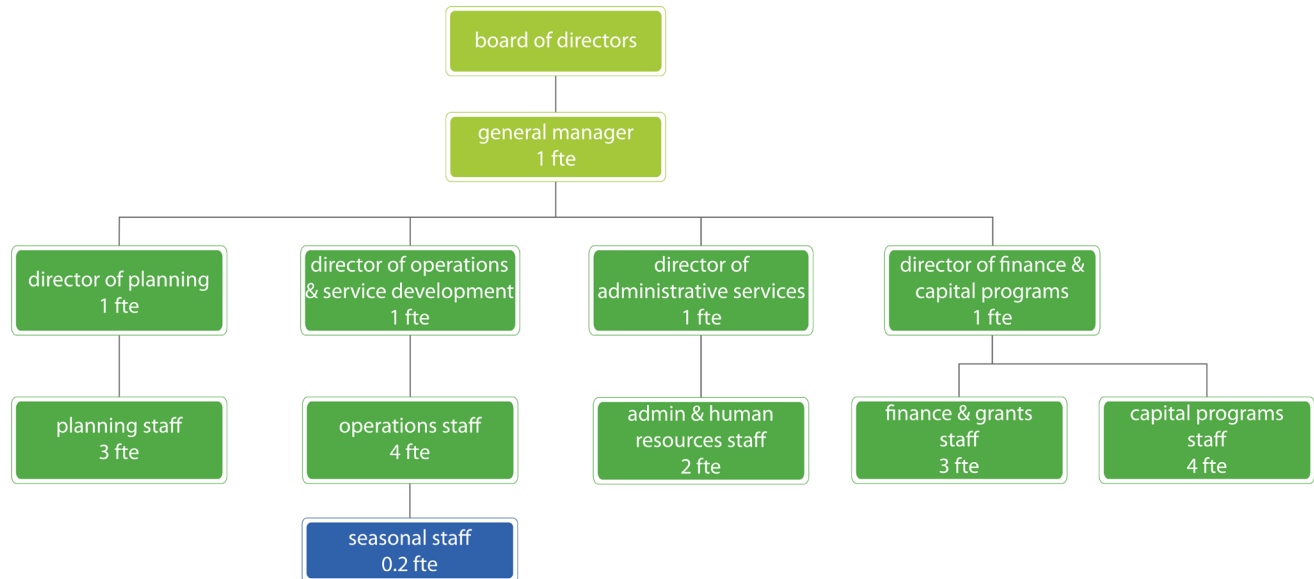
Benefit costs have been rising faster than inflation due to both the increase in health care rates (16% in 2024) and increased usage of sick leave. The budget for benefits in FY2024/25 is 5% higher than the prior year. Health care premiums are set on a calendar year and there is some capacity in the budget to accommodate benefit rate adjustments in January 2025.

Accounting for merit-based salary increases and the increased benefit costs and usage, the FY2024/25 salary and benefits budget increases 9% compared to the prior year budget.

Table 5: Personnel Counts (FTE)

	FY 2022/23	FY 2023/24 (revised)	FY 2024/25
Budget	19.2	20.2	21.3
Actual	16.9	17.35 (estimate)	-

Figure 6: Marin Transit FY 2024/25 Organization Structure



Fuel

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

Fuel prices are known to be volatile and Marin Transit’s budget includes capacity for price fluctuations. After diesel prices increased 80% in FY2021/22, prices started declining again in July 2022. Current prices

have come down from the peak and there are signs the market is normalizing but prices remain high. The total budget for fuel is 3% lower than the prior year and 19% more than the FY2023/24 estimated actual. The decline from the prior year budget reflects lower post-pandemic service levels and removing direct payment for fuel from the Muir Woods contract.

The budget also includes electric power costs for the District's electric buses. Marin Transit owns six electric vehicles. Two are charged at the GGBHTD Anderson Drive facility and four are charged at Marin Transit's Rush Landing yard. The budget includes \$3,000 per month for electrical power to charge each vehicle.

Administration Budget

Expenses in the administration budget include: staff salaries and benefits, audit fees, insurance, travel costs, professional development expenses, office rental, and other associated costs. The administration budget (Table 6) includes revenues and expenses shared by all program areas. While these items are budgeted and recorded under administration, expenses are allocated to the program budgets based on a program's resource usage (i.e., billed staff time). This enables Marin Transit to track the full cost of programs.

For FY2024/25, there is an overall increase of 9% in expenses in the administration budget before program transfers. The Salaries budget increased 11% while the Benefits budget increased 5% (see staffing, page 15). The Postage budget was increased to accommodate paratransit voucher mailings and the budget for Insurance also increased 33% to accommodate anticipated increases in rates.

Table 6: Administration Budget

GL Code	GL Description	FY 2022/23 Actual	FY2023/24 Budget- Revised	FY2023/24 Estimated Actuals	FY2024/25 Budget	% Δ From FY2023/24 Budget
Revenue						
4070400	Interest	285,133	90,700	873,374	800,700	783%
4079950	Development Fees	38,459	27,500	47,225	49,000	78%
4079954	Residual ABX 126	51,933	40,000	26,119	35,000	-13%
4080101	PropTax-CurrntSecured	4,861,117	5,006,731	5,207,715	5,468,100	9%
4080102	County Fee-Admin Basic Tax	(62,795)	(66,950)	(59,604)	(68,959)	3%
4080103	Property Tax-Unitary	49,892	45,000	53,600	50,000	11%
4080104	PropTax-CurrntUnSecur	88,184	85,000	108,969	90,000	6%
4080105	Educ Rev Augm Fund-Redist	489,524	500,000	510,057	513,500	3%
4080106	PropTax-Supp CY SECR	174,652	100,000	78,163	100,000	0%
4080107	PropTax-Supp Unsecured	5,711	4,000	6,279	5,000	25%
4080108	PropTax-Redemption	4,284	3,500	681	3,500	0%
4080109	Property Tax-Prior Unsecured	4,855	5,500	4,991	5,500	0%
4119940	Other	84,839	450	383	300	-33%
Subtotal Revenue		6,075,788	5,841,431	6,857,952	7,051,641	21%
4700001	Property Tax Transfer	(5,060,645)	(4,137,308)	(2,136,470)	(2,535,380)	-39%
Net Revenue		1,015,143	1,704,123	4,721,482	4,516,261	165%
Expense						
5010200	Salaries	1,828,834	2,133,390	2,039,194	2,376,983	11%
5020000	Benefits	1,186,605	1,390,059	1,239,098	1,456,523	5%
5030301	Consultant Services	135,533	220,000	164,558	240,400	9%
5030304	Prof Svcs - Legal	33,143	150,000	7,601	154,500	3%
5030305	Prof Svcs - Audit	31,682	37,000	35,000	38,500	4%
5030701	Security Services	1,328	5,000	1,548	3,000	-40%
5049901	Office Supplies	6,193	14,200	7,883	14,626	3%
5049902	Small Furn/Equip	2,115	10,000	11,769	10,300	3%
5049903	Software Maintenance	93,803	95,000	94,397	97,850	3%
5049904	Copier Suppl & Srvc	7,836	10,000	8,102	10,300	3%
5049905	Postage	1,033	3,500	7,912	9,000	157%
5049906	Computers	22,223	23,000	12,000	23,690	3%
5050201	Communication - Phone	29,752	36,350	32,964	37,500	3%
5060301	Insurance	104,159	122,000	123,396	162,000	33%
5090101	Memberships & Prof Dev.	68,339	88,065	78,686	91,000	3%
5090202	Mileage and Travel	16,094	25,750	20,772	26,500	3%
5090801	Marketing	6,522	14,420	13,951	15,000	4%
5121200	Office Rental	182,960	189,479	186,838	192,000	1%
Subtotal Expense		3,758,154	4,567,213	4,085,669	4,959,672	9%
5100100	Salary/Benefit Transfers	(2,800,830)	(3,117,902)	(3,471,386)	(3,773,191)	21%
5100101	Transfer Overhead	(636,698)	(592,663)	(721,322)	(658,490)	11%
Net Expense		320,626	856,648	(107,039)	527,991	-38%

Local Fixed Route Service

The local service budget (Table 8) includes all revenues and expenses related to the provision of fixed route service, excluding rural service. Major programs in the local service budget include local fixed route, Community Shuttle service, supplemental school, and Muir Woods seasonal shuttle. Other major expenses in the local service budget include consultant services for stop-level ride checks, service contract audits and reviews, communications, marketing, and staff time for contract oversight. This budget also includes costs and revenues for special projects such as the youth pass and Homeward Bound tickets.

The local service budget for FY2024/25 is \$32.6 million (Table 8). It represents a 5% increase over the prior year revised budget. Fixed route ridership is projected at 97% of pre-COVID levels. Marin Transit implemented service adjustments in June 2023 to reflect ridership changes from the pandemic and reduced peak-hour resource needs to minimize missed trips and improve service quality. This change reduced the number of dedicated supplemental school trips and embedded school services in the local routes.

Services are operated under contract to Marin Airporter (Local Basic, Community Connector and Supplemental School). Local Basic and Trunkline services are also operated through an inter-agency agreement with GGBHTD. A new simplified agreement went into effect October 1, 2022. The purchased transportation contract hourly rates for services are shown in Table 7.

Table 7: Local Budget Service Levels

Service Type	FY 2024/25 Budgeted Service (Rev Hrs)	Effective Contract Cost Per Hour (without fuel)	Notes
Fixed Route - Operated by GGBHTD	77,400	\$162.78	Contract rate increases 2.9%; contract includes customer service costs
Fixed Route – Operated by Marin Airporter	90,000	\$135.56	Fixed and variable contract, effective hourly rate increases 7.3%
Supplemental School – Operated by Marin Airporter	1,725	\$135.56	Fixed and variable contract, effective hourly rate increases 7.3%
Muir Woods Shuttle	4,200	\$212.39	Includes fuel, billed by vehicle per day

Local service is funded with a combination of fare revenue, advertising revenue, Measure A/AA local sales tax funds, Transportation Development Act (TDA), State Transit Assistance (STA), and federal grants. Measure AA sales tax funds in the local budget include both sub-strategy 4.1 - *Local Bus* funding and sub-strategy 4.4 - *School Service* funds for providing supplemental school service to middle and high schools. Total Measure AA local sales tax revenues budgeted for local service are \$13.9 million and include expenditure of \$2.6 million in carryforward funds. Measure AA funding is critical for maintaining operations and is 42% of budgeted revenues for local service.

As discussed in prior sections, due to under and over projections of prior year funds combined with the end of federal relief funds there continue to be large swings in operations revenue sources. Transportation Development Act (TDA) funds were 31% lower last fiscal year and are 45% higher this fiscal year.

Fare revenues are budgeted based on ridership and average fare per passenger. FY2024/25 ridership is expected to be 97% of pre-pandemic levels. Marin Transit provides fare subsidy programs that reduce fare revenue. These include the youth pass program which provides free fixed route transit to low-income youth, Homeward Bound that provides free fixed route transit to people participating in County programs, and the regional Clipper Start program that provides fare discounts to low income passengers. Marin Transit also maintains a low base fare and deeply discounted pass products to help ensure transit is affordable for all passengers. The low-income youth fare program is budgeted to distribute \$500,000 in free fares and Measure B funds up to \$80,000 in free fares through the Homeward Bound program.

Figure 7: Local Passenger Trips by Program

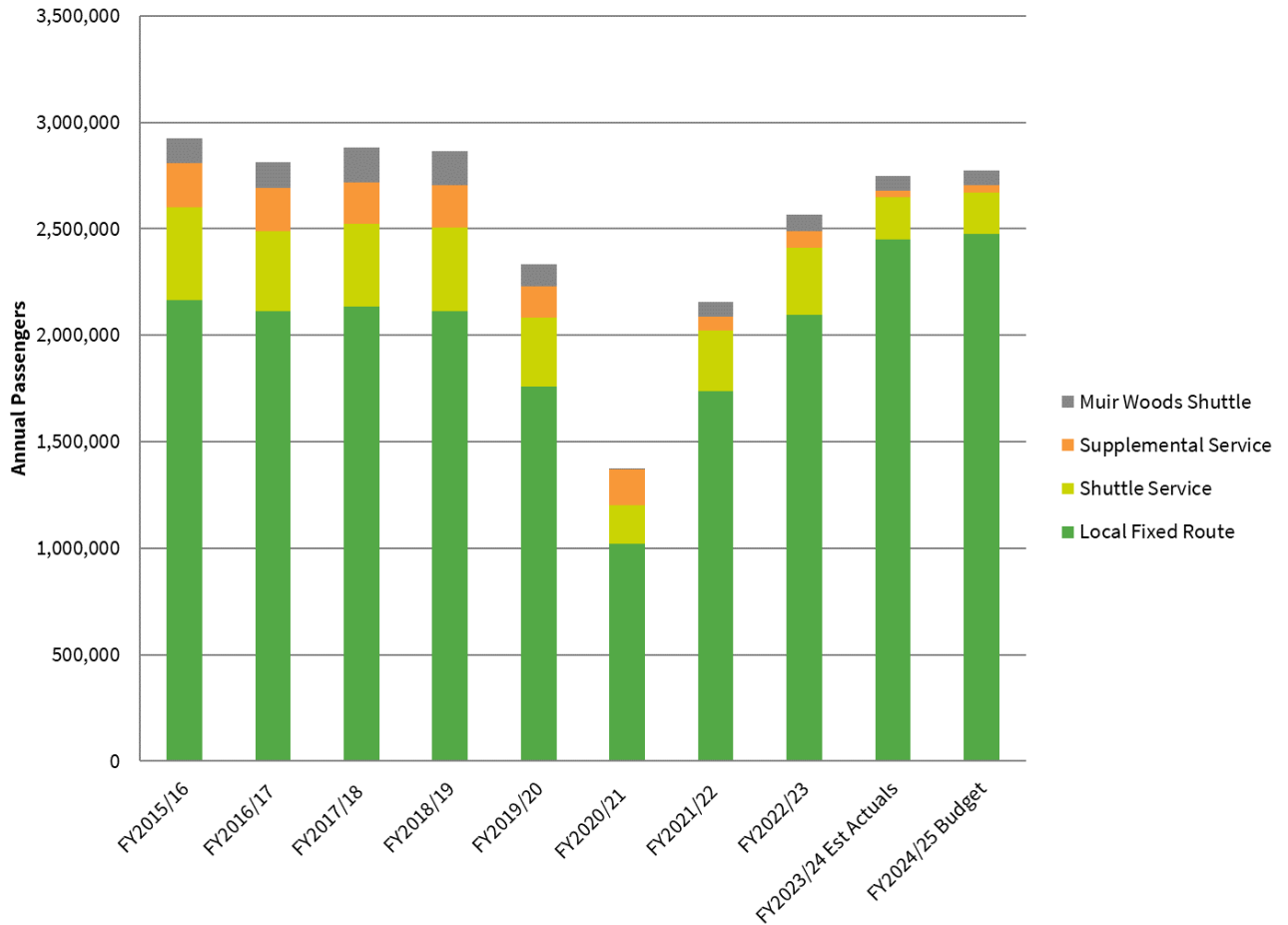


Table 8: Local Service Budget

GL Code	GL Description	FY 2022/23 Actual	FY2023/24 Budget-Revised	FY2023/24 Estimated Actuals	FY2024/25 Budget	% Δ From FY2023/24 Budget
Revenue						
4060301	Advertising Revenue	142,601	60,000	48,324	50,000	-17%
4070301	Lease of Property	93,189	0	0	0	-
4090101	Local Government Payments	20,000	0	0	0	-
4092001	Measure A Sales Tax	680,000	712,006	712,000	61,039	-91%
4092005	Measure AA Sales Tax	4,938,072	12,768,830	13,382,356	13,500,000	6%
4110101	State Transit Assistance (STA)	2,961,660	5,098,794	5,176,693	4,224,253	-17%
4110102	Transit Development Act (TDA)	10,909,658	7,881,923	7,881,923	11,412,830	45%
4119911	State SREC Credits	6,915	16,000	5,705	6,000	-63%
4139912	Fed- FTA 5307	239,570	40,400	284,002	0	-100%
4139912	Fed-FTA 5307 Relief Funds	3,589,664	0	0	0	-
4139951	National Park Service	521,982	655,835	705,653	658,047	0%
4140100	Fare Revenue	2,117,981	2,081,000	2,186,521	2,213,000	6%
4020000	Fares - Paid by Ext Agency	497,295	566,783	339,853	350,000	-38%
Subtotal Revenue		26,718,587	29,881,571	30,723,030	32,475,169	9%
4700001	Property Tax Transfer	435,988	320,000	72,763	100,000	-69%
4700002	Program Revenue Transfer	72,367	80,000	102,098	100,000	25%
Total Revenue		27,226,942	30,281,571	30,897,891	32,675,169	8%
Expense						
5030301	Consultant Services	204,507	260,000	290,675	267,800	3%
5030603	Services (Facility)	132,001	81,490	67,782	74,483	-9%
5030310	Fare Processing Charges	25,579	22,660	34,915	23,340	3%
5030320	Customer Service	126,842	0	0	0	-
5030501	Bus Stop Maintenance	0	160,000	101,195	160,000	0%
5040101	Fuel	2,104,339	2,525,811	2,155,841	2,471,839	-2%
5040160	Electrical Power	59,541	216,300	80,983	222,789	3%
5040180	Utilities (facility)	42,814	37,132	36,972	38,245	3%
5049902	Small Equipment	13,935	10,300	3,556	10,609	3%
5049904	Software	62,570	60,000	50,660	65,000	8%
5049911	COVID-19 Supplies and Cleaning	131	0	0	0	-
5050205	Communication	109,580	157,887	106,552	157,430	0%
5080101	Purchased Transportation	21,793,060	23,798,817	24,721,534	25,987,128	9%
5090801	Marketing	100,822	95,295	32,110	95,000	0%
Subtotal Expense		24,775,721	27,425,692	27,682,775	29,573,663	8%
5100100	Salary/Benefit Transfers	2,015,664	2,325,271	2,696,765	2,664,770	15%
5100101	Overhead Transfer	435,988	375,989	561,467	436,817	16%
Total Expense		27,227,373	30,126,952	30,941,007	32,675,250	8%

Yellow Bus Service

Marin Transit strives to provide fixed route service to high schools in the urbanized areas of Marin County, but recognizes that school transportation for younger students, and in rural areas, is often more appropriate for yellow school bus service. Measure AA designated local sales tax resources to help fund yellow bus services. The FY2024/25 budget (Table 9) includes revenue and expenses associated with the operations of the following components to support yellow bus service:

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

(A) Management of the Ross Valley yellow bus program - In FY 2024/25 Marin Transit will continue to manage operations, service contracts, and pass sales for four yellow buses serving Ross Valley schools. Annually, Marin Transit makes several assumptions to develop the budget and price the passes for the upcoming school year and presents a draft and final budget to the Ross Valley Yellow School Bus program Joint Exercise of Powers Agreement (JEPA) Joint Committee for its review and approval. These assumptions may need to be adjusted as additional information on service levels, pass prices and contributions from other local agency partners such as the County of Marin, the Town of San Anselmo, and the Town of Fairfax are finalized.

(B) Distribution of Measure AA funding to existing Marin County yellow bus programs - With the passage of Measure AA, a new sub-strategy for school transportation was established. After an initial three-year distribution program, the Marin Transit Board adopted guidelines for a second three-year program at the April 2022 board meeting and the FY2024/25 distribution amounts will be approved at the May 2024 meeting. The FY2024/25 distribution of \$1.1 million is a 4.64% increase in the base funding assuming a 2% growth in sales tax allocations in FY2024/25. The allocations will be made to following school districts:

- Reed Union/Cove
- Ross Valley
- San Rafael School District
- Miller Creek
- Sausalito/Marin City

(C) General staffing support for the development of yellow bus service in Marin County- Marin Transit will continue to document need, facilitate and provide planning support for new service, and help develop and sustain yellow bus service in Marin County. For FY2024/25 this includes reimbursements from the Tiburon Peninsula Traffic Relief JPA for yellow bus parking and associated costs to support the Reed Union School District bus program, shown as Local Government Payment.

Table 9: Yellow School Bus Service Budget

GL Code	GL Description	FY2022/23 Actual	FY2023/24 Budget- Revised	FY2023/24 Estimated Actuals	FY2024/25 Budget	% Δ From FY2023/24 Budget
Revenue						
4030000	Fares- Paid By Other Agency	171,000	171,000	171,000	177,840	4%
4090101	Local Gov. Payments	23,526	18,416	14,045	18,969	3%
4092005	Measure AA Sales Tax	739,750	1,073,171	1,054,897	1,108,348	3%
4140105	Fare Revenue - Yellow Bus	298,871	297,460	402,508	422,665	42%
Subtotal Revenue		1,233,147	1,560,047	1,642,450	1,727,822	11%
Expense						
5030301	Consultant Services	11,799	4,000	10,182	5,000	25%
5030310	Fare Processing Charges	10,533	9,143	14,821	13,803	51%
5030602	Custodial Service	1,885	2,138	480	0	-100%
5049903	Software	848	1,000	1,196	0	-100%
5080103	Yellow Bus School Service	603,356	753,840	666,592	791,280	5%
5090801	Marketing	0	500	0	500	0%
5098050	Grants to Yellow Bus Programs	514,606	758,571	734,466	768,388	1%
5120401	Leases and Rentals	26,210	32,556	27,130	27,944	-14%
Subtotal Expense		1,169,237	1,561,748	1,454,867	1,606,915	3%
5100100	Salary/Benefit Transfers	44,723	27,599	101,330	80,283	191%
5100101	Transfer Overhead	9,674	8,176	21,097	23,585	188%
Total Expenses		1,223,634	1,597,523	1,577,294	1,710,783	7%

Rural Service

Rural service is operated as the West Marin Stagecoach (Stagecoach) and includes northern Route 68 and southern Route 61. The West Marin Stagecoach, Routes 68 and 61, has been operated by Marin Airporter since July 1, 2023. Other West Marin services are provided with demand response shuttles included in the Marin Access budget.

Since Rural service provides lifeline connections to rural communities, these services continued to operate throughout the COVID-19 pandemic. Marin Transit temporarily added 1,050 service hours to Route 61 to address overcrowding due to capacity limits in FY2021/22. Service levels are now back to the pre-COVID level of 16,500 revenue hours per year (Table 10, Figure 8). Ridership on the rural service has not recovered as quickly at the more urbanized service and is 87% of pre-COVID ridership (Figure 9).

Figure 8: Rural Service Annual Revenue Hours

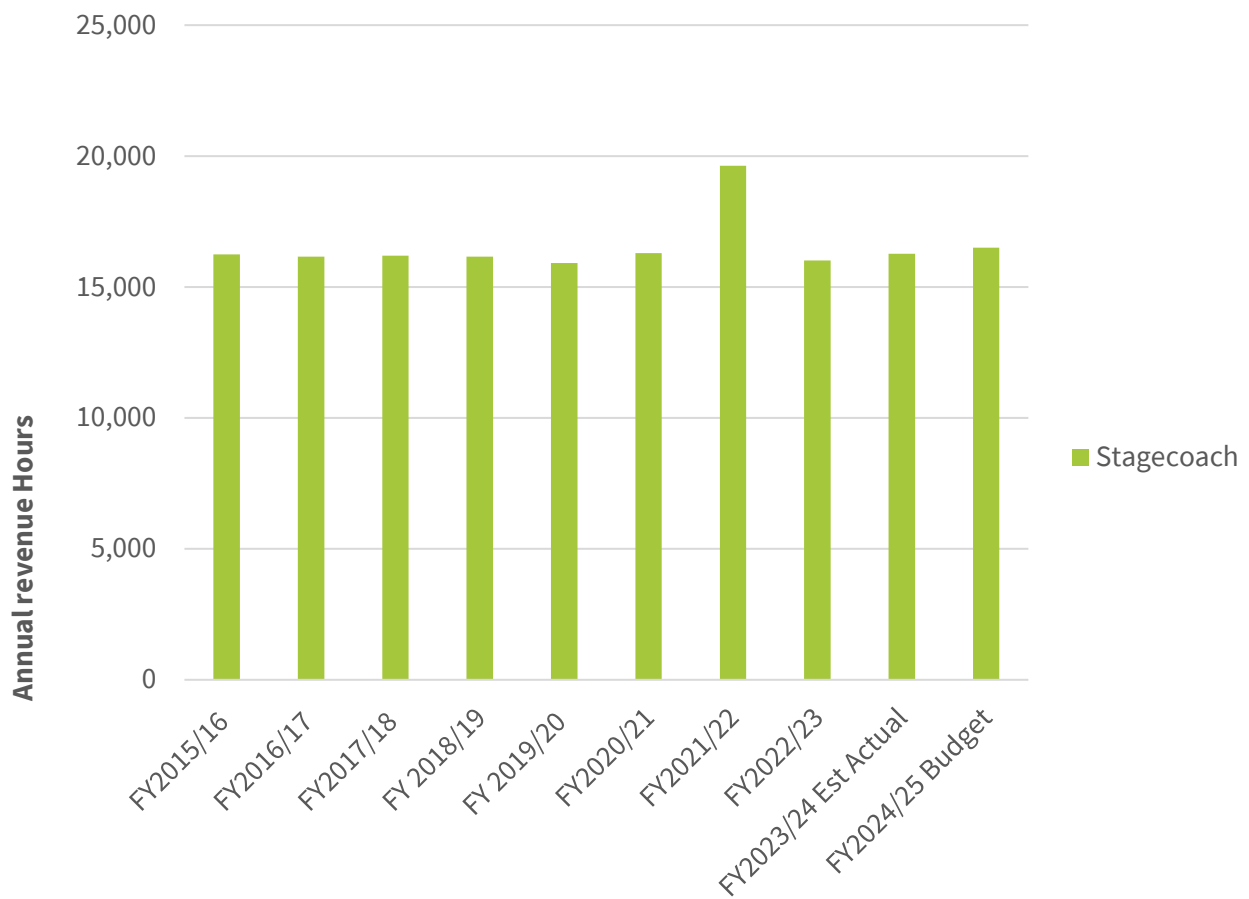


Figure 9: Rural Service Annual Ridership Trends

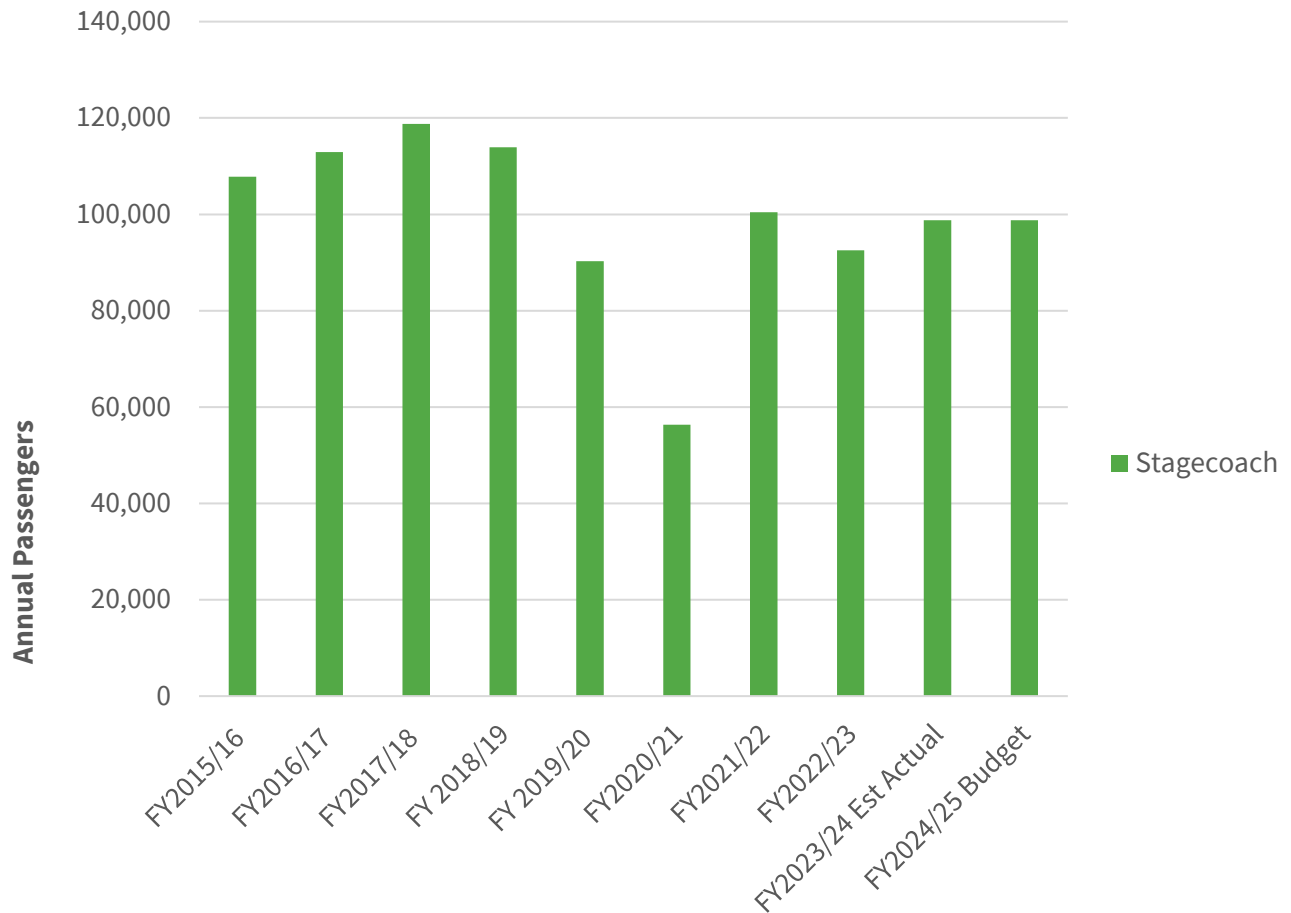


Table 10: Rural Budget Service Levels

Service Type	Service Level (Revenue Hours)	Contract Cost Per Hour (without fuel)	Notes
West Marin Stagecoach	16,500	\$135.42	No changes to service level.

The rural service budget (Table 11) includes contract service operations, marketing, fuel, communications, and Marin Transit staff expenses. Rural service has historically been funded with a combination of local sales tax funds and Federal Transit Administration (FTA) Section 5311 rural funding. Marin Transit receives 3% of the County Measure AA local sales tax funds for Rural service and all funding is program to the service. Based discussion with Caltrans, the District anticipates that no FTA Section 5311 funds will be available until the District has a new Caltrans approved fixed route contract in July 1, 2025. STA revenue based funds are budgeted to fund the rural service for the first time. These roll-over funds from prior years will help fund the program until the Section 5311 funds are restored.

Table 11: Rural Service Budget

GL Code	GL Description	FY2022/23 Actual	FY2023/24 Budget- Revised	FY2023/24 Estimated Actuals	FY2024/25 Budget	% Δ From FY2023/24 Budget
Revenue						
4092001	Measure A Sales Tax	55,080	57,672	57,672	4,944	-91%
4092005	Measure AA Sales Tax	1,131,141	926,812	926,812	933,109	1%
4110101	State Transit Assistance (STA)	0	0	0	1,500,000	-
4139920	Fed-FTA 5311 Rural	297,303	303,249	0	0	-100%
4139951	Fed-FTA 5311 Relief Funds	246,000	0	0	0	-
4140100	Fare Revenue	71,688	80,000	66,720	70,000	-13%
Subtotal Revenue		1,801,212	1,367,733	1,051,204	2,508,053	83%
4700001	Property Tax Transfer	598,419	1,318,000	1,418,134	255,326	-81%
Total Revenue		2,399,631	2,685,733	2,469,338	2,763,379	3%
Expense						
5030301	Consultant Services	23,180	16,000	0	16,480	3%
5040101	Fuel	296,310	322,568	315,436	338,697	5%
5040180	Utilities (Facility)	60	0	0	0	-
5049902	Small Equipment	0	5,000	0	5,000	0%
5050205	Communication-AVL	11,824	15,000	6,767	19,868	32%
5080101	Purchased Transportation	1,907,873	2,057,149	2,069,411	2,207,290	7%
5090801	Marketing	11,229	21,218	7,800	21,855	3%
Subtotal Expense		2,250,476	2,436,935	2,399,414	2,609,190	7%
5100100	Salary/Benefit Transfers	122,629	140,938	131,999	140,495	0%
5100101	Transfer Overhead	26,525	41,751	27,482	41,273	-1%
Total Expenses		2,399,630	2,619,624	2,558,895	2,790,958	7%

Marin Access (Paratransit and Mobility Management)

The Marin Access budget includes Marin Access paratransit services for both local and regional trips and associated costs for fuel, customer service, scheduling and dispatch software, and marketing. The Marin Access budget also includes Marin Transit's Mobility Management programs and services. The purpose of the Mobility Management program is to increase mobility for the County's older adults and those with disabilities in need of transportation services and provide cost effective and improved alternatives to paratransit. The program goes beyond the legal requirements of the Americans with Disabilities Act (ADA) using funding from local Measure B and Measure AA. Demand for and usage of Marin Access is lower following the pandemic and Marin Transit staff is making service changes and improvements to respond to the change in conditions.

The FY 2024/25 budget for Marin Access (Table 14) is \$7.6 million, a 2% decrease compared to the prior year's budget. The decrease in budget is primarily due to lowering the estimated level of service for paratransit. Marin Access demand has leveled off at around 50% of pre-COVID levels and the service hour budget is lower than the prior year, but allows for modest growth from the actual service demand in FY2023/24 (Figure 9). Passengers by program are shown in Figure 10.

Current programs are described below and shown in Table 12:

Marin Access **paratransit service** provides demand-response trips to passengers certified as unable to use the fixed route system either all or some of the time. This includes trips mandated under the federal Americans with Disabilities Act (ADA) as well as trips that go beyond the ADA requirements. This service, and a regional paratransit service managed on behalf of GGBHTD, are operated under a single contract to Transdev. Service is budgeted at 36,000 hours. GGBHTD pays a share of mandated local paratransit based on their share of transit in Marin County (currently 13.95%). The method of calculation was changed in FY2023 with the new GGBHTD service contract and the GGBHTD share was reduced by about 5%. As of FY2015/16, GGBHTD directly reports the ridership, fares, and costs associated with their share of paratransit to the National Transit Database (NTD) and the State Controller's Office.

Marin Transit's **volunteer driver programs** allow Marin County residents that are 65+ or ADA-eligible to identify trusted drivers and provide mileage reimbursements for up to 100 miles per month in urbanized Marin (STAR program) or 400 miles in West Marin (TRIP program). The program has \$138,000 budget and is projected to carry 10,000 passengers per year.

Catch-A-Ride is a subsidized voucher program for Marin County residents that are 65+ or ADA eligible. The program was expanded in FY2024/25 and riders can take up to 30 trips per quarter at a subsidy of up to \$20 per trip after paying a base fare of \$5. Riders eligible for the Marin Access Fare Assistance program are eligible for additional subsidy and trips due to demonstrated income barriers. Catch-A-Ride trips are scheduled, dispatched, and provided directly North Bay Taxi and Uber. This program is budgeted at \$500,242 per year and funded with FTA Section 5310 funds (Table 13).

Marin Access Shuttles are a new program as of July 1, 2024 operated by Transdev and include components that were previously operated as Rural Dial-A-Ride. In FY2024/25 the program will pilot the new west Marin coastal shuttle authorized by the Board in April 2024. The budget

includes capacity for additional shuttles. FTA Section 5310 funds (Table 13) and Measure B funds are available for the program.

Regional paratransit is fully funded by GGBHTD. The FY 2024/25 budget includes 5,000 revenue hours for regional paratransit service.

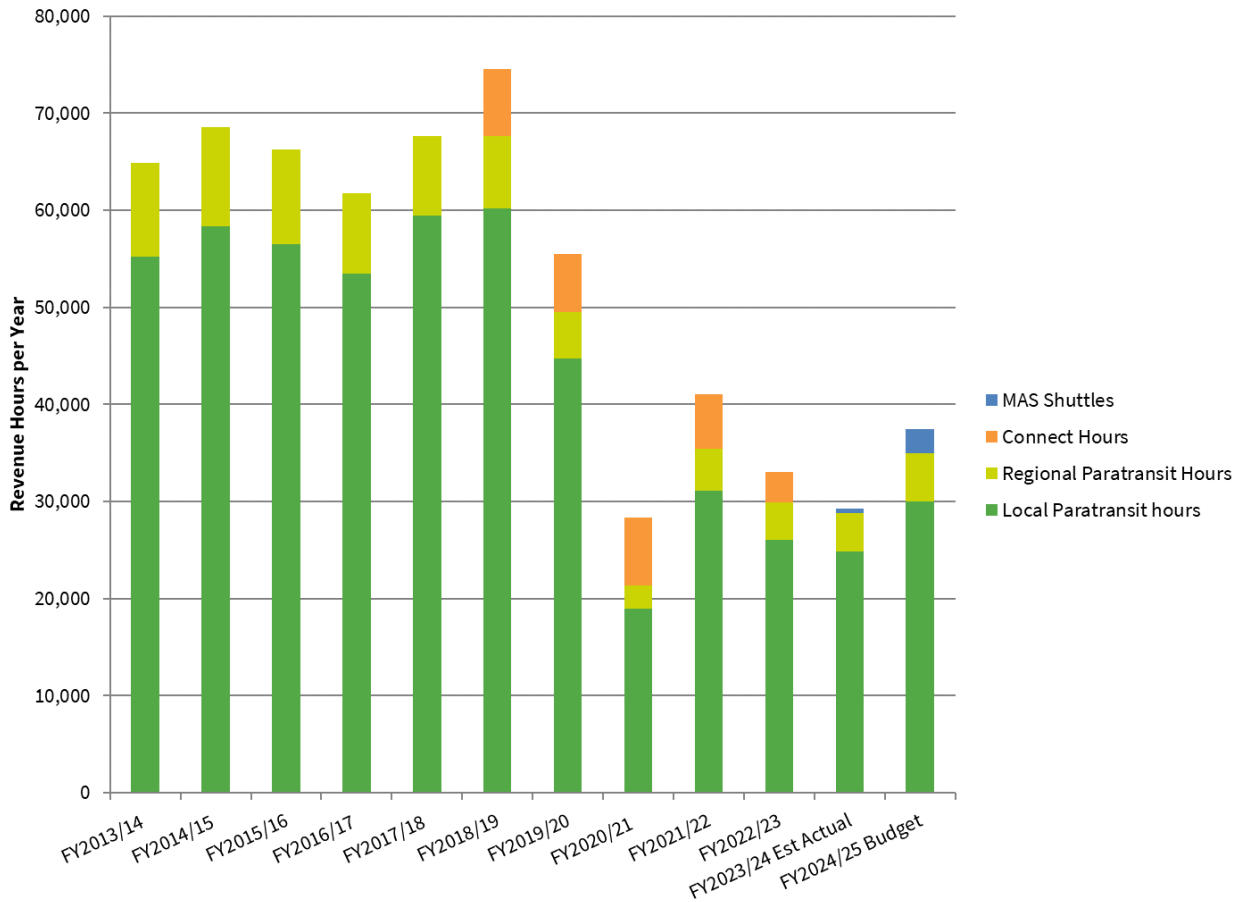
Mobility Management

Marin Transit established the Mobility Management Office in 2009, with initial funding from a Federal New Freedom Grant. The program has continued to receive Federal Section 5310 grants to fund staffing costs (Table 13). Marin Transit established the Marin Access Travel Navigator program in 2010, as a one-stop-shop for information and eligibility on all Marin Access programs. The Mobility Management Office serves as an umbrella for the suite of Marin Access programs including paratransit, volunteer driver, Catch-A-Ride, and travel training. Travel training activities include local informational presentations and individualized travel training. There is currently one full-time Travel Navigator and one full-time Travel Navigator Coordinator.

Table 12: Marin Access Budget Service and Program Levels

Service Type	Service Level (Revenue Hours)	Contract Cost Per Hour (without fuel)	Notes
Local Paratransit	30,000	\$145	Budgeted hours are 20% over prior year estimated actual and 17% below prior year budget; projected at 50% of pre-COVID service demand. 14% of service is allocated to GGBHTD.
Regional Paratransit	5,000	\$140	Fully funded by GGBHTD
Marin Access Shuttle	2,500	\$125	Shuttle program in West Marin
Program	Service Level (Projected Ridership)	Funding Level	Notes
Catch A Ride	16,000	\$500,242	Taxi and Uber voucher program, funded with FTA Section 5310 grant and Measure B.
Volunteer Driver	10,000	\$138,000	Fully funded by Measure B.
Innovation Incubator / Gap Grants	NA	\$50,000	Opportunities to support to external agencies for innovation projects.
Low Income Fare Assistance Program	NA	\$90,000	Provides fare assistance for low-income riders. Fare assistance is funded with Measure B.

Figure 10: Marin Access Revenue Hours by Program



Marin Access Revenue

Marin Access programs are primarily funded by local sources including Measure AA, Measure B, and property tax. Marin Access receives 9.5% of Measure AA sales tax revenue. In FY2024/25, Marin Transit has \$3.0 million in Measure AA funding for expenditures includes \$100,000 in carryforward revenues. Marin Transit receives 35% of the county Measure B vehicle license fee to support the mobility management initiatives. Marin Transit is budgeting \$913,000 of Measure B funding in FY 2024/25, which includes an estimated \$148,000 in unspent prior year allocations.

Fare revenue is projected to be 3% of Marin Access revenues. Marin Transit has a low-income fare program to reduce fares for income qualified riders. Marin Access funds are also used to provide free fixed route tickets valued at \$100,000 to Marin County’s Homeward Bound program for participating residents. The cost of this program is represented as a revenue transfer from the Marin Access program to the local program.

In FY 2024/25, Marin Transit expects to expend \$1.96 million in state and federal grant awards for Marin Access (Table 13).

Table 13: Marin Access Grant Funding

Estimated FY2024/25 Expenditure	Total Grant Award	Program	Source
\$1,006,374	\$1,006,374	Paratransit Operations	FTA Section 5307
\$88,750	\$177,500	Mobility Management (Award year 2021)	FTA Section 5310
\$187,500	\$375,000	Operating Assistance – Same day Rural (Award year 2021)	FTA Section 5310
\$298,979	\$597,958	Mobility Management - Travel Navigator Project (Award year 2023)	FTA Section 5310
\$380,270	\$760,539	5310 Operating Assistance – Catch A Ride Voucher Project (Award year 2023)	FTA Section 5310

Figure 11: Marin Access Passengers by Program

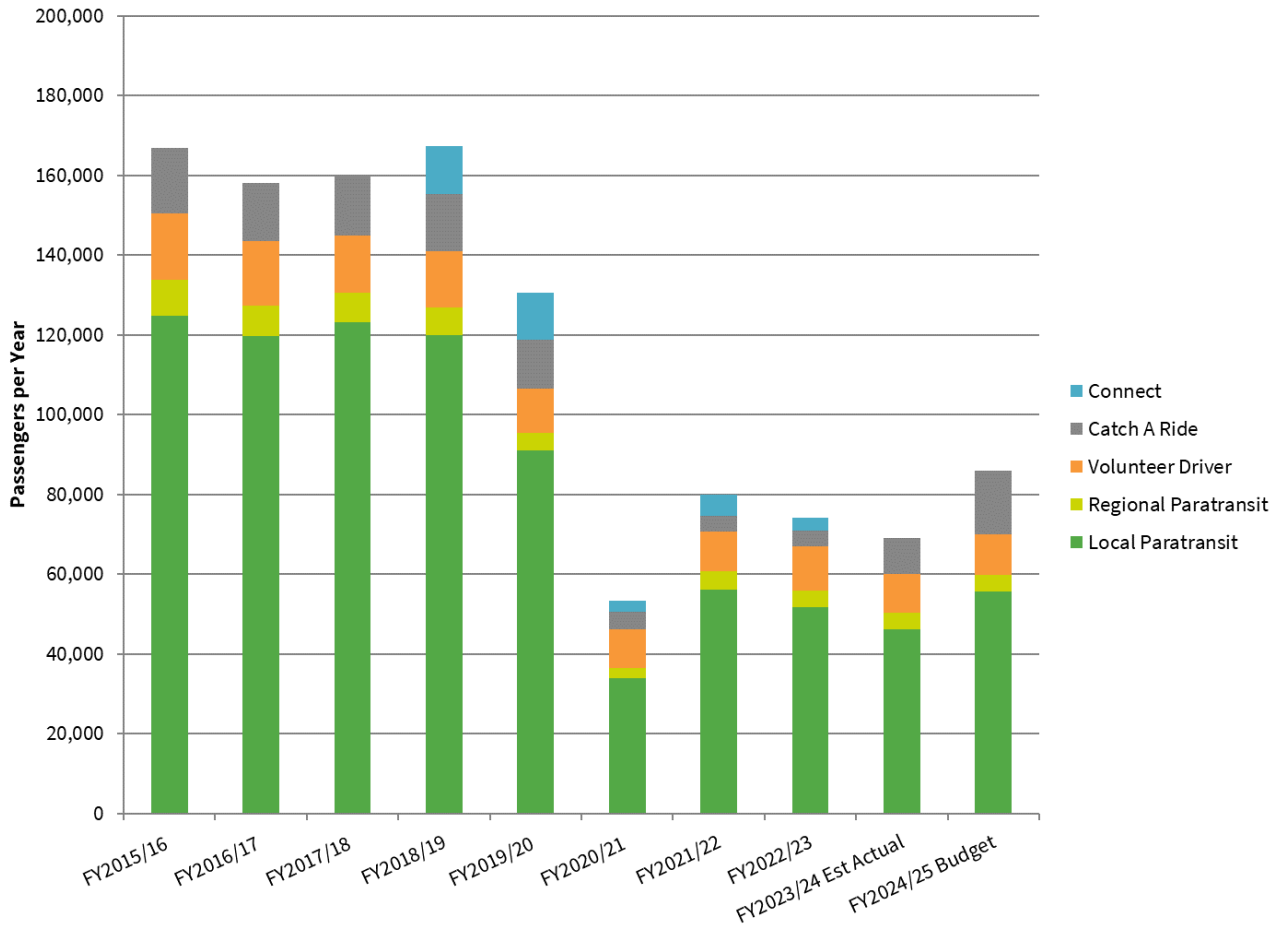


Table 14: Marin Access Budget

GL Code	GL Description	FY2022/23 Actual	FY2023/24 Budget- Revised	FY2023/24 Estimated Actuals	FY2024/25 Budget	% Δ From FY 2023/24 Budget
Revenue						
4092001	Measure A Sales Tax	165,410	173,191	173,194	14,848	-91%
4092005	Measure AA Sales Tax	2,594,817	2,934,903	2,934,903	3,020,411	3%
4099950	Measure B	825,310	895,000	650,006	913,000	2%
4110101	State Transit Assistance	60,000	60,000	60,000	60,000	0%
4119910	State Prop Tx Relief HOPTR	18,298	16,000	11,017	16,000	0%
4139910	Fed-FTA 5307 Urbanized Area Formula	1,039,640	1,061,461	1,061,738	1,006,374	-5%
4139915	Fed-FTA 5310 Mobility	9,330	276,250	201,250	766,681	178%
4140100	Fare Revenue	203,095	170,875	200,781	200,500	17%
4601003	GGBHTD – Local Paratransit Payment	682,849	786,640	655,862	736,916	-6%
4601004	GGBHTD – Regional Paratransit	525,969	636,495	780,964	766,040	20%
Subtotal Revenue		6,124,718	7,010,815	6,729,715	7,500,770	7%
4700001	Property Tax Transfer	63,558	703,174	0	200,000	-72%
4700002	Program Revenue Transfer	(72,367)	(80,000)	(102,098)	(100,000)	25%
Total Revenue		6,115,909	7,633,989	6,627,617	7,600,770	0%
Expense						
5030301	Consultant Services	9,641	85,782	8,948	88,265	3%
5030602	Services - Facility	20,769	24,000	21,124	21,800	-9%
5040101	Fuel	441,837	597,429	447,958	530,629	-11%
5040160	Utilities (Facility)	12,488	30,900	13,105	31,827	3%
5049902	Small Furn/Equip	1,253	10,000	0	10,000	0%
5049903	Software	130,942	156,997	154,121	148,727	-5%
5049911	COVID-Supplies and Cleaning	3,578	0	0	0	-
5050204	Communication-MERA Radio	25,963	27,846	33,742	34,754	25%
5050206	Communication	12,330	18,540	11,567	19,096	3%
5080101	Purchased Transportation - In Report	4,568,889	5,525,452	4,559,569	5,380,048	-3%
5080102	Purchased Transportation - Regional	476,339	566,716	707,556	700,009	24%
5090801	Marketing	9,425	36,050	8,422	37,132	3%
5098001	Misc-Exp Transit User Training	3,873	13,113	5,842	13,506	3%
5098002	Gap Grant	0	50,000	0	50,000	0%
Subtotal		5,717,327	7,142,825	5,971,954	7,065,793	-1%
5100100	Salary/Benefit Transfers	327,701	459,980	368,207	401,414	-13%
5100101	Transfer Overhead	70,882	136,262	76,661	117,923	-13%
Total Expense		6,115,910	7,739,067	6,416,822	7,585,130	-2%

Capital Budget

Marin Transit's annual capital budget (Table 15) of \$9.75 million provides funding for transit vehicles, bus stop improvements, facilities, and other capital expenditures. Figure 11 provides capital expenditures and budget by project type to show the significant variation in expenditures by year. In FY2024/25 Marin Transit will complete fewer vehicle replacement projects but will have several capital projects in construction. These include the construction of the paratransit parking and electrification project at 3010/3020 Kerner and construction of bus stop improvements throughout the County. The District also anticipates completion of environmental work on the fixed route electric vehicle facility.

The FY2024/25 Capital Budget includes \$4.2 million in facility projects. Marin Transit successfully purchased a two-and-a-half-acre parcel (Rush Landing) in FY2019/20, a paratransit maintenance facility in San Rafael in FY2021/22, and an adjacent property in San Rafael for future parking and charging of small vehicles in FY2022/23. Construction of the parking, a solar canopy and initial electrification is anticipated to be in construction during FY2024/25. Marin Transit is actively purchasing right-of-way for a fixed route electric vehicle parking and maintenance site as part of the awarded FTA 5339 Bus and Bus Facilities grant.

The FY2024/25 budget also includes the construction of the federally funded project for ADA bus stop improvements and corridor improvement project.

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

The projects included in the FY2024/25 budget are 64% funded with state and federal grant funds (Table 15). The budget includes the expenditure of \$1.3 million in Measure AA local sales tax funds and \$2.0 million in current year property tax funds. With this budget the District will have a Capital reserve of \$22.6 million that is needed for the local match for the fixed route facility project and available for other capital needs.

Specific capital expenditures are described below by project type and listed with the District's two letter project code.

Vehicles

Purchase One Electric Paratransit Vehicle (PE) – Marin Transit will purchase one electric paratransit vehicle and associated charging infrastructure. This project is funded with State Low Carbon Transit Operations Program (LCTOP) funding. Vehicles are expected to be delivered in 2025.

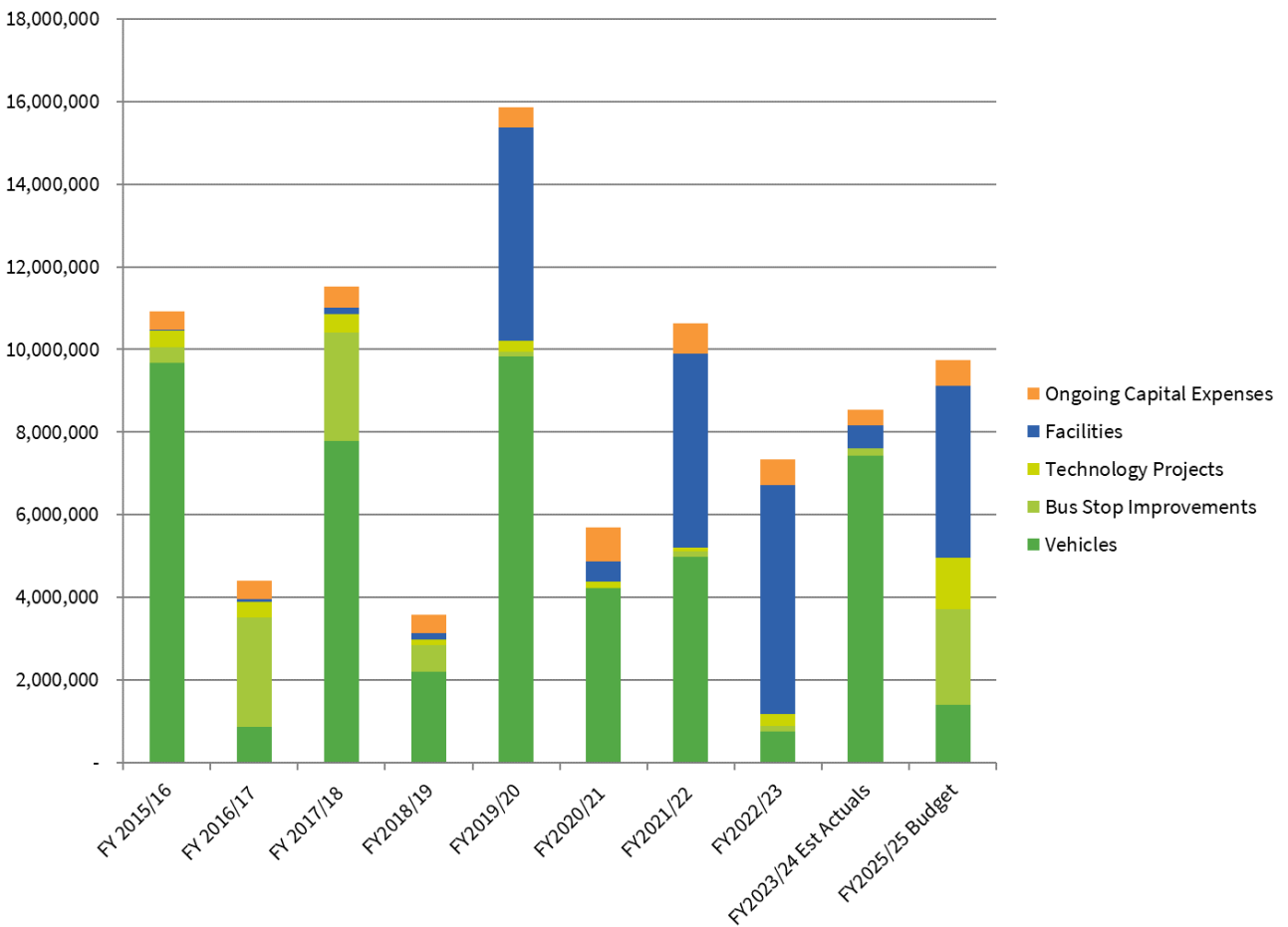
Purchase 12 Paratransit Vans (PG) - Marin Transit will purchase twelve vans as replacement vehicles for operation in the Marin Access program. These vehicles have a 5-year useful life and will provide paratransit and Marin Access shuttle services. The vans replace current cutaway vehicles from multiple fleet years (2016, 2017, and 2021). These replacements were postponed due to the drop in paratransit ridership during and post pandemic, reduced number of vehicles needed and the intensity of usage of the fleet. Grouping the purchases together will reduce staff time for the vehicle procurement. The purchase will be 80% funded with FTA Section 5307 funds with a local match from Measure AA funds. The vehicle order will be

initiated in FY2024/25 once the Federal Section 5307 funds are available, and delivery is anticipated in FY2025/26. Marin Transit participates in a joint procurement for vehicles through CalAct and anticipates purchasing the vehicles through that contract.

Purchase Three Hybrid Vehicles (LF) – Marin Transit will purchase three 35-foot hybrid vehicles to replace one shuttle and narrow XHF vehicles that are no longer available. The budget includes Section 5307 funds for 76% of costs but final funding amount will be established through MTC’s TCP process and maybe higher.

Mid Life Hybrid Battery Refresh (HZ) – Marin Transit will perform the required mid-life hybrid battery refresh on the District’s ten 2017 35ft buses.

Figure 3: Capital Project Expenditures and Budget by Type



Bus Stop Improvements

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

local Measure AA sales tax funding. The shelters should be delivered in July 2024 and installed in the fall of 2024.

ADA Bus Stop Improvements (BP) – Marin Transit will complete construction of bus stop improvements at up to 20 stops in Marin County. The stops were identified for improvement after a 2017 Bus Stop Conditions assessment and 100% stop-level survey of ridership. They were prioritized by need for accessibility improvements, ridership, and lack of amenities. Improvements will be focused on providing ADA wheelchair landing pads and basic passenger amenities. The construction of this project is 80% funded with Federal funds awarded to Marin Transit through the regional Quick Strike Program.

Capital Corridors Improvements (BQ) – This project will evaluate and make improvements to three high ridership corridors: 4th Street, San Rafael, Lincoln Ave, San Rafael, and South Novato Blvd, Novato. The project is 80% funded with federal funding from region’s third One Bag Area Grant (OBAG3) program.

Administrative and Operations Facilities

Facility Purchase – Fixed Route Electric Vehicle Maintenance Facility (FG) – The District is was awarded a competitive FTA Section 5339 Bus and Bus Facilities grant of \$31.5 million for the purchase and construction of a zero emission fixed route bus facility. Marin Transit is actively working on the environmental clearance phase of the project with anticipated right of way acquisition in FY2025/26. Table 15 shows the project budget by phase.

Table 15: Facility Project Budget by Phase

Project Phase	Federal Share	Budget	Est Prior Expenditures	FY2024/25 Budget	Future Years
Environmental	60%	\$550,000	194,098	\$355,902	
Right of Way	75%	\$19,750,000			\$19,750,000
Design/Engineering	60%	\$2,350,000			\$2,350,000
Construction	60%	\$21,813,000			\$21,813,000
Workforce Development	80%	\$2,215,000		\$50,000	\$2,165,000
Total Project	67%	\$46,678,000	\$194,098	\$405,902	\$46,078,000

Facility Improvements – Kerner (FH) – This project funds facility improvements at the vehicle parking facility. Improvements include demolition of an existing office building, fencing, lighting, a solar canopy and installing initial electric vehicle charging stations. The project is funded with State Low Carbon Transit Operations Program (LCTOP) funding and Federal 5339 Zero Emission Bus (ZEB) funding.

Facility Improvements – Kerner Blvd (FI) – Marin Transit will be making improvements to the Kerner Maintenance Facility to provide drivers with a Break Room area. This project may start in FY2024/25 depending on staff availability. The project is funded with local property tax funds.

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

Technology Projects

On Board Technology – This project will fund the purchase of equipment needed for the farebox transition establish as part of the 2023 fare analysis study. This includes new passenger counting equipment, replacement fareboxes, and associated advanced vehicle location equipment. The project is 80% funded with FTA Section 5307 funds.

Other Measure A/AA Capital Expenses

Other capital and infrastructure expenses include the capital contribution to GGBHTD as required under the contract and major vehicle repairs. Infrastructure support costs in project IF, include staff salary to support the capital program and other smaller projects, typically related to repairs and equipment needed at the District's facilities.

Table 16: Capital Budget by Project

		Total Project Budget	Prior Expenditures	FY2024/25 Budget	Future Years	Measure AA/Local Funding	State Funding	Federal Funding
PE	Electric Paratransit Vehicle and Charging Infrastructure	677,208	9,295	667,913	0	0%	100%	0%
PG	Purchase 12 Paratransit Replacements	1,308,000	0	5,000	\$1,303,000	20%	0%	80%
LF	Purchase 3 -35ft Hybrid Replacement Vehicles	2,850,000	0	5,000	\$2,845,000	24%	0%	76%
HZ	10 Hybrid Bus Battery Replacements	716,431	0	716,431	0	20%	0%	80%
	Subtotal Vehicles	5,551,639	9,295	1,394,344	\$4,148,000	20%	12%	68%
BN	Novato Bus Stop Shelters	61,115	5,972	55,143	0	20%	0%	80%
BP	ADA Bus Stop Improvements	1,803,000	341,321	1,461,679	0	20%	0%	80%
BQ	Capital Corridors	2,000,000	85,000	800,000	1,115,000	20%	0%	80%
	Subtotal Bus Stop Improvements	3,864,115	432,293	2,316,822	\$1,115,000	20%	0%	80%
FG	Facility - Fixed Route Maintenance Facility	45,678,000	244,098	355,902	45,078,000	33%	0%	67%
FH	Facility -3010/3020 Kerner Improvements	3,535,967	371,927	3,164,040	0	39%	22%	39%
FI	Facility - Kerner Driver Break Room	650,000	0	650,000	0	100%	0%	0%
YF	Yellow Bus Parking Facility	3,000,000	0	0	3,000,000	100%	0%	0%
	Subtotal Facility	52,863,967	616,025	4,169,942	48,078,000	38%	1%	61%
OD	On Board Technology	1,250,000	0	1,250,000	0	20%	0%	80%
	Subtotal Technology Projects	1,250,000	0	1,250,000	0	20%	0%	80%
GG	Golden Gate Capital Costs (GG)	24,000	0	20,000	0	100%	0%	0%
VR	Major Vehicle Repairs (VR)	200,000	0	200,000	0	100%	0%	0%
IF	Infrastructure Support (IF)	400,000	0	400,000	0	100%	0%	0%
	Subtotal Ongoing Capital Expenses	624,000	0	620,000	0	100%	0%	0%
	Total Expenditures	64,153,721	1,057,613	9,751,108	\$53,341,000	37%	2%	61%



Final Budget

JULY 1, 2024- JUNE 30, 2025



June 3, 2024

[marintransit.org](https://www.marintransit.org)

Item 6

Final Budget

Development Schedule

Feb 6, 2024	Budget kick-off meeting
Feb - April 2024	Program level budget meetings
May 6, 2024	Draft Budget presented to Board
June 3, 2024	Board review/adoption of Final Budget



MARIN TRANSIT BUDGET FY 2024/25

Overview – Budget Summary

	FY2022/23 Actual	FY2023/24 Revised Budget	FY 2023/24 Estimated Actual	FY 2024/25 Budget
Revenue				
Operations	37,990,774	43,865,464	46,358,777	49,283,402
Capital	7,325,565	16,303,572	8,763,005	9,751,108
Total Revenue	\$45,316,339	\$60,169,036	\$55,121,782	\$59,034,510
Expenditures				
Operations	37,287,174	43,789,813	41,386,978	45,290,112
Capital	7,347,763	18,795,570	8,763,005	9,751,108
Total Expenditures	\$44,634,937	\$62,585,383	\$50,149,983	\$55,041,220
Net Change in Fund Balance	\$681,402	-\$2,416,347	\$4,971,799	\$3,993,290
Emergency Reserve	6,742,000	7,298,302	7,298,302	7,548,352
Contingency Reserve	13,484,000	14,596,604	14,596,604	15,096,704
Capital Reserve	16,035,158	11,949,905	19,338,051	22,581,191
Fund Balance (total reserve)	\$36,261,158	\$33,844,811	\$41,232,957	\$45,226,247

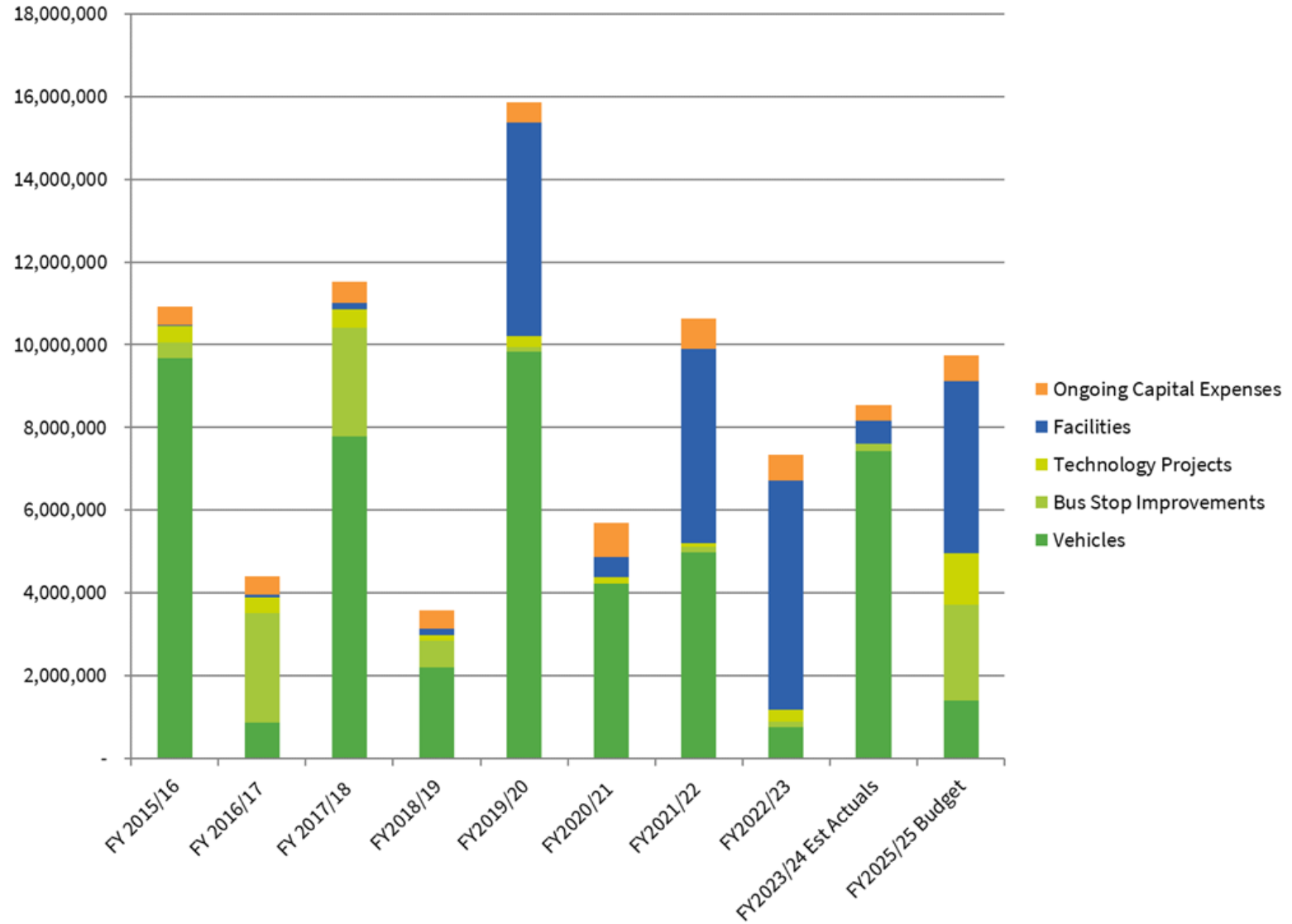
Overview – Operations Budget

Summary

- Balanced operations budget
- Continues fixed route service levels
- Realigns Demand Response service levels and programs
- Revenue fluctuation with signs of stabilizing
- Purchased transportation rates continue to increase
- Continued investment in facilities
- New grant funded position – Facility Development Project Manager

Capital Budget

- Electric paratransit vehicle
- Construction Phase for:
 - 3010/3020 Kerner Parking and Charging Facility
 - ADA Bus Stop Improvements
- Due diligence for fixed route charging and maintenance facility
- Corridor Improvements Project



Changes from Draft Budget

- Correction of Marin Access revenue hours and passengers graphs – Figures 10 & 11

No fiscal impact to Operations or Capital Budget



Thank you

CONTACT

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Town of Corte Madera

June 3, 2024

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

Subject: Transfer of Ownership Bus Stops from Golden Gate Bridge Highway and Transportation District to Marin Transit

Dear Board Members:

Recommendation

Information and discussion.

Summary

Marin Transit operates service at 606 stops throughout Marin County. Pre-pandemic, 338 of these stops were shared with regional service. At most shared stops (stops served by local and regional transit), Golden Gate Bridge and Highway Transportation District (GGBHTD) is the primary owner of amenities and per the terms of the interagency operating contract is responsible for maintenance. As a result of GGBHTD service cuts, GGBHTD has notified Marin Transit of 168 stops they do not intend to return service to, and an additional 20 they still serve, but desire to remove amenities at. For these 188 stops, GGBHTD is initiating the transfer of ownership and maintenance responsibility to Marin Transit.

Marin Transit staff are working to review conditions and ridership at effected stops and communicate any changes with local jurisdictions. To date, most amenities GGBHTD has requested Marin Transit take ownership of are in poor condition with significantly deferred maintenance (Photo 1). Further, these amenities are not consistent with typical amenities Marin Transit has selected to install and keep spare parts to support. Marin Transit does not currently have the staffing, infrastructure, or timeline to keep or replace amenities at all locations. Staff is developing recommendations for removal or retention of amenities based on condition, maintenance needs, and stop level ridership.

Marin Transit is implementing a bus stop improvement project that is expected to start construction in late 2024 to make ADA improvements and replace shelters at 23 stops throughout the County. Marin Transit also has a corridor project that includes upgrading signage and amenities on three key transit corridors in the County. These improvements include one of the stops that GGBHTD has recently notified us they will no longer be serving.

Photo 1: Example Shelter (EB Sir Francis Drake & Broadway - #40524)



Background

Since the pandemic, GGBHTD has discontinued many regional commute routes in Marin County. Marin Transit bus stops along the below routes previously serviced by GGBHTD have been affected:

- Route 8: Tiburon Peninsula
- Route 18: Corte Madera & Larkspur service
- Routes 24 & 25: Fairfax, San Anselmo, & Ross (Sir Francis Drake Corridor)
- Route 38: Terra Linda
- Routes 56 & 58: Novato

Under the interagency operations agreement between Marin Transit and GGBHTD, Marin Transit must be notified if GGBHTD plans to permanently remove service and no longer maintain shared stops. They must also give Marin Transit the opportunity to take responsibility for the assets or request removal by GGBHTD. GGBHTD has initiated this process for many of these corridors.

Many stops affected by GGBHTD service cuts are simple pole and sign stops that do not require immediate attention. For stops with shelters or other amenities, Marin Transit staff reviews ridership and evaluates amenity conditions to determine if the District can and should take ownership of the amenities. Marin Transit does not take ownership of trash receptacles as most trash deposited at bus stops is not generated by passengers and the District cannot provide local trash service.

September 2021 GGBHTD Request

During the height of the pandemic in September 2021 the Golden Gate Bridge Highway & Transportation District notified staff of their intention to eliminate service at 12 sheltered bus stops with no expectation of restored service (see table 1).



Table 1 – September 2021 GGBHTD Bus Stop Transfer Request

Stop ID	Jurisdiction	Location	Amenities
40641*	County (Marinwood)	Miller Creek Rd & Marinwood Ave	Double length shelter, trash can
40171	County (Strawberry)	Tiburon Blvd & US 101 NB On-Ramp	Shelter, Solar lighting
40172	County (Strawberry)	Tiburon Blvd & US 101 NB Off-Ramp	Shelter, Solar lighting, trash can
40766*	Novato	Nave Dr & Alameda del Prado	Shelter, Solar lighting
40390	San Rafael	Lincoln Ave & Wilson Ct	Shelter, Trash can
40205	Tiburon	Tiburon Blvd & Ned's Way	Shelter, Trash can
40212	Tiburon	Tiburon Blvd & Avenida Miraflores	Shelter, 2 external benches, trash can
40214	Tiburon	Tiburon Blvd & Stewart Dr	Shelter, Solar lighting, trash can
40215	Tiburon	Tiburon Blvd & Jefferson Dr	Shelter, Trash can
40199	Tiburon	Tiburon Blvd & Beach Rd	Shelter, Solar lighting, trash can
40206	Tiburon	Tiburon Blvd & Ned's Way	Shelter, Solar lighting, trash can
40217	Tiburon	Tiburon Blvd & Cecilia Way	Shelter, Solar lighting, trash can

*Shelter already removed

GGBHTD offered Marin Transit the choice of taking ownership and maintenance responsibilities for the amenities or having GGBHTD remove them. Since it was peak pandemic and Marin Transit was adapting to rapidly evolving transit conditions, staff requested additional time before GGBHTD began requesting amenities transfers. Eventually, shelters were removed from two locations (#40641 and #40766) but GGBHTD retained ownership and maintenance responsibilities at the remaining ten bus stops.

October 2022 Notification

In October 2022, GGBHTD notified staff of a total of 188 stops which they wished to divest ownership and maintenance responsibilities. Summaries by jurisdiction are in Table 2. Larkspur, Novato, San Anselmo, San Rafael, Tiburon, and Marin County are scheduled for particularly substantial amenity removals.

GGBHTD did not give a date by which staff needed to respond, but indicated MCTD should investigate all stops on the list in anticipation of phased divestitures to be undertaken in the future.



Table 2 – October 2022 GGBHTD Requests by Jurisdiction

Jurisdiction	Number of Stops
Belvedere	1
Corte Madera	9
Fairfax	3
Larkspur	15
Mill Valley	1
Novato	59
Ross	5
San Anselmo	13
San Rafael	32
Sausalito	1
Tiburon	28
Marin County	21
Total	188

March 2024 GGBHTD Request

In March 2024, GGBHTD notified staff of 11 bus stops (see Table 3) from the 188 stops listed in Table 2 for which it planned to divest ownership. Most of the existing shelters on this list are in poor condition and need replacement (see sample photo 1 above). Staff have notified affected jurisdictions and offered them the opportunity to retain the associated trashcans if they can add the trash service to their municipal contracts.

Per the terms of the interagency contract with GGBHTD, MCTD has until September 20, 2024, to investigate and respond. Staff proposes to retain ownership of the shelters at Magnolia and Skylark Drive (Larkspur), and Sir Francis Drake at Ash Avenue (San Anselmo). These stops have high ridership, and the shelters are in good shape. The shelter at Sir Francis Drake and San Anselmo Avenue (San Anselmo, #40472) is already scheduled to be replaced as part of the District’s current ADA Bus Stop Improvements project. Marin Transit will request that GGBHTD remove all other amenities at the remaining stops before divesting ownership.



Table 3 – March 2024 GGBHTD Requests

Stop#	Location	Jurisdiction	Proposed Plan
40277	EB Tamalpais Ave FS Eastman	Corte Madera	Removal of shelter and trash can
40518	EB Sir Francis Drake Blvd NS Oak Manor Dr	Fairfax	Removal of shelter, bench, and trashcan
40524	EB Sir Francis Drake Blvd FS Broadway	Fairfax	Removal of shelter, bench, and trashcan
40334	EB Sir Francis Drake Blvd NS Maple Ave	Greenbrae	Removal of trash can, shelter status TBD
40338	EB Sir Francis Drake Blvd FS Rosebank Ave	Greenbrae	Removal of shelter, bench, and trash can
40299	SB Magnolia Ave FS Skylark Dr	Larkspur	Removal of trash can, repaint shelter, repair roof
40301	SB Magnolia Ave NS Bon Air Rd	Larkspur	Removal of shelter, bench and trash can
40318	EB Sir Francis Drake Blvd FS Bon Air Rd	Greenbrae	Removal of shelter, bench and trash can
40679	EB Novato Blvd FS Raposa Vista	Novato	Removal of shelters, benches and trash can
40472	EB Sir Francis Drake Blvd FS San Anselmo Ave	San Anselmo	Replacement already included in Marin Transit current bus stop improvement project
40474	EB Sir Francis Drake Blvd FS Ash Ave	San Anselmo	Shelter to be retained by MCTD. High priority for replacement in next bus stop improvement project

Fiscal/Staffing Impact

There is no immediate fiscal or staffing impact from this information item but the transfer of ownership of 188 bus stops to Marin Transit does have long term impacts. Fifty-seven of the stops have or had amenities at them. The GGBHTD owned shelters are in poor condition and in almost all cases need to be removed or replaced.

Marin Transit’s current bus stop improvement program is not sufficient to take on 188 new stops. Marin Transit does not have a maintenance yard to store extra shelters or spare parts, or permanent staff to provide maintenance. It will be necessary for Marin Transit to develop a robust long-term maintenance program and allocate additional staff time accordingly to adequately address the maintenance and capital improvements needed as GGBHTD continues to divest responsibility. Already, GGBHTD has begun routing customer complaints and requests for additional maintenance and new shelters for these stops to Marin Transit. Staff will be exploring options and developing solutions to bring to your board for review and approval. The results of this work will be incorporated into the capital plan and financial plan elements of the Short Range Transit Plan update.

Respectfully Submitted,

Lauren Gradia

Director of Finance and Capital Programs