



Marin County Transit District Board of Directors

Monday, April 7, 2025, 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, April 6, 2025** 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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- 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: January 2025](#)
- 5. Consent Calendar**
 - a. [Minutes for March 3, 2025 Board Meeting](#)
 - b. [Federal Legislative Report](#)
 - c. [General Manager Contract Awards](#)
 - d. [Resolution 2025-02 for Application for Low Carbon Transit Operations Program \(LCTOP\)](#)
 - e. [Metropolitan Transportation Commission Resolution for Transportation Development Act and State Transit Assistance Funds FY 2025/26](#)
 - f. [Marin Transit Financial Management Policies Update](#)
 - g. [Second Amendment with Transdev Services, Inc. for Operations of Marin Access Services and Programs \(#1305\)](#)

Recommended Action: Approve.

6. [FY 2025/26 – FY 2027/28 Funding Cycle for Measure AA Yellow School Bus Transportation Programs](#)

Recommended Action: Approve funding allocations and authorize the General Manager to execute contracts with eligible yellow school bus programs for the new Measure AA three-year funding cycle (FY 2025/26 – FY 2027/28) for home to school transportation programs.

7. [Catch-A-Ride Pilot Program Transition to Mobility Wallet](#)

Recommended Action: Approve ending the Catch-A-Ride (CAR) pilot program (effective June 30, 2025) and replace it with the following:

1. Intro to Mobility program for new riders: a package of offerings designed to expose older adults in Marin County to mobility options, including a one-time financial incentive delivered via a mobility wallet.
2. Enhancement of the Marin Access Fare Assistance (MAFA) program to offer an ongoing subsidy for use on a range of mobility providers to income qualified individuals via a mobility wallet.
3. A transitional program for current CAR riders who do not have income barriers that offers a limited duration monthly subsidy via a mobility wallet to wean them off the CAR program while educating them on alternatives.

Adjourn



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Town of Corte Madera

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Director
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Director
City of San Rafael

Maika Llorens Gulati

Alternate
City of San Rafael

April 7, 2025

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

Subject: General Manager Report – Monthly Report: January 2025

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 January 31, 2025. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall, Marin Transit experienced strong systemwide ridership in January 2025. Total ridership was 10% higher than the previous year (January 2024) and 4% lower than pre-COVID (January 2020).

Matching the systemwide trend, fixed route ridership was strong this month, with ridership being 9% higher than the previous year (January 2024) and 1% higher than pre-COVID (January 2020).

Yellow bus ridership was especially strong this month, with ridership being 19% higher than the previous year (January 2024) and 6% lower than pre-COVID (January 2020).

Matching the systemwide trend, Marin Access ridership was strong this month, with ridership being 10% higher than the previous year (January 2024).

Additional detailed analyses of system performance and trends are provided in separate quarterly and annual reports, including route-level statistics and financials. These reports are available on the District's website at <https://marintransit.org/service-performance-and-reports>.

Fiscal/Staffing Impact

None.



Respectfully Submitted,

Nancy E. Whelan

Nancy Whelan
General Manager

Attachment A: Monthly Ridership Report and Customer Comments

Month: January 2025		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	9	0	1	13	
Service Delivery Complaint	30	6	9	1	0	1	0	47	
Accessibility	1	0	1	0	0	0	0	2	
Driver Conduct Complaint	16	3	4	0	0	1	0	24	
Driving Complaint	7	1	1	0	0	0	0	9	
Early Trip	1	0	2	0	0	0	0	3	
Equipment Issue	0	0	0	0	0	0	0	0	
Farebox	0	0	0	0	0	0	0	0	
Late Trip	1	0	0	0	0	0	0	1	
Missed Connection	0	0	0	0	0	0	0	0	
Missed Trip	0	0	1	0	0	0	0	1	
No-Show	1	1	0	0	0	0	0	2	
Off-Route	0	0	0	0	0	0	0	0	
Pass-Up Complaint	3	1	0	1	0	0	0	5	
Service Structure Complaint	7	1	1	1	0	0	2	12	
Bus Stop Improvement Request	0	0	0	0	0	0	0	0	
Fares	0	0	0	0	0	0	0	0	
Other Complaint	3	0	0	1	0	0	2	6	
Scheduling Complaint	0	0	0	0	0	0	0	0	
Service Improvement Suggestion	4	1	1	0	0	0	0	6	
Safety Complaint	0	0	0	0	0	0	0	0	
Total Service Hours	10,558	3,474	1,362	213	2,198	0	17,805	17,805	
Commendations per 1,000 Hours	0.3	0.0	0.0	0.0	4.1	-	0.1	0.7	
Complaints per 1,000 Hours	3.5	2.0	7.3	9.4	0.0	-	0.1	3.3	
Total Passengers	199,789	32,879	9,314	1,883	4,036	2,719	261,600	261,600	
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.0	2.2	0.0	0.0	0.0	
Complaints per 1,000 Passengers	0.2	0.2	1.1	1.1	0.0	0.4	0.0	0.2	

Attachment A

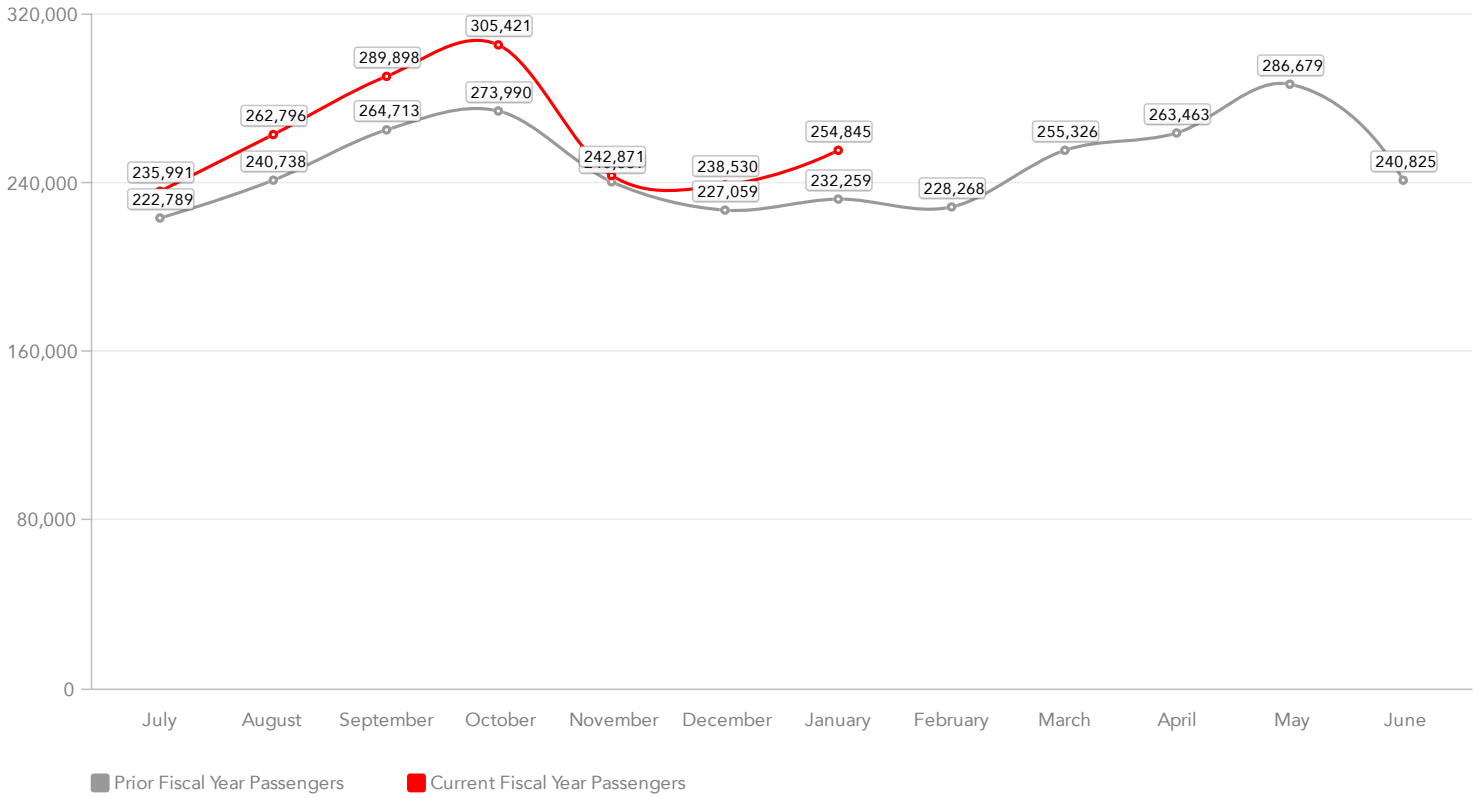
Monthly Monitoring Report

03/21/2025

FISCAL YEAR: 2025
MONTH: All

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

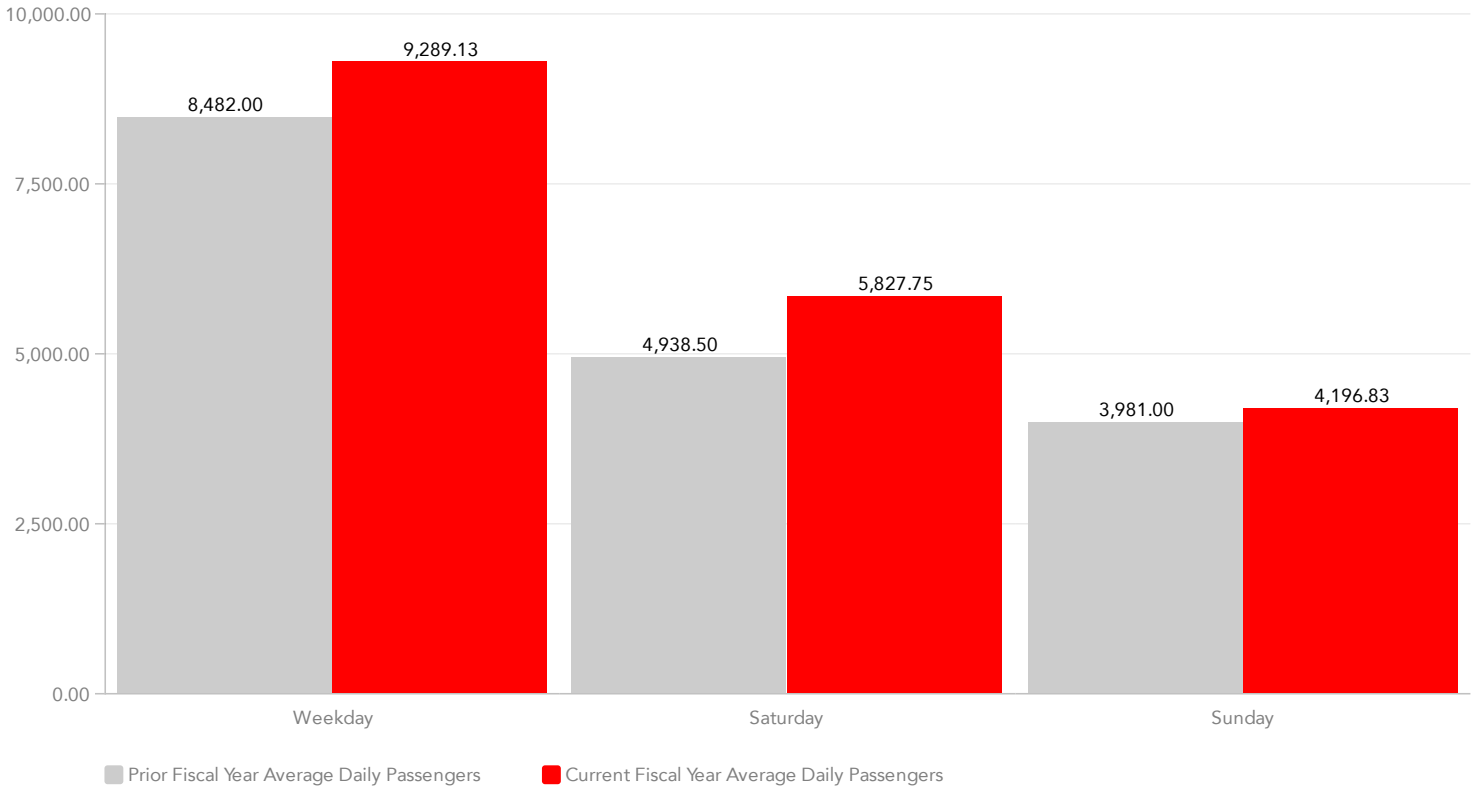


Monthly Comparison

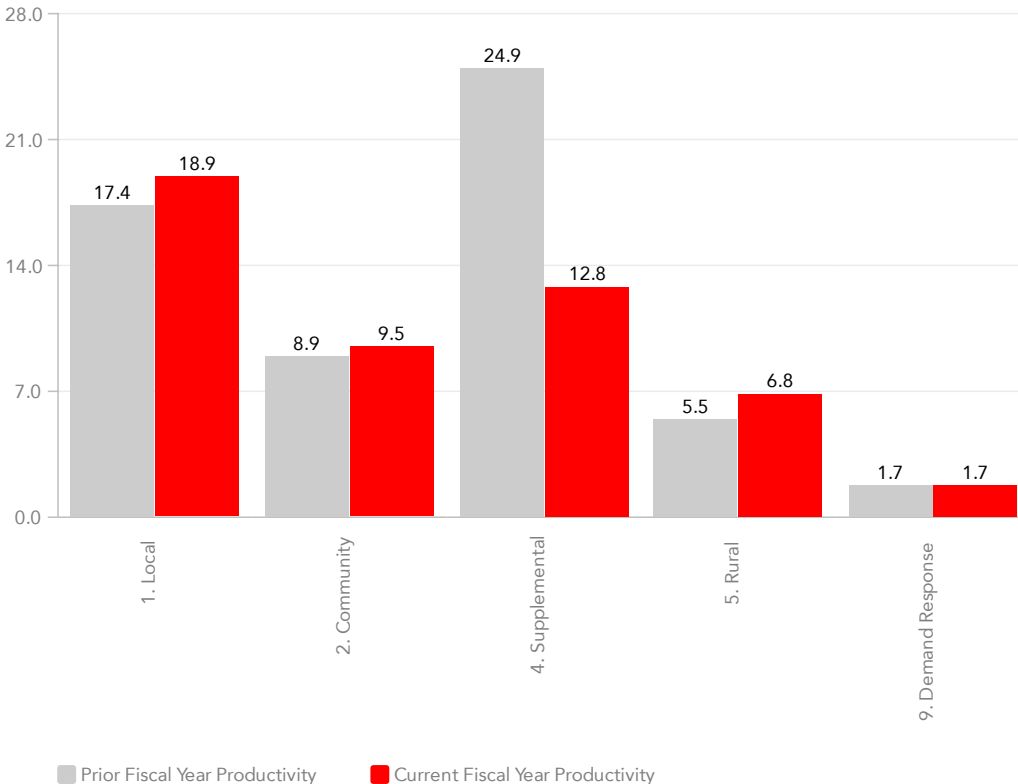
MONTH

Jan

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

- 1. Local:
Routes 17, 22, 23, 35, 36, 49, 71
- 2. Community:
Routes 219, 228, 29, 233, 245, 57
- 4. Supplemental
Routes 613, 619, 625, 654
- 5. Rural:
Routes 61, 68
- 9. Demand Response:
Local Paratransit, Marin Access
Shuttles

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, March 3, 2025 at 9:30 A.M.

Roll Call

Present: President Lucan, Vice President Sackett, Second Vice President Casissa, Director Moulton-Peters, Director Rodoni, Director Colbert, Director Llorens Gulati

Absent: Director Bushey

Director Llorens Gulati was in attendance as a non-voting member.

Board President Lucan 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](#)

There were no requests for remote participation by any Directors.

2. [Oath of Office for Members](#)

General Manager Nancy Whelan administered the Oath of Office for Director Llorens Gulati.

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

{Director Bushey present at 9:34 AM}

President Lucan called for public comment.

Administrative Analyst & Board Secretary Kate Burt reported that the Board received comments on agenda item 7 from a member of the public via email.

Susannah Saunders suggested that staff install electric vehicle chargers for the public to use at the District's future electric vehicle charging facility.

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

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

5. [General Manager's Report](#)
 - a. [General Manager's Oral Report](#)
 - b. [Monthly Monitoring Report: December 2024](#)
 - i. [Item 5b – Staff Report](#)

General Manager Nancy Whelan introduced the District's new Senior Capital Analyst, Genna Gores. Ms. Whelan provided an update on recent MASCOTS efforts. She summarized staff's participation at a recent Open House at the Marin City Library. She presented the schedule of recurring Travel Navigator Satellite Hours at locations in Marin County. Ms. Whelan provided an update on staff's engagement with riders and service in West Marin County. Ms. Whelan reported on fixed route and demand response ridership from December 2024.

Director Moulton-Peters asked about staff's engagement with local high schools.

Ms. Whelan explained that staff work with liaisons at local high schools to distribute transit passes to students. Staff also meet with local high school staff at the Marin County Office of Education (MCOE) to discuss school services and needs.

Director Moulton-Peters asked who notifies staff regarding challenges with school service scheduling.

Director of Operations & Service Development Robert Betts added that staff at schools not only distribute passes but also communicate the students' needs with the District's staff and assist with any behavioral issues on vehicles. Staff also communicate regarding financial information at the MCOE.

Director Moulton-Peters suggested the liaisons at high schools should communicate with students regarding schedule changes.

6. [Consent Calendar](#)
 - a. [Minutes for January 13, 2025 Board Meeting](#)
 - b. [Federal Legislative Report](#)
 - c. [Marin County Transit District Second Quarter FY 2024/25 Financial Report](#)
 - d. [Marin Transit Quarterly Performance Report for the Second Quarter of FY 2024/25](#)
 - e. [Amendment 2 to Contract #1040 with Mark Thomas & Company for On-Call Engineering Services](#)

- f. [Authorize General Manager to Sign Amendment 2 \(#1297\), Exercising the First Option Year for the Operating Contract for Muir Woods Shuttle with Bauer's Intelligent Transportation](#)
- g. [Contract with Pacific Gas and Electric for Electric Vehicle Fleet Program](#)

Recommended Action: Approve.

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

Ayes: President Lucan, Vice President Sackett, Second Vice President Casissa, Director Moulton-Peters, Director Rodoni, Director Colbert, Director Bushey, Director Llorens Gulati

Noes: None

Absent: None

Abstain: None

7. [Operations and Maintenance Facility Project Update and Engagement Plan](#)

[Staff Report](#)

Director of Planning Cathleen Sullivan provided background information regarding the Electric Bus Charging and Maintenance Facility (Facility) project and explained the purpose of the project. She explained the California Air Resources Board (CARB)'s Innovative Clean Transit Regulation and staff's fleet transition plan. Ms. Sullivan listed the District's Facility needs and provided an update on staff's work on the Facility project. She reviewed staff's process for developing a Draft Facility Engagement and Communication Scoping Plan (Engagement Plan). Ms. Sullivan highlighted one area of disagreement between the District and the City of San Rafael (the City) regarding alternative uses of the site. She summarized the District's Engagement Plan. She added that staff will utilize time and resources to maximize benefits for the community. Ms. Sullivan provided an example of what the District's upcoming detailed plan could look like. She listed the next steps.

Director Bushey noted that staff had decided to override the City's General Plan during the development of the Facility project. She asked how members of the public could suggest modifications to the District's use of the site.

General Manager Nancy Whelan stated that members of the public could do so at any point during the outreach process.

Director Bushey asked about staff's consideration of other land use plans.

Ms. Whelan clarified that while staff would not consider other land use plans, members of the public may voice their concerns.

Director Bushey asked what would happen if a member of the public made a comment suggesting a different use of the site.

Ms. Whelan stated that members of the public are welcome to do so.

Director Bushey asked if any comments from the public regarding the proposal would be considered in scope.

Ms. Whelan said that while members of the public may comment, the comments may not be considered in scope.

Director Bushey asked if staff would close off comments.

Ms. Sullivan added that the Board had approved an action to explore other uses of the site in conjunction with the District's use of the site. Staff plan to evaluate other uses of the site, as listed in the action. Staff will present the results to the public and request feedback, given the constraint and context that staff will develop the Facility on the site.

Director Bushey asked if staff would foreclose any comments from the public.

President Lucan noted that public comment comes to the Board of Directors, therefore Directors decide how specific comments from the public are handled.

Director Bushey clarified that she felt that staff had defined the scope of comments in a way that could make the public feel unable to comment.

President Lucan stated that he hoped that the public felt anyone could come forward at any time and address the Board. The Board will accept comments at every step in the process, and the Board will determine what to do with comments.

Director Bushey asked if staff would consider including formalized interactions with staff from the City when creating their detailed plan in the spring.

Ms. Whelan responded that so far, staff have met with staff from the City three times and exchanged documents. Moving forward, in the plan, staff have included points where they would like the City's input.

Ms. Sullivan added that staff met with staff from the City before developing their plan, and staff from the City were the first individuals to see the draft plan. Staff incorporated comments from the City before sharing the plan with others.

Director Moulton-Peters asked if the project was defined.

Ms. Whelan confirmed it was.

Director Moulton-Peters asked if public comment for a defined project would be different than public comment for a general plan.

Director Rodoni asked if the District's Federal funding was at risk due to the current Administration.

Ms. Whelan explained that formula grants were unaffected by the Administration, however discretionary grants, such as the grant for the Facility, were affected. Only obligated portions of discretionary grants were still guaranteed. Ms. Whelan noted which portions of the Facility grant were obligated. Staff are awaiting guidance on how non-obligated funds would be released.

Director Rodoni asked if staff would work with the City when searching for a public engagement consultant for the project.

Ms. Whelan confirmed they would.

Vice President Sackett asked which staff from the City were involved with the project.

Ms. Sullivan clarified that staff had met with the City Manager, City Manager department staff, and Planning department staff. Staff of the District have not yet presented to the City Council.

Vice President Sackett asked what would happen if staff were asked to make a presentation to the City Council.

Ms. Sullivan confirmed staff could make a presentation to the City Council.

Vice President Sackett commended the Engagement Plan and highlighted how community-oriented, accessible, and realistic it is.

Director Llorens Gulati asked how frequently staff plan to meet with the community regarding the project.

Ms. Sullivan clarified that the upcoming detailed plan would define how frequently staff would host community meetings and attend community events.

Director Llorens Gulati asked about the scope of work in the environmental review process.

Ms. Sullivan explained that the environmental review process would be constrained and statutory. The design process would include more community engagement than the environmental review process.

Second Vice President Casissa asked if staff felt they had included all stakeholders and community members in the Engagement Plan.

Ms. Sullivan stated that the stakeholder list in the Engagement Plan was broad. The upcoming detailed plan will include a full stakeholder list. Staff were on track to generate the list; however, they did not currently know all stakeholders and community partners. Ms. Sullivan invited feedback regarding who staff should engage with informally and formally.

Second Vice President Casissa asked if the stakeholder list would be created in conjunction with the City.

Ms. Sullivan confirmed it would be.

President Lucan asked what the best practice would be for including flexibility in the Engagement Plan.

Ms. Sullivan explained that staff could include strong contingencies in their contracts for the project.

President Lucan asked about staff's responsiveness to the City's request for a Memorandum of Understanding (MOU).

Ms. Whelan highlighted the Collaboration Agreement that was drafted based on the action the Board approved regarding community engagement.

President Lucan noted that the Board action was included in the Engagement Plan.

President Lucan called for public comment.

Erin Hawkins commented that Community Action Marin is committed to community engagement and community benefit in support of the project. She added that Community Action Marin is requesting a strong collaboration between the District and the City.

Director Colbert acknowledged the public comments from the City and expressed appreciation for the City's engagement. He added that staff had agreed to explore what might be possible for the site of the Facility, however ultimately the project is defined. While staff can expand their vision, they need to be mindful of the public's time and the integrity of the process. The District should not provide a false hope to the community regarding the flexibility of the project. Director Colbert noted that there will be opportunities to engage with the public. He encouraged staff to return to the Board with frequent updates. He acknowledged that the City had been engaged in the process and could offer knowledge.

Director Llorens Gulati noted that there were two plans happening in the Canal under the City and the Canal Alliance. She stated there is potential to meet the needs of the District and the community. She encouraged staff to have community meetings in Spanish with English translation. Director Llorens Gulati explained how the community is creative and may present many ideas. She highlighted the workforce development and childcare aspects of the Facility project.

Director Rodoni expressed appreciation for the work that is being done in the Canal to improve engagement. He explained why it would be important to partner with agencies who work in the Canal, such as the City. Director Rodoni thanked Community Action Marin for focusing on engagement and community benefit. While workforce development and childcare elements would be important, there may be other opportunities to benefit the community as well.

Director Bushey emphasized the importance of involving the City in the outreach process. She suggested the site of the Facility could be used for additional parking in the neighborhood.

Director Moulton-Peters noted that the District's administrative office is next to the offices of the Canal Alliance. She offered that staff could come to the Board for guidance.

President Lucan thanked staff and stated that despite the challenges experienced thus far, the District's partnership with the City is key and should be fostered. He said that another agreement could be made if one was needed to move the partnership forward.

Ms. Whelan thanked the District's community partners who had advised staff on engaging the community and maintaining trust. The community partners informed staff that residents of the Canal are engaged in issues such as bus stops, service frequency, safety, and Clipper cards. Staff's engagement outreach in the Canal would focus on the Facility and other current projects.

Recommended Action: Receive an update on the Marin Transit Electric Bus Charging and Maintenance Facility and the Draft Facility Engagement and Communication Scoping Plan.

8. [Catch-A-Ride Pilot Program Update](#)

[Staff Report](#)

Program and Policy Manager Joanna Huitt provided historical context regarding the Catch-A-Ride program. She presented an overview of Marin Access' programs and services, and listed program goals and requirements. She summarized the Marin Access Fare Assistance (MAFA) program and the Catch-A-Ride 2.0 pilot program. Ms. Huitt provided an overview of the Catch-A-Ride 2.0 pilot program's enrollment and ridership. She listed key takeaways from the Catch-A-Ride 2.0 pilot program. She introduced the proposed Mobility Wallet and noted its benefits. Ms. Huitt summarized the purposes of Marin Access. She outlined the options staff explored for updating the policies of the Catch-A-Ride program and explained staff's preliminary recommendation. She introduced the proposed Intro to Mobility Program. Ms. Huitt compared proposed subsidies from the Intro to Mobility Program, the Mobility Wallet, and the Tapered Mobility Wallet. Ms. Huitt listed the impacts the proposed changes would have on existing riders. She provided a summary of her presentation and explained next steps.

Vice President Sackett asked if staff knew what it would cost for the District to operate the Mobility Wallet.

Ms. Huitt stated that as staff recently conducted a procurement, they were aware of the costs.

Director of Operations & Service Development Robert Betts explained that some costs will depend on the ultimate program design. There will also be nominal set-up fees as well as ongoing fees per card. The District will own all the card funds and will be able to recover any unspent funds. There will be no transaction fees.

Vice President Sackett asked if there is a way to transition all riders to the Mobility Wallet, and any riders not eligible for fare assistance could pay the full cost. She suggested that riders not eligible for fare assistance may still need the Catch-A-Ride service after the proposed six-month period.

Mr. Betts responded that taxi companies would continue to accept cash and other forms of payment, however staff plan to work on transitioning riders who use purely digital platforms and platforms that rely on credit.

Vice President Sackett asked how staff can continue to support riders not eligible for fare assistance who may need help navigating transportation.

Mr. Betts highlighted Marin Access' travel training resource, which will continue to be available to all riders. When the six-month period of the Tapered Mobility Wallet ends, staff plan to conduct outreach to riders to support them in navigating transportation.

Director Colbert asked if costs will fall during the Mobility Wallet program if riders start using a larger variety of transportation options. He asked if staff anticipate the number of riders receiving financial assistance remaining the same under the proposed Mobility Wallet program. He asked if the number of riders could increase to a point where the Mobility Wallet program is no longer sustainable.

Ms. Huitt answered that staff will look for a limit of sustainability while conducting their full financial analysis.

Ms. Whelan added that staff anticipated growth in their initial analysis but will investigate further.

Director Colbert asked if all new riders in the future will be eligible for the Intro to Mobility Program.

Ms. Huitt confirmed they will be, however riders in the Tapered Mobility Wallet program would not be eligible for the Intro to Mobility Program.

Director Colbert asked if new riders in the future would receive a six-month subsidy.

Ms. Huitt explained that new riders would receive a one-time subsidy under the Intro to Mobility Program.

Director Bushey suggested staff should investigate why ridership is growing, and staff should be open to expanding funding strategically.

Director Moulton-Peters asked if the Clipper Card would be included as a payment option in the Mobility Wallet.

Mr. Betts responded that riders would be able to pay with a Clipper Card or a Mobility Wallet. Riders would also be able to connect their Clipper Card and Mobility Wallet to purchase fare media such as monthly passes. The Intro to Mobility Program would also help riders receive discounted fares.

Director Moulton-Peters asked how staff engaged with older adults regarding the Mobility Wallet and Intro to Mobility Program.

Ms. Huitt confirmed that staff had presented the programs to the District's advisory committees and the Marin County Commission on Aging's Housing and Transportation Committee. Staff also conducted a survey with Catch-A-Ride riders.

Director Moulton-Peters expressed appreciation for staff's efforts to serve older adults in Marin County.

Director Llorens Gulati asked if riders would need both the Mobility Wallet and a Clipper Card.

Mr. Betts clarified that riders would be able to use just the Mobility Wallet, however without a Clipper Card, riders would be unable to utilize discount Clipper Card programs.

Director Llorens Gulati asked about the potential of a program wherein riders could share vehicles with other riders.

Mr. Betts stated that there are currently Uber, Lyft, and taxi programs that have that capability.

Director Llorens Gulati asked if the new Mobility Wallet program would allow for shared rides.

Ms. Huitt responded that staff encourage shared rides.

Director Llorens Gulati asked if staff would be able to adjust the age threshold for senior riders.

Ms. Huitt explained that staff had not considered adjusting the threshold but would be mindful of it.

Mr. Betts said that within Marin Access, there used to be an additional threshold at 80 years of age, however staff eliminated that threshold to simplify eligibility.

Second Vice President Casissa asked if any other agencies use a Mobility Wallet model.

Ms. Huitt stated that staff had communicated with other agencies who use a Mobility Wallet model.

Second Vice President Casissa asked if staff had engaged with local senior groups, instead of countywide senior groups.

Ms. Huitt confirmed they had.

Director Rodoni asked if staff could consider continuing the current Catch-A-Ride 2.0 pilot program for the rest of the year. He suggested that staff could compare cost per ride across other forms of transit in future presentations.

President Lucan requested that staff explain what the application process would look like for the proposed programs and investigate how they could simplify it.

Ms. Huitt explained that staff have continually worked on simplifying the application process. Ms. Huitt explained the features of Marin Access' current pilot application process.

President Lucan noted that riders may unintentionally use certain payment methods when paying fares with their phone.

Mr. Betts said staff anticipate offering support to riders during the onboarding and transitional process.

President Lucan called for public comment.

Jane Gould expressed appreciation for the Catch-A-Ride 2.0 pilot program. She offered support for the proposed changes to the program.

Recommended Action: Discussion item.

9. [Contract with Marin Airporter for Operation and Maintenance of Fixed Route Services](#)

Staff Report

Director of Operations & Service Development Robert Betts provided an overview of staff's procurement for the contract. He noted that while following up with prospective vendors, staff learned they did not bid due to the lack of available real estate in Marin County to park and maintain the transit vehicles included in the contract. Mr. Betts reviewed aspects of the agenda item's recommendation. He presented the rates for the base contract and option years. He identified historic and projected hourly rates for the District's contracts with Marin Airporter, Golden Gate Transit, and MV Transportation. He explained how the FY 2025/26 Marin Transit Blended Rate compared to other North Bay Area transit agencies.

Director Llorens Gulati asked what would happen to the cost of the contract if staff were to add or remove routes. She asked if Marin Airporter planned to electrify their fleet.

Mr. Betts responded that the revenue hours, not the number of routes, would affect the cost. The proposed contract had mechanisms that would allow for pricing adjustments. Mr. Betts explained that all investments made to electrify the District's fleet would come from the District. The District was unable to make those investments on contractor-owned facilities. The District's new facility would resolve that challenge.

Director Moulton-Peters asked what financial changes the District had experienced because of COVID-19.

Mr. Betts answered that COVID-19 primarily affected operator wages, but also the costs of insurance and parts. The entire industry saw increased costs.

Vice President Sackett asked if the proposed contract would be for the operation of the District's vehicles by Marin Airporter.

Mr. Betts confirmed it would be.

Vice President Sackett asked if staff anticipated that their new Facility would be completed by the end of the four-year contract with Marin Airporter.

Mr. Betts said they do not know if the facility would be completed by the end of the base term, however staff could continue to extend the contract until the facility is ready or make a decision to rebid the contract once it's completed.

President Lucan asked which bus stops Marin Airporter would be responsible for maintaining under the proposed contract.

Mr. Betts stated that staff were still finalizing the bus stop maintenance plan. He explained how bus stops were currently maintained and how bus stops would be maintained under the proposed contract. Maintenance responsiveness would improve under the proposed contract.

President Lucan asked how bus stop maintenance requests will be received under the proposed contract.

Mr. Betts responded that road supervisors and drivers will be able to report maintenance needs and District staff will be able to track maintenance reports.

President Lucan highlighted the importance of bus stop maintenance.

Recommended Action: Approve award of a contract for the operations and maintenance of Marin Transit Local, Community, Rural, and Supplemental Service between the District and Marin Airporter for an initial four-year term beginning on July 1, 2025 for a total amount not to exceed \$73,306,374 with three additional option years.

M/s: Director Colbert – Director Moulton-Peters

Ayes: President Lucan, Vice President Sackett, Second Vice President Casissa, Director Moulton-Peters, Director Rodoni, Director Colbert, Director Bushey, Director Llorens Gulati

Noes: None

Absent: None

Abstain: None

Adjourn President Lucan adjourned the meeting at 11:27 A.M.

SINE DIE

PRESIDENT

ATTEST:

CLERK



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San Rafael, CA 94901
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marintransit.org

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Supervisor District 5

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Stephanie

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Supervisor District 4

Maribeth Bushey

Director
City of San Rafael

Maika Llorens Gulati

Alternate
City of San Rafael

April 7, 2025

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

Subject: Federal Legislative Report

Dear Board Members:

Marin Transit contracts for federal advocacy services with Carpi & Clay. Carpi & Clay provide a monthly Federal Update and an annual report as a part of their services. The attached monthly report for February 2025 provides an appropriations update, Cabinet nominations, Administration appointments, legislative activity and committee assignments, and federal agency regulatory actions and announcements.

Respectfully Submitted,

Nancy Whelan
General Manager

Attachment A: Federal Update February 2025

Appropriations Update

With roughly two weeks left until the expiration of the current Continuing Resolution (CR) on March 14th, House and Senate Appropriators are still working to find a path forward for the Fiscal Year (FY) 2025 appropriations bills. However, it is becoming increasingly likely that Congress will need to pass another CR to avoid a government shutdown as bipartisan funding negotiations remain stalled. Negotiations have been hampered by Democrats' concerns that President Trump might block the disbursement of funds included in any final agreement. Even if a top-line deal is reached, appropriators will need additional time to finalize the 12 full-year spending bills, making it unlikely they will be completed before mid-March. Given these challenges, Congress may resort to a CR that extends current funding levels for the remainder of FY25, limiting agencies' ability to launch new initiatives or modify existing programs.

Looking ahead to Fiscal Year 2026, House Appropriations Chair Tom Cole (R-OK) announced that the committee will begin marking up appropriations bills in April. Many Members of Congress are already moving forward with the request process, accepting proposals for programmatic funding, report language, and community project funding (earmarks). Meanwhile, the Senate Appropriations Committee has not yet announced its schedule for the FY26 appropriations process.

House and Senate Pass Separate Budget Resolutions

The House and Senate are advancing competing budget resolutions, both aiming to further the President's agenda. Tuesday evening, the House passed its budget resolution ([H. Con. Res. 14](#)) which includes \$4.5 trillion in tax cuts and over \$1.5 trillion in spending reductions. Earlier this month, the Senate passed its own budget resolution ([S. Con. Res. 7](#)), focusing on border security, defense, and energy spending but excluding an extension of the 2017 tax cuts. The House and the Senate will now need to come together to reconcile the differences in their resolutions.

Federal Employee Reductions

The Department of Government Efficiency (DOGE) has implemented widespread staff reductions across federal agencies as part of a broader effort to streamline operations and reduce spending. These measures have resulted in layoffs affecting both career and probationary employees—totaling roughly 30,000 federal workers across various departments, including independent agencies. [A memo](#) dated February 26th from the Office of Management and Budget (OMB) and the Office of Personnel Management (OPM) mandates that agencies develop reorganization plans by

March 13th, focusing on eliminating non-essential positions and reducing management layers. There is growing concern that further job cuts could disrupt government services, particularly those supporting local governments.

Trump Cabinet Nominations

The Senate continues to work through confirming President Trump's cabinet secretaries. The chart below details approval votes for confirmed nominees.

Dept/Agency	Position	Nominee	Confirmation
Agriculture	Secretary	Brooke Rollins	2/13 by a vote of 72-28
Commerce	Secretary	Howard Lutnick	2/18 by a vote of 51-45
Defense	Secretary	Pete Hegseth	1/24 by a vote of 51-50
Education	Secretary	Linda McMahon	<i>pending</i>
Energy	Secretary	Chris Wright	2/3 by a vote of 59-38
Health & Human Services	Secretary	Robert F. Kennedy, Jr.	2/13 by a vote of 52-48
Homeland Security	Secretary	Kristi Noem	1/25 by a vote of 59-34
Housing & Urban Development	Secretary	Scott Turner	2/5 by a vote of 55-45
Interior	Secretary	Doug Burgum	1/30 by a vote of 79-18
Justice	Attorney General	Pam Bondi	2/4 by a vote of 54-46
Labor	Secretary	Lori Chavez-DeReemer	<i>pending</i>
State	Secretary	Marco Rubio	1/21 by a vote of 99-0
Transportation	Secretary	Sean Duffy	1/28 by a vote of 77-22
Treasury	Secretary	Scott Bessent	1/27 by a vote of 68-29
Veterans Affairs	Secretary	Doug Collins	2/4 by a vote of 77-23
Central Intelligence Agency	Director	John Ratcliffe	1/23 by a vote of 74-25
Environmental Protection Agency	Administrator	Lee Zeldin	1/29 by a vote of 56-42
Office of Management and Budget	Director	Russel Vought	2/6 by a vote of 53-47
Office of National Intelligence	Director	Tulsi Gabbard	2/12 by a vote of 52-48
Small Business Administration	Administrator	Kelly Loeffler	2/19 by a vote of 52-46
United States Trade Representative	Ambassador	Jamieson Greer	<i>pending</i>
United Nations Representative	Ambassador	Elise Stefanik	<i>pending</i>
White House	Chief of Staff	Susie Wiles	Confirmation not required

Trump Administration Appointments

President Trump and his Cabinet officials announced the below political appointees in February.

Dept/Agency	Position	Appointee
Agriculture	General Counsel	Tyler Clarkson
Agriculture	Undersecretary for Research, Education, and Economics	Scott Hutchins
Agriculture	Chief of the US Forest Service	Thom Schultz
Commerce	Administrator of the National Oceanic and Atmospheric Administration	Neil Jacobs
Commerce	Assistant Secretary	Taylor Jordan
Energy	Administrator of the Energy Information Administration	Tristan Abbey
Energy	Assistant Secretary for Energy Efficiency and Renewable Energy	Audrey Robertson
Energy	Assistant Secretary for International Affairs	David Eisner
Energy	Chief Financial Officer	Tina Pierce
EPA	Assistant Administrator, Office of Air and Radiation	Aaron Szabo
EPA	Assistant Administrator, Office of Water	Jessica Kramer
EPA	Chief Financial Officer	Catherine Paige Hanson
EPA	General Counsel	Sean Donahue
Health & Human Services	Assistant Secretary for Financial Resources	Gustav Chiarello
Health & Human Services	Assistant Secretary for Legislation	Gary Andres
Health & Human Services	General Counsel	Michael Stuart
Interior	Assistant Secretary for the Office of Water and Science	Andrea Travnicek
Interior	Assistant Secretary of the Interior for Indian Affairs	William Kirkland
Interior	Assistant Secretary of the Interior for Lands and Minerals Management	Leslie Beyer
Interior	Director of the Bureau of Land Management	Kathleen Sgamma
Interior	Director of the Fish and Wildlife Service	Brian Nesvik
Interior	Director of the US Geological Survey	Ned Mamula
Interior	Solicitor	William Doffermyre

Office of Management and Budget	Associate Director for Defense	Thomas Williams
Office of Management and Budget	Associate Director for Economic Policy and the Made in America Office	Michael Stumo
Office of Management and Budget	Associate Director for Education, Income Maintenance, and Labor	Anne DeCesaro
Office of Management and Budget	Associate Director for Health	Don Dempsey
Office of Management and Budget	Associate Director for Homeland Security	Brian J. Cavanaugh
Office of Management and Budget	Associate Director for Intelligence and International Affairs	Amaryllis Fox Kennedy
Office of Management and Budget	Associate Director for Justice and Transportation	Katharine Sullivan
Office of Management and Budget	Associate Director for Natural Resources, Energy, Science, and Water	Stuart Levenbach
Office of Management and Budget	Associate Director for Treasury, Housing, Commerce	Mark Calabria
Office of Management and Budget	Executive Associate Director	Daniel Kowalski
Office of Management and Budget	Senior Advisor	Stephen Billy
Transportation	(Acting) Administrator, Federal Aviation Administration	Christopher Rocheleau
Transportation	(Acting) Administrator, Pipeline and Hazardous Materials Safety Administration	Benjamin (Ben) Kochman
Transportation	Administrator of the National Highway Traffic Safety Administration	Jonathan Morrison
Transportation	Assistant to the Secretary and Director of Public Affairs	Alison (Ali) Soule

Transportation	Chief Counsel and (Acting) Deputy Administrator, Federal Aviation Administration	William (Liam) McKenna
Transportation	Chief Counsel, Federal Highway Administration	James (Jay) Payne
Transportation	Chief Counsel, Federal Motor Carrier Safety Administration	Jesse Elison
Transportation	Chief Counsel, Federal Railroad Administration	Kyle Fields
Transportation	Chief Counsel, National Highway Traffic and Safety Administration	Peter Simshauser
Transportation	Chief Counsel, Pipeline and Hazardous Materials Safety Administration	Keith Coyle
Transportation	Chief of Staff	Charles (Pete) Meachum
Transportation	Deputy Assistant Secretary for Congressional Affairs (House), Office of Governmental Affairs	Hannah Matesic
Transportation	Deputy Assistant Secretary for Transportation Policy	Loren Smith
Transportation	Deputy Chief of Staff	Ryan McCormack
Transportation	Deputy Secretary	Steven Bradbury
Transportation	Deputy Director of Advance	Michael (Paten) Kidd
Transportation	Director of Advance	Nicholas LaRotonda
Transportation	Director of Communications and Senior Governmental Affairs Officer, Federal Motor Carrier Safety Administration	Matthew Schuck
Transportation	Director of Communications, National Highway Traffic Safety Administration	Sean Rushton
Transportation	Director of Governmental and Legislative Affairs, Federal Transit Administration	Melissa Mejias
Transportation	Director of Public Liaison and Senior Advisor	Ben Siegrist
Transportation	Director of Scheduling	Sydney Fitzpatrick
Transportation	Press Advance, Office of Public Affairs	Madison McCreery
Transportation	Principal Deputy General Counsel	Gregory (Greg) Cote
Transportation	Safety Policy Advisor	Stephen Walling
Transportation	Senior Advisor to the Administrator, Federal Motor Carrier Safety Administration	Adrienne Camire
Transportation	Senior Advisor, Office of the Assistant Secretary for Administration	Barry Plans
Transportation	Senior Advisor, Office of the Secretary	Daniel Abrahamson
Transportation	Senior Advisor, Office of the Secretary	Anne Byrd

Transportation	Senior Counselor to the Secretary	Owen Morgan
Transportation	Special Assistant	Monica Morrison
Transportation	Special Assistant, Federal Railroad Administration	John Schultz
Transportation	Special Assistant, National Highway Traffic and Safety Administration	Sofia Dudkovsky
Transportation	Special Assistant, Office of Governmental Affairs	Jonathan Priebe
Transportation	Special Assistant, Office of Research and Technology	Kyle Garrett
Transportation	Special Assistant, Office of the Public Liaison	John Grant Burdette
Transportation	Traveling Press Secretary, Office of Public Affairs	Halee Dobbins
Transportation	White House Liaison	Cale McCoshen
White House	Associate Director in the White House Office of Intergovernmental Affairs	Chase Wilson
White House	Associate Director in the White House Office of Intergovernmental Affairs	Michael Silvio
White House	Associate Director in the White House Office of Intergovernmental Affairs	Sam Martinez
White House	Deputy Assistant to the President and Director of the White House Office of Intergovernmental Affairs	Alex Meyer
White House	Deputy Associate Director in the White House Office of Intergovernmental Affairs	Hope Moreland
White House	Special Assistant to the President and Deputy Director of the White House Office of Intergovernmental Affairs for State Governments	Jared Borg
White House	Special Assistant to the President for Legislative Affairs (House)	Jordan Cox
White House	Special Assistant to the President for Legislative Affairs (House)	Jack Rosemond
White House	Special Assistant to the President for Legislative Affairs (House)	Stephen Siao
White House	Special Assistant to the President for Legislative Affairs (Senate)	Andrew (Drew) Dzedzic
White House	Special Assistant to the President for Legislative Affairs (Senate)	Taylor LaJoie
White House	Special Assistant to the President for Legislative Affairs (Senate)	Natalie McIntyre

White House	Staff Assistant in the White House Office of Intergovernmental Affairs	Elizabeth McAlindon
White House	White House as Coordinator in the White House Office of Intergovernmental Affairs	Finley Varughese
White House	White House as Special Assistant to the President and Deputy Director of the White House Office of Intergovernmental Affairs for Local and Tribal Governments	Christine Serrano Glassner

LEGISLATIVE ACTIVITY AND COMMITTEE ASSIGNMENTS

Bipartisan Disaster Recovery and Insurance Crisis Legislation Introduced. California Representatives Mike Thompson (D) and Doug LaMalfa (R) introduced the *Disaster Resiliency and Coverage Act of 2025 (H.R. 1105)* to provide homeowners in disaster-prone areas with incentives to mitigate wildfire and other natural disaster risks. The legislation seeks to incentivize homeowner investment to harden their properties against natural hazards by lowering costs to bring insurers back into the market and lower insurance rates. Specifically, the bill would provide states with funding to provide certain homeowners with up to \$10,000 in specified hazard mitigation project funding and a 30 percent tax credit for mitigation activities conducted by individuals, farms, and businesses. The legislation also establishes that state-administered disaster resiliency payments from federal emergency agricultural programs are not considered income for federal tax reporting. The legislation was referred to the Committees on Ways and Means and Transportation and Infrastructure for consideration.

Infrastructure Committee Hearings

House Highways & Transit Subcommittee. The Subcommittee held another in its series of America Builds hearings this time focusing on ‘A Review of the Programs to Address Roadway Safety’. Much of the discussion centered on changes in driver behavior since the COVID pandemic and the resulting road safety challenges. Additionally, there was focus on the impacts in rural communities and spotty enforcement of unsafe driving behaviors.

The hearing can be viewed [HERE](#) and the witnesses were:

- Hon. James Willox, Commissioner, Converse Co, WY [Testimony](#)
- Michael Hanson, Director, Office of Traffic Safety, MNDOT [Testimony](#)
- Haley Norman, Co-Owner, Direct Traffic Control, Inc [Testimony](#)
- Cathy Chase, President, Advocates for Highway & Auto Safety [Testimony](#)

Senate Environment and Public Works Committee. The Committee held a hearing titled ‘Improving the Federal Environmental Review and Permitting Processes’. Chair Capito used her opening statement to outline her guiding principles for permitting reform: the legislation must help

all types of projects; and the legislation must provide clarity and transparency in the process. However, in a blistering opening statement, Ranking Member Sheldon Whitehouse (D-RI) made it clear that Democrats would not agree to any permitting reforms “unless and until the Trump Administration ends its lawless disregard for Congressional authority and judicial orders”.

The hearing can be viewed [HERE](#) and the witnesses were:

- Leah Pilconis, General Counsel, Associated Contractors of America [Testimony](#)
- Carl Harris, Board Chair, National Association of Homebuilders [Testimony](#)
- Jeremy Harrell, CEO, ClearPath [Testimony](#)
- Nicole Pavia, Director, Clean Energy Development Deployment
Clean Air Task Force [Testimony](#)
- Brent Booker, General President, LIUNA [Testimony](#)

Senate Commerce Committee. The Committee held a confirmation hearing for USDOT Deputy Secretary Nominee Steven Bradbury. No stranger to USDOT, Bradbury served as DOT’s General Counsel under the first Trump Administration as well as Acting Deputy Secretary from September 2019 to the end of the Administration. Additionally, he served as Acting Secretary for the last eight days of the Administration after Secretary Chao tendered her resignation. Democrats used the hearing to express concerns about the Administration’s funding freeze and pauses on various transportation programs and grants. The Committee subsequently voted (15 to 13) to confirm Bradbury and his nomination will soon be considered by the full Senate.

Bradbury’s written testimony is [HERE](#) and the hearing can be viewed [HERE](#).

Senate Environment and Public Works Committee. The Committee held a hearing titled ‘Infrastructure Investment and Jobs Act Implementation and Case Studies’. The Committee heard the experiences of the witnesses in building projects under the IIJA. The Committee was also interested in suggestions of changes to be considered in the upcoming reauthorization and policies and programs that should be kept. All the witnesses noted that they are not getting any clarity from DOT about the funding freeze and how it may be impacting their projects.

The hearing can be viewed [HERE](#) and the witnesses were:

- Russell McMurry, Commissioner, GA Dept of Transportation [Testimony](#)
- Gary Johnson, VP, Granite Construction [Testimony](#)
- Michael Carroll, Dep. Managing Director, Office of Transportation
and Infrastructure Systems, City of Philadelphia [Testimony](#)

Senate Committee Announces Subcommittee Chairs and Ranking Members and Full Rosters. On February 20th, the Commerce, Science and Transportation Committee announced Subcommittee Chairs, Ranking Members, and the full rosters for each Subcommittee.

SUBCOMMITTEE	CHAIR	RANKING MEMBER
Aviation, Space, and Innovation	Senator Jerry Moran (R-KS)	Senator Tammy Duckworth (D-IL)
Telecommunications and Media	Senator Deb Fischer (R-NE)	Senator Ben Ray Lujan (D-NM)
Consumer Protection, Technology, and Data Privacy	Senator Marsha Blackburn (R-TN)	Senator John Hickenlooper (D-CO)
Coast Guard, Maritime, and Fisheries	Senator Dan Sullivan (R-AK)	Senator Lisa Blunt Rochester (D-DE)
Science, Manufacturing, and Competitiveness	Senator Ted Budd (R-NC)	Senator Tammy Baldwin (D-WI)
Surface Transportation, Freight, Pipelines, and Safety	Senator Todd Young (R-IN)	Senator Gary Peters (D-MI)

CONGRESSIONAL LETTERS

Senate EPW Democrats Request Answers from DOT on NEVI Cuts. Democratic members of the Senate Environment and Public Works Committee (EPW) [sent a letter](#) to Secretary of Transportation Sean Duffy to request answers as to why DOT cut off funding for the National Electric Vehicle Infrastructure (NEVI) Formula Program. The program provides funding to states for installing public zero-emission vehicle charging stations.

California House Delegation Urges FEMA and SBA to Extend Disaster Relief Deadlines until End of Year. All California Members of the House [sent a letter](#) to the Acting Administrators of the Federal Emergency Management Agency (FEMA) and Small Business Administration (SBA) to request an extension of the disaster relief application period for the California Wildfires and Straight-line Winds Major Disaster until the end of 2025. The current deadline applications is March 10, and the lawmakers argue that while “the standard 60-day application period is sufficient for many disasters,” the California wildfires were an “extraordinary [case]” that necessitates an extended relief application timeline.

Reps. Huffman and Larsen Seek Answers on Unscheduled California Water Releases. Representatives Jared Huffman (D-CA), Ranking Member of the House Natural Resources Committee, and Rick Larsen (D-WA), Ranking Member of the House Transportation and Infrastructure Committee, [sent a letter](#) to Defense Secretary Pete Hegseth and Interior Secretary Doug Burgum seeking answers on the US Army Corps of Engineers’ unscheduled release of water from Terminus Dam and Schafer Dam in California’s Central Valley.

FEDERAL AGENCY REGULATORY ACTIONS

CEQ Releases Interim Final Rule on Implementing NEPA Regulations. The Council on Environmental Quality (CEQ) released an [interim final rule](#) (IFR) to remove existing implementation regulations for the National Environmental Policy Act of 1969 (NEPA) to align the NEPA process with President Trump’s Executive Order (EO) titled “[Unleashing American Energy](#).” The IFR removes all NEPA regulations, including [40 CFR parts 1500, 1501, 1502, 1503, 1504, 1505, 1506, 1507](#), and [1508](#). The effective date of the IFR is April 11th.

DOT Publishes Delay of Several Rulemaking. On February 21st, DOT issued a delay for several final rules until March 20th:

- [Periodic Revisions to Denied Boarding Compensation and Domestic Baggage Liability Limits](#)
- [Ensuring Safe Accommodations for Air Travelers with Disabilities Using Wheelchairs](#)
- [Transportation for Individuals with Disabilities: Adoption of Accessibility Standards for Pedestrian Facilities in the Public Right-of-Way](#)

FEDERAL AGENCY ANNOUNCEMENTS

President Trump Signs EO on Federal Resources for Local Government Enforcement of Immigration Policies. President Trump signed an EO titled “[Ending Taxpayer Subsidization of Open Borders](#)” that requires local and state governments using federal law enforcement resources to adhere to federal immigration policies set forth by the Trump Administration. This order mandates all federal agencies to ensure that federal payments to states and localities do not “by design or effect, facilitate the subsidization or promotion of illegal immigration, or abet so-called “sanctuary” policies that seek to shield illegal aliens from deportation.” It also directs federal agencies to enhance eligibility verification systems and identify all federally funded programs through which undocumented immigrants can obtain any form of cash or non-cash public benefits. The order instructs agencies to refer any improper receipt or use of federal benefits to the Department of Justice and the Department of Homeland Security for “appropriate action.”

DOT IG Published Report on FHWA’s Approach to Identifying Anticompetitive Bidding. The DOT’s Office of Inspector General (DOT IG) published a report titled [FHWA: A More Systematic Approach is Needed to Identify Potential Anticompetitive Bidding in Federal-Aid Highway Projects](#). The report found that the Federal Highway Administration (FHWA) needs to enhance its oversight of State Departments of Transportation (State DOTs) to ensure effective competition in highway procurement. Specifically, FHWA lacks comprehensive data on bidding practices, which hampers its ability to identify and address anticompetitive behaviors. Additionally, the report

highlights that some State DOTs do not consistently follow federal guidelines designed to promote competitive bidding.

DOT IG Publishes Report Finding That FHWA Lacks Adequate Guidance and Procedures for Its Oversight of Construction Quality Assurance. DOT IG published a report titled [FHWA Lacks Adequate Guidance and Procedures for Its Oversight of Construction Quality Assurance](#). The report assessed: (1) the 52 FHWA Divisions' oversight of State Department of Transportation (State DOT) construction quality assurance programs, (2) FHWA Headquarters' construction quality assurance reviews, and (3) FHWA's dissemination of construction quality assurance information on the Agency's public website. The report found that FHWA divisions do not effectively oversee State Departments of Transportation (State DOTs) construction quality assurance programs. They could not demonstrate full approval of all State DOTs' programs as required for projects on the National Highway System and lacked sufficient guidance from FHWA Headquarters on reviewing program implementation. Additionally, FHWA Headquarters has not provided adequate guidance for overseeing project materials certification and construction inspections, with existing guidance either lacking detail or being outdated. FHWA's reviews of State DOTs' programs do not fully address regulatory compliance or fraud risk, as one review does not cover all program requirements and the other does not assess efforts to minimize waste, fraud, and abuse. Furthermore, FHWA's public webpages on construction quality assurance are outdated and incomplete, with key policy and guidance documents missing from its central online resource.

DOT IG Publishes Report on DOT's Workforce Planning Procedures and Metrics to Deliver IJJA Programs. DOT IG published a report titled [DOT Can Improve Workforce Planning Procedures and Metrics for Estimating Needs and Assessing Capacity to Deliver IJJA Programs](#). The report found that surface transportation Operating Administrations and the Office of the Secretary (OST) need to improve workforce planning processes and better integrate data-analytic methods for estimating Infrastructure Investment and Jobs Act (IJJA) workforce needs. While they are required to plan for and manage hiring goals, most did not document formal policies or procedures for estimating workforce needs or updating hiring targets. Although DOT has reported filling 1,204 new IJJA positions as of May 2024, its hiring metrics may not accurately reflect actual onboard workforce capacity since reported numbers include individuals who received offers but may not have started or remained in their roles. Additionally, several Operating Administrations and OST have adjusted their hiring targets, increasing the total goal to 1,638 positions by the end of fiscal year 2026.

FEMA Borrows \$2 Billion to Cover NFIP Claims. FEMA [announced](#) that it borrowed \$2 billion from the US Treasury to pay eligible National Flood Insurance Program (NFIP) policyholder claims. According to FEMA, the agency's "borrowing authority is \$30.425 billion, of which FEMA has already borrowed \$20.525 billion in the aftermath of hurricanes Katrina, Sandy and Harvey between 2005-2017. The debt is now \$22.525 billion."

FHWA Suspends Approval of State EV Infrastructure Deployment Plans. On February 6, the Federal Highway Administration (FHWA) [issued a memo](#) instructing state transportation

directors to suspend all new obligations under the National Electric Vehicle Infrastructure (NEVI) program, pending a policy review by the Department of Transportation's new leadership. This suspension halts the approval of state EV infrastructure deployment plans and the allocation of new funds, though reimbursements for existing projects will continue to prevent financial disruptions. The NEVI program, established under the Infrastructure Investment and Jobs Act (IIJA), allocated \$5 billion for the strategic deployment of EV chargers.

FRA Announces Review of California HSR. The Federal Railroad Administration (FRA) [announced a review](#) of the California High-Speed Rail Authority (CHSRA) to assess whether approximately \$4 billion in federal funding should remain allocated to the high-speed rail project in California's Central Valley, connecting Merced and Bakersfield. Originally planned for completion in 2020 at a cost of \$33 billion, the full San Francisco to Los Angeles project is now estimated to cost \$106 billion, with the Merced-to-Bakersfield segment exceeding the initial total estimate.

##



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Supervisor District 4

Maribeth Bushey

Director
City of San Rafael

Maika Llorens Gulati

Alternate
City of San Rafael

April 7, 2025

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 whenever the General Manager approves contracts within their authority.

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

March 2025

\$61,488 – Phone and Internet Services: The General Manager approved a 36-month service renewal agreement with Sonic, the provider of the District's phone and internet services. The total cost of the 36-month agreement is \$61,488, or \$1,708 per month.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Holly Lundgren
Director of Administrative Services



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Board of Directors

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Supervisor District 4

Maribeth Bushey
Director
City of San Rafael

Maika Llorens Gulati
Alternate
City of San Rafael

April 7, 2025

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

Subject: Resolution 2025-02 for Application for Low Carbon Transit Operations Program (LCTOP)

Dear Board Members:

Recommendation

Adopt resolution for application to Caltrans for Senate Bill 862 LCTOP funds.

Summary

Staff requests that your Board approve the attached resolution for FY 2024/25 Low Carbon Transit Operations Program (LCTOP) funds (2025-02). This program is one of several established under Senate Bill (SB) 862, approved in 2014. SB 862 is commonly referred to as the Cap-and-Trade bill. LCTOP provides transit agencies funding for projects that reduce greenhouse gas emissions and provide mobility, with emphasis on benefiting disadvantaged communities.

Marin Transit will request \$794,086 from Caltrans in LCTOP funds in FY 2024/25. This request includes revenue-based funds directly allocated to the District and Marin County population-based funds shared with the Golden Gate Bridge Highway & Transportation District and Sonoma-Marin Area Rail Transit (SMART). The three agencies divide the population-based funds based on their proportional shares of ridership and service levels in Marin County. For FY2024/25 funding, Marin Transit will receive 55% of the population-based funds.

Estimated FY2024/25 Marin Transit Apportionments

FY2023/24 LCTOP	Amount
Revenue Based LCTOP	\$415,000
Population Based LCTOP	\$379,086
Total LCTOP	\$794,086

Marin Transit will request that Caltrans add \$688,193 of the FY2024/25 LCTOP allocation to the District’s construction project at 2010/3020 Kerner Blvd in San



Rafael. The project includes the construction of charging infrastructure for ZEB vehicles and solar canopy at the District's new parking facility. Marin Transit previously programmed \$809,815 in FY 2022/23 LCTOP funds to this project. Marin Transit bought property at 3010/3020 Kerner Blvd in San Rafael in 2022, adjacent to the new paratransit maintenance facility. These funds will be used for the construction of EV infrastructure and an associated solar canopy on the site and part of a larger construction project for the site that includes paving, fencing, and lighting of the property. Electrification of the property will help meet the District's zero-emission fleet transition plan and the solar capacity will improved the District's resiliency. Marin Transit awarded the construction contract in December 2024.

Marin Transit will also request that Caltrans add \$105,893 of FY2024/25 LCTOP allocation to the project (EB) for purchase of four 35ft zero emission electric buses to replace four 2015 30ft diesel hybrid buses when they are beyond their useful lives. Marin Transit previously programmed \$850,107 of the FY2023/24 LCTOP allocation towards the local match for this project. This vehicle replacement will ensure a state of good repair of the local transit system and help meet the District's Zero-Emission Fleet Transition Plan, with vehicles expected to be delivered in FY2027/28. Marin Transit anticipates having funding in the federal Section 5307 to fund 80% of the project costs. These state funds will cover the local match.

Fiscal/Staffing Impact

For the 3010/3020 Kerner project, \$688,193 in FY2024/25 LCTOP funds will be combined with the \$809,815 in FY 2022/23 LCTOP funds, which fund 33% of the total project budget of \$4,585,300. The project is also funded with \$2,079,552 in FTA Section 5307 funds and additional capital reserve (property tax) funding. These funds will be added to the FY2025/26 Capital budget.

The project to purchase four zero emission buses is in the District's capital plan and funds will be held, in accordance to the grant guidelines, until anticipated expenditure in FY2027/28. This programming will add \$105,893 in FY 2024/25 LCTOP funds to the \$850,107 in FY2023/24 LCTOP funds to provide the local match for the project. All interest associated with the funds will be tracked and available to the project. FTA Section 5307 funding is anticipated to be available for the remaining 80% of the project cost.

Respectfully Submitted,

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

Grisel Martinez Brennan
Senior Accounting Analyst

Attachment A: 2025-02 LCTOP Resolution

RESOLUTION #2025-02

**AUTHORIZATION FOR THE EXECUTION OF THE
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:**

Purchase Four Zero-Emission Electric Buses

\$105,893 Revenue-Based Funds

AND

Installation of Solar Panels and Charging Infrastructure

\$379,086 Population-Based Funds and \$309,107 Revenue-Based Funds

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the District that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2024-25 LCTOP funds:

*Project Name: **Purchase Four Zero Emission Electric Buses***

*Short description of project: **Provide local matching funds for the purchase of four 35ft Zero Emission Electric Buses***

*Amount of LCTOP funds requested: **\$105,893***

*Benefit to a Priority Population: **Project purchases zero emission vehicles that reduce criteria air pollutant or toxic air contaminant emissions on regular scheduled fixed route that are primarily within local income communities.***

*Amount to benefit a Priority Population: **\$105,893***

*Contributing Sponsors (if applicable): **Metropolitan Transportation Commission (MTC) for population-based funds only.***

*Project Name: **Installation of solar panels and charging infrastructure***

*Short description of project: **Installation of solar panels and construction of parking and charging infrastructure for ZEB vehicles at District's facility at 3010/3020 Kerner Blvd. San Rafael, CA 94901.***

*Amount of LCTOP funds requested: **\$688,193***

*Benefit to a Priority Population: **Project creates and improves infrastructure or equipment that reduces criteria air pollutant and toxic air contaminant emissions on service provided primarily within local income communities.***

*Amount to benefit a Priority Population: **\$688,193***

*Contributing Sponsors (if applicable): **Metropolitan Transportation Commission (MTC) for population-based funds only.***

APPROVED AND PASSED this 7th day of April 2025

Agency Board Designee:

BY: _____



711 Grand Ave, #110
San Rafael, CA 94901
ph: 415.226.0855
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Maika Llorens Gulati

Alternate
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April 7, 2025

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

Subject: Metropolitan Transportation Commission Resolution for Transportation Development Act and State Transit Assistance Funds FY 2025/26

Dear Board Members:

Recommendation

Authorize the Marin Transit Board President to sign Resolution 2025-03 authorizing the filing of an application with the Metropolitan Transportation Commission for Transportation Development Act/State Transit Assistance Funds for Fiscal Year 2025/26.

Summary

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

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

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

Revenue based – To operators based on the amount of local revenue that a transit operator generates; and

Population based – To County's based on the county's population.

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



and the amount of service provided to address MTC’s new STA Population-Based Policy (MTC Resolution 4321).

Fiscal/Staffing Impact

MTC approval of Marin Transit’s funding application will provide approximately \$9.4 million in TDA revenue and \$4.3 million in STA funding to support the District’s operations. The expected revenue will be included in the FY2025/26 Marin Transit Budget and is summarized in Table 1. Together these funding sources are 27% of the District’s anticipated FY2025/26 operations revenue. These amounts are based on MTC’s February 2025 fund estimate. MTC has notified operators that there may be downward revisions in the April fund estimate. If this occurs, staff will revise the requests accordingly and additional property tax or reserve funds will be used to fund fixed route operations.

Table 1: Marin Transit’s Anticipated FY2025/26 TDA and STA Claims

Revenue	Marin Transit FY2025 Anticipated Claim	Notes
Transportation Development Act (TDA)	\$9,427,957	Marin Transit shares Marin County’s allocation with GGBHTD based on proportions of revenue hours and passengers. District’s share of County funding for TDA decreased slightly to 55% from 57% in prior year as GGBHTD has slowly recovered ridership. Allocation decreased by 17% from prior year due to less carryforward funds.
State Transit Assistance (STA – Revenue Based)	\$2,500,000	District’s annual allocation is \$1.7 million and the District has a \$1.8 million prior year balance. Request is based on funds needed in FY2025/26 and the District will have a remaining balance of \$915k after this allocation.
State Transit Assistance (Population Based) – Marin County Block Grant	\$1,832,747	Marin Transit shares MTC’s allocation to Marin County with GGBHTD and SMART based on proportions of revenue hours and passengers. District’s share slightly decreased to 52% from 54% in prior year. Allocation decreased by \$1.3 million due to a decrease in base year allocations to the County and carry forward funding.
State Transit Assistance (STA - Population Based) Paratransit	\$60,000	This is funding from the above allocation pool to support paratransit service.



Respectfully Submitted,

Grisel Martinez

Grisel Martinez Brennan
Senior Accounting Analyst

Attachment A: Resolution No. 2025-03 Authorizing the Filing of an Application with the Metropolitan Transportation Commission for Transportation Development Act 4.0/State Transit Assistance Funds for Fiscal Year 2025/26

RESOLUTION NO. 2025-03

**RESOLUTION OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS
AUTHORIZING THE FILING OF AN APPLICATION WITH THE METROPOLITAN
TRANSPORTATION COMMISSION FOR TRANSPORTATION DEVELOPMENT ACT 4.0/STATE
TRANSIT ASSISTANCE FUNDS FOR FISCAL YEAR 2025/26**

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

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

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

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

WHEREAS, TDA and STA funds from the Local Transportation Fund of Marin County funds will be required by Marin County Transit District in Fiscal Year 2025/26 for providing public transportation; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Marin County Transit District, that the General Manager, or designee, is authorized to file an appropriate TDA/STA application together with all necessary supporting documents with the Metropolitan Transportation Commission for an allocation of TDA/STA funds in Fiscal Year 2025/26 on behalf of the Marin County Transit District.

APPROVED AND PASSED this 7th day of April 2025.

Eric Lucan, President

ATTEST:

Nancy Whelan, General Manager



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Alternate
City of San Rafael

April 7, 2025

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

Subject: Marin Transit Financial Management Policies Update

Dear Board Members:

Recommendation

Adopt Revised Marin Transit *Financial Management Policies and Procedures* (FN-01 #5).

Summary

Staff recommends that your Board adopt revised Financial Management Policy (FN-01) revision 5. The revision includes updating *Section 1.7: Cash* to add interest-bearing accounts at Bank of Marin and to enable the District to open additional money market accounts to segregate and hold prepaid grant funds.

In accordance with Marin Transit's investment policy, the District's reserves are held and invested by the County of Marin. Marin Transit's primary operations accounts are at Bank of Marin and used for day-to-day receipts and disbursements. The District strives to hold an operations balance at Bank of Marin sufficient to ensure the District can meet financial obligations and have sufficient liquidity. On October 7, 2024 your Board approved adding a primary interest-bearing money market account at Bank of Marin to earn interest on operations funds while maintaining liquidity for variability in check run amounts.

Money Market Accounts

The current policy revision allows for the opening of additional interest-bearing money market accounts at Bank of Marin to provide the opportunity to segregate pre-paid grant funds in interest-bearing accounts. For some grant sources, like the Low Carbon Transit Operations Program (LCTOP) funds and the State of Good Repair (SGR) funds, the State funds the full allocation and requires agencies to track and add investment earning/interest funds to the balance until they are spent. Grant guidelines often request the funds are placed in separate accounts when feasible. Previously, Marin Transit's only investment account was at the County of Marin and while the investment returns were proportionally attributed to the grants, the funds were not



segregate in individual accounts. This policy change will allow for the opening of the new interest bearing accounts and the segregation of grant funds. For the LCTOP and SGR grant programs, all investment earnings and expenditures are tracked and reported to the State. The General Manager will give the Director of Finance the ability to balance funds between accounts at Bank of Marin. All accounts are reconciled monthly and all disbursements from Bank of Marin require multiple approvals. The money market accounts will have a variable interest (initially around 2.5%). The value of using these accounts will vary in accordance with interest rates. Staff will continue to follow the investment policy goals when determining account allocations.

Investment policy goals:

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

Fiscal/Staffing Impact

Staff will place the \$1.5 million in LCTOP funds the District is currently holding for expenditures on 3010/3020 Kerner Improvement and for EV Paratransit vehicles in interest bearing money market accounts. The District expects to receive an additional \$794,000 in LCTOP funds for the Kerner project. In FY2024/25 the District anticipates receiving the annual amount of \$269,000 in SGR funds that are programmed for the replacement of four 30 ft. transit buses. At a 2.5% APR this would potentially generate up to \$64,075 in interest that will be added to the available funds for the associated projects. However, based on historic trends and the current interest rate declines, the accounts could generate far less. It will require staff time to monitor and record interest earned. If interest rates drop to <1%, staff can reduce or discontinue usage of the accounts until rates increase. Interest earned on these funds will be recorded as deferred revenue and funds will be withdrawn and used for the associated capital projects as needed.

Respectfully Submitted,

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

Lauren Gradia
Director of Finance and Capital Programs

Attachment A: Marin Transit Financial Management Policies



MARIN TRANSIT

FINANCIAL MANAGEMENT POLICIES

Policy #:	FN-01
Subject:	Finance
Effective Date:	05/14/2014
Revision Date (1):	04/18/2016
Revision Date (2):	05/07/2018
Revision Date (3):	08/07/2023
Revision Date (4):	10/07/2024
Revision Date (5):	<u>04/07/2025 (pending)</u>

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1 GENERAL INFORMATION

1.1 Organization Background

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

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

1.1.1 Measure A/AA

On November 6, 2018, Marin County voters passed Measure AA, a renewal to the county’s ½-cent transportation sales tax and new expenditure plan. The first ½-cent sales transportation sales tax (Measure A) was a 20-year measure passed in 2004 to provide local funding and investment for transportation infrastructure and programs. Under the sales tax expenditure plan, fifty-five percent (55%) of Measure AA is available for local transit service. The Transportation Authority of Marin (TAM) is the transportation sales tax authority in Marin County. TAM makes Measure AA funding available to Marin Transit based on projections, and adjusts future year balances to account for actual sales tax receipts. Marin Transit requests Measure AA funds on a reimbursement basis and does not carry an unspent balance of these funds.

1.1.2 Measure B

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

1.2 Basis of Accounting

Marin Transit’s resources are allocated to and accounted for in the financial statements as an enterprise fund type of the proprietary fund group. Enterprise funds are accounted for on a flow of economic resources measurement focus. Marin Transit also uses the accrual basis of accounting, recording revenues when earned, and recording expenses at the time the liability is incurred. Grant revenue is

recognized when program expenditures are incurred in accordance with program guidelines. Proprietary funds further distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

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

1.3 Reserve Balance¹

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

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

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

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

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

If, for a prolonged period, the total reserve balance held in emergency and contingency reserves exceeds six months of operating expenditures, Marin Transit will consider options such as, but not

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

limited to: expanding transit service or decreasing fares in an effort to provide the optimal level of transit service and benefits to Marin County.

1.4 Internal Control

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

1.5 Records and Reports

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

1.6 Accounting Software

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

1.7 Cash

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

1. Operating Accounts – Operating funds are currently held in Marin Transit's bank account at the Bank of Marin. Online access to these accounts is limited to finance staff and the General Manager. Online access is further controlled by bank procedures. Any action taken within the bank's online system requires two users to authorize the transaction. Marin Transit maintains the following operating accounts:
 - a. Primary Operating Account: All day-to-day cash receipts and disbursements are processed through this account.
 - b. Transactional Operating Account – This account is used to segment more frequent transactional receipts from the districts credit card processing portals that customers use for the purchase and payment of transit passes and other fare media.
 - c. Money Market Accounts: These are interest-bearing accounts that will provide an option for the District to receive interest while retaining liquidity. Marin Transit's primary money market account will be used to hold operating funds when not immediately needed for disbursements. Marin Transit may open additional money market accounts to hold prepaid grant funds and other sources that require or would

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benefit from account segregation. Segregating these funds in separate accounts will simplify the accounting for interest and/or investment earnings from specific funding sources.

2. Investment funds – Investment funds are currently held with the County of Marin (the “County”) as a separate fund within their accounting system. Access to the County’s accounting system is limited and governed by the County’s Information Technology Department.

1.8 Investment Policy

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

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

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

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

2 REVENUES

2.1 Grants

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

2.2 Invoicing and Accounts Receivable

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

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

2.3 Fare Collection

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

2.4 Sale of Fare Media

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

2.5 Payment Receipts

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

3 EXPENDITURES

3.1 Invoice Processing

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

3.2 Employee Expenses

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

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

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

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

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

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

3.3 Credit Cards

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

3.3.1 Responsibilities

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

3.3.2 Purchase Limits

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

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

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

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

3.3.3 Purchase Types

Credit card purchases are only to be made in the event that the vendor is not equipped to invoice Marin Transit and accept payment on Marin Transit’s standard payment schedule. Examples of appropriate

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

Attachment A

credit card use are: on-line purchasing, traditional retail outlets, and travel expenses such as airfare, hotels, and restaurants.

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

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

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

4 PAYROLL

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

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

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

5 FIXED ASSETS

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

6 INDIRECT COST RATE PROPOSAL

In order to provide for the reasonable and consistent allocation or distribution of costs to its various grants and funding programs, Marin Transit develops an Indirect Cost Rate Proposal (ICRP) annually. The ICRP is designed in accordance with 2 CFR Part 200⁸ and is approved by the Federal Transit Administration (FTA). Indirect costs are applied only upon receipt of the approved ICRP from FTA.

7 PURCHASING & CONTRACTS

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

8 BUDGET ADMINISTRATION

8.1 Annual Budget Adoption

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

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

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

8.2 Budget Amendment

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

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

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

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

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

Attachment A

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

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

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



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Director
City of San Rafael

Maika Llorens Gulati

Alternate
City of San Rafael

April 7, 2025

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

Subject: Second Amendment with Transdev Services, Inc. for Operations of Marin Access Services and Programs (#1305)

Dear Board Members:

Recommendation:

Approve the Second Amendment with Transdev Services, Inc. (#1305) to exercise the first option year of the agreement and to replace Attachment A, Compensation, within the existing contract.

Summary

Your Board authorized Marin Transit's current contract for Operations of Marin Access with Transdev Services (#1065) on September 13, 2021 and it was signed and accepted on October 28, 2021. Your Board approved the first amendment with Transdev in February of 2023, adjusting the compensation rates to allow for increased driver wages and recalibration of the fixed fee based on post COVID service levels.

The base contract with Transdev included a three-year and five month base term with three option years. The base term expires on June 30, 2025. The proposed amendment would extend this agreement for another year and adjust the new term end date to June 30, 2026.

Discussion

This amendment would preserve the majority of all terms in the agreement, with the following exceptions.

1. The term would be extended for another year to now end on June 30, 2026.
2. The agreement would give the District flexibility with the scope and payment for services provided by the Travel Navigators

The District has been satisfied with the services provided by Transdev and does not see a need to re-procure these services at this time. Therefore, staff recommend continuing the current contract and exercising the first option year.



Staff is evaluating options to improve the the training and oversight of the Travel Navigators. The Travel Navigators are responsible for the ADA certification process, educating the public on Marin Access program options and are the often the first entry point for people to the Marin Access program. The District is evaluating the best model to deliver these services and have identified four possible future options, including:

- Option 1:** Keeping them included in the contract for Operations & Maintenance services (no change from current practice)
- Option 2:** Keeping them included in the contract for Operations & Maintenance services but allowing these staff to work directly within the Marin Transit offices and receive day-to-day training and guidance from District employees
- Option 3:** Removing them from the contract (staff and scope) and hiring staff internally to fulfill these duties
- Option 4:** Removing them from the contract (staff and scope) and pursuing a separate contract to fulfill these duties

Approval of this amendment will give the District the option to pursue either Option 1 or 2 listed above without any further action. Options 3 and 4 would require an additional amendment and approval by your Board.

If the District chooses to pursue Option 2, a written notice would be provided within 30 days to Transdev and the District would change the reimbursement of these services from a monthly fixed fee to an hourly reimbursement. This change will allow the District to tailor the staffing levels and training to the ongoing needs of the program. This modification will also provide an option for Travel Navigators to work in the Marin Transit offices to carry out these responsibilities.

The District recognizes that aside from the ADA certification process, many of the tasks completed by the Travel Navigators are specific to the programs and services developed by the District and require a high level of training, especially during times of significant programmatic changes. It is also assumed that upcoming changes to Marin Access programs may require new training that would be better done by Marin Transit staff and this new model would make this process more streamlined and efficient. The ability to pursue alternative options for Travel Navigator services gives the District an opportunity to “test out” separating this work from the base contract to evaluate if future procurement efforts should include this scope.

Fiscal/Staffing Impact

Fixed and variable costs will increase by three percent in the first option year based on the current compensation schedule shown in Table 1 below. This increase was specified in the first amendment of the contract (#1165).

Table 1: Compensation Schedule (Travel Navigator Option 1 above)

Contract Year	Current Monthly Fixed Fee	Current Cost per Revenue Hour
Year 1 (02/2022 – 06/2022)	\$261,969	\$42.79
Year 2 (07/2023 - 01/2023)	\$272,186	\$44.46
Year 2 (02/2023 – 06/2023)	\$269,604	\$51.08
Year 3 (07/2023 – 06/2024)	\$279,552	\$52.96



Year 4 (FY24-25)	\$288,861	\$54.73
Year 5 - Option Year 1 (FY25-26)	\$297,527	\$56.37
Year 6 - Option Year 2 (FY26-27)	\$308,804	\$58.51
Year 7 - Option Year 3 (FY27-28)	\$320,631	\$60.75

If the District decides to pursue Travel Navigator Option 2 above and pull out the Travel Navigator fees and pay for these services hourly, the total fixed fees would decrease by \$12,955 per month, and depending upon staffing levels, the new hourly fees are estimated to increase by a similar amount plus a 10% administration fee. If Travel Navigators perform work at Marin Transit offices, there may be additional costs for associated equipment. The new Compensation schedule under Travel Navigator Option 2 for Option Year 1 of the contract is shown in Table 2 below. It is estimated that any financial impact incurred by the shift in Travel Navigator costs would be negligible.

Table 2: Optional Pricing with Travel Navigator Fees Paid Directly (Travel Navigator Option 2 above)

Contract Year	Adjusted Monthly Fixed Fee	Cost per Revenue Hour	Hourly Rate for Travel Navigator Staff
Year 5 – Option Year 1 (FY25-26)	\$284,572	\$56.37	\$43.75 (Travel Navigator Coordinator) \$38.51 (Travel Navigator)

Based on the compensation pricing in Table 1 and the expected service levels, the contract not to exceed amount will increase by \$5,743,608, in the first option year (Table 3).

Table 3: Option Year One Expenses

Expense Type/Program	Amount	Expense
Fixed Fee (for all programs)	12 months	\$3,570,324
Local Paratransit	30,500 hours	\$1,717,455
Regional Paratransit	5,665 hours	\$318,996
Marin Access Shuttles	1,500 hours	\$84,465
Muir Woods Shuttle ADA Service	930 hours	\$52,368
Option Year Not to Exceed Amount		\$5,743,608

Option year expenses exclude direct payments for fuel, facility improvements, and major vehicle repairs. Paratransit operation costs under this agreement are shared with the Golden Gate Bridge, Highway, and Transportation District (GGBHTD). GGBHTD pays 100% of costs related to the operation of regional paratransit service and a portion of local paratransit service based on annually updated percentage. Based on the existing local paratransit share of 13.58%, GGBHTD will pay approximately \$1.4 million of the total contract costs.



Respectfully Submitted,

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

Robert Betts
Director of Operations and Service Development

Attachment A: Amendment #2 to the Transdev Services Agreement (#1305)

SECOND AMENDMENT TO AGREEMENT

BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND TRANSDEV SERVICES, INC DATED OCTOBER 28, 2021

THIS AMENDMENT is made and entered into this ___ day of April, 2025 by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as "Marin Transit" or "District") and TRANSDEV SERVICES, INC (hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the District and the Contractor entered into an agreement (#1065); and

WHEREAS, the District and the Contractor entered into an amendment (#1165) to modify the Contractor fixed and variable compensation rates; and

WHEREAS, the parties wish to exercise the first option year of the contract to extend the term until June 30, 2026; and

WHEREAS, the parties wish to increase the Maximum costs to the District to account for the addition of option year one; and

WHEREAS, the parties wish to adjust the fixed fee compensation to allow for a direct payment of the Travel Navigator services, if desired.

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) **SEC. 104 (3) Contract Term** is replaced in its entirety with:
The term of this Contract is for three (3) years and five (5) months (the Base Contract Term), beginning on the Commencement Date, with (3) one (1) year options, for a total possible Contract term of six (6) year and five (5) months. The Contract Term will commence on February 1, 2022 (the Commencement Date). The first option year has been awarded, and the contract term is extended to June 30, 2026.
- 3) **SEC. 501 (3) Maximum Cost to District.** In no event will the cost to District for the services to be provided in herein, for the base contract term plus option year one, exceed the maximum sum of \$29,440,974 excluding reimbursements of Volunteer Driver per mile payments and payments for approved vehicle transmission and engine replacements.
- 4) **Attachment A: Compensation**, of the Agreement with the Contractor is replaced in its entirety with the attached Attachment A.

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

CONTRACTOR:

MARIN COUNTY TRANSIT DISTRICT:

By _____

CONTRACTOR:

By _____



APPROVED AS TO FORM:

County Counsel

DRAFT

Attachment A: Compensation

DISTRICT shall pay CONTRACTOR as follows:

- (1) FIXED and VARIABLE COSTS. DISTRICT shall pay CONTRACTOR a fixed monthly fee and a per revenue hour rate based on the table shown below. These rates will apply until cumulative revenue hours operated under this agreement exceed 60,000 hours annually, as triggered by three consecutive months of 5,000 or more hours operated or an annual total of 60,000, whichever is first. DISTRICT and CONTRACTOR agree to meet at such time to discuss if changes to the rates are needed in an effort to reach an agreement if warranted.

Contract Year	Monthly Fixed Fee	Hourly Rate (Variable per Revenue Hour)
Year 1	\$261,969	\$42.79
Year 2 (02/2023 – 06/2023)	\$272,186	\$44.46
Year 2 (02/2023 – 06/2023)	\$269,604	\$51.08
Year 3 (07/2023 – 06/2024)	\$279,552	\$52.96
Year 4 (FY24-25)	\$288,861	\$54.73
Year 5 - Option Year 1 (FY25-26)	\$297,527*	\$56.37
Year 6 - Option Year 2 (FY26-27)	\$308,804	\$58.51
Year 7 - Option Year 3 (FY27-28)	\$320,631	\$60.75

* The District may elect, with 30 days written notice, to remove the Travel Navigator reimbursement from the fixed fee and pay for these services directly. If elected to do so, the following monthly fixed fees and hourly staff rates would be charged.

Contract Year	Monthly Fixed Fee	Fully Burdened Hourly Rate for Travel Navigator Staff
Year 5 – Option Year 1 (FY25-26)	\$284,572	\$43.75 (Travel Navigator Coordinator) \$38.51 (Travel Navigator)

Hourly rates applied to service (revenue hours) would not change. Hourly rates for Travel Navigator Staff would be based on all paid time from CONTRACTOR during that month. The hourly rates for Travel Navigator Staff would be compensated based on reimbursement of all paid time at the fully burdened hourly rates outlined in the agreement. The fully burdened hourly rate shall include all direct and indirect costs such as wages, fringe benefits, taxes, insurance and fees. Any hourly staff time for Travel Navigators not worked due to position vacancies or other circumstances would not be reimbursed.

- (2) VOLUNTEER DRIVER REIMBURSEMENTS – DISTRICT shall reimburse CONTRACTOR monthly for volunteer driver mileage reimbursements in accordance with the following table:

Program	Reimbursement Rate ¹	Monthly Mileage Cap
STAR – Urbanized Marin	\$0.60 / mile	100
TRIP – West Marin	\$0.60 / mile	400

1. Rates subject to change
2. Reimbursement Policies

- a. If a reimbursement form is received after the 10th of following month (ie. received on 10/12/21 for trips that occurred in September), it is processed in the next month
 - b. Reimbursements are not honored if more than one month late (ie. late forms must be received by 10th of month, 2nd month after trips occurred) unless MCTD has approved a policy exception
- (3) DIRECT COSTS - MAJOR VEHICLE REPAIRS – DISTRICT shall reimburse CONTRACTOR for major vehicle repairs (engine replacements and transmission replacements) not under warranty on DISTRICT owned vehicles.
- (4) DIRECT COSTS – COVID-19 PANDEMIC RELATED COSTS - DISTRICT shall reimburse CONTRACTOR for costs associated with the COVID-19 pandemic, including cleaning services and supplies. Any such costs must be pre-approved by MCTD and include supporting documentation.
- (5) DIRECT COSTS -FACILITY EQUIPMENT – DISTRICT shall reimburse CONTRACTOR for facility equipment and materials, as listed in Attachment T to Agreement #1065, or Marin Transit approved alternatives, up to a maximum amount of \$152,000. All associated assets purchased that remain at the end of the contract shall become property of DISTRICT.
- (6) DIRECT COSTS- INTERNET AND PHONE – DISTRICT shall reimburse CONTRACTOR for costs of providing internet and data, as well as the phone system with DISTRICT pre- approval.
- (7) DIRECT COSTS - OFFICE FURNITURE – DISTRICT shall reimburse CONTRACTOR up to \$80,000 for purchase and installation of desks, conference tables, cubicles and other items pre-approved by District for the 3000 Kerner location. All associated assets purchased that remain at the end of the contract shall become property of the DISTRICT.
- (8) MILEAGE. DISTRICT shall not pay CONTRACTOR for travel by private, leased or hired vehicles as required by this Contract.
- (9) TRAVEL COSTS. DISTRICT shall not pay CONTRACTOR for meals, lodging, or other travel costs not included in this Contract.
- (10) 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.
- (11) MAXIMUM CONTRACT AMOUNT. The maximum term of this Contract is three years and five months plus three option years. The maximum amount payable to Contractor under this Contract for option year one of three shall not exceed \$29,440,974.
- (12) DRIVER WAGE RATES. Contractor shall agree to pay driver wages based on schedule shown below. DISTRICT may, at its sole discretion, audit payroll records as outlined in Section 502 of Agreement #1065

Attachment A

Driver Year	FY 2023 (July – January)	FY 2023 (February – June)	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
0-1	\$19.06	\$21.50	\$22.15	\$22.81	\$23.49	\$24.20	\$24.92
1-2	\$19.57	\$22.00	\$22.66	\$23.34	\$24.04	\$24.76	\$25.50
2-3	\$20.09	\$22.50	\$23.18	\$23.87	\$24.59	\$25.32	\$26.08
3-4	\$20.60	\$23.00	\$23.69	\$24.40	\$25.13	\$25.89	\$26.66
4-5	\$21.12	\$23.50	\$24.21	\$24.93	\$25.68	\$26.45	\$27.24
5-6	\$21.37	\$23.75	\$24.46	\$25.20	\$25.95	\$26.73	\$27.53
6-7	\$21.63	\$24.00	\$24.72	\$25.46	\$26.23	\$27.01	\$27.82
7-8	\$21.89	\$24.25	\$24.98	\$25.73	\$26.50	\$27.29	\$28.11
8-9	\$22.15	\$24.50	\$25.24	\$25.99	\$26.77	\$27.57	\$28.40
9-10	\$22.40	\$24.75	\$25.49	\$26.26	\$27.04	\$27.86	\$28.69
10-11	\$22.66	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98
11-12	\$22.92	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98
12-13	\$23.18	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98
13-14	\$23.52	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98
14-15	\$23.86	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98
15+	\$24.21	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98
Avg Wage	\$21.25	\$22.26	\$23.23	\$24.34	\$25.48	\$26.62	\$27.69



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City of San Rafael

Maika Llorens Gulati

Alternate
City of San Rafael

April 7, 2025

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

Subject: FY 2025/26 – FY 2027/28 Funding Cycle for Measure AA Yellow School Bus Transportation Programs

Dear Board Members:

Recommendation

Approve funding allocations and authorize the General Manager to execute contracts with eligible yellow school bus programs for the new Measure AA three-year funding cycle (FY2025/26 – FY2027/28) for home to school transportation programs.

Summary

On November 6, 2018, the Measure AA sales tax and expenditure plan was approved by voters in Marin County to support congestion relief and improve mobility, including yellow bus service in partnership with local schools. On January 7, 2019, your board approved the allocation of a percentage of the Measure AA funds to programs in Marin County that provide yellow bus transportation. The allocation share for each program was set for three years, after which our staff would re-evaluate the approved guidelines and distribution options. This staff report provides an update on the status of these funds and seeks your Board's approval of the recommended allocation formula and eligibility requirements for the next three-year funding cycle.

Background

The Previous funding cycle of Measure AA, approved on April 4, 2022, is expiring and the upcoming school year requires a new funding cycle to support Marin County yellow school bus transportation.

Five yellow bus transportation programs currently receive Measure AA funds through local school districts and Joint Powers Authorities (JPAs). These include the Tiburon Peninsula Traffic Relief JPA, which serves Reed Union School District, and the Ross Valley Joint Exercise of Powers Authority (JEPA), which serves Ross Valley School District. All five participating programs intend to continue in the next funding cycle:

- Reed Union School District
- Ross Valley School District



- San Rafael City School District
- Miller Creek School District
- Sausalito-Marín City School District

Allocation Formula

Yellow school bus transportation programs are an effective means in reducing roadway congestion during weekday peak hours. Unfortunately, limited funding for these programs can often result in a lack, or reduction of service that strains their effectiveness. As the State of California does not require, or fully fund these programs, Measure AA has been pivotal in supporting these types of services here in Marin County. In the first two funding cycles, these funds provided financial support that subsidized between 10% and 20% of the total program cost for the five participating programs.

Staff recommends that your board approve the allocation formula, which allocates funding based on a program's one way pass price and the number of one-way passes distributed. This is the same option used in the two previous three-year cycles. The subsidy per pass in the formula was adjusted to expend the available funding amount, and provide each participating district an allocation based on each district's one-way pass cost and number of projected passes distributed. **Table 1** shows how this formula will be implemented. The subsidy of 95% of the one-way pass price was based on FY2024/25 program pass prices and funding availability.

The base program numbers (pass price and pass distribution numbers) will not be adjusted during the funding cycle unless a program decreases more than 20%.



Table 1: FY2025/26-2027/28 Allocation Projections

FY2023/24 PASS DATA		Reed	Ross Valley	San Rafael	Miller Creek	Sausalito - Marin City	Total	Calculation
One Way Pass Price	(a)	\$345.00	\$675.00	\$250.00	\$212.00	\$324.00		cost of one-way pass
Subsidy per pass	(b)	\$327.75	\$641.25	\$237.50	\$201.40	\$307.80		95% of one-way pass price [0.95*(a)]
One Way Passes Distributed	(c)	967	609	1,466	130	80	3,252	School year 2024-2025 source data
<i>Current Distributions for FY2024/25</i>		\$309,833	\$340,348	\$381,866	\$47,926	\$39,742	\$1,119,715	Informational only.
<i>Proposed FY2025/26 allocation</i>		\$316,934	\$390,521	\$348,175	\$26,182	\$24,624	\$1,106,437	95% subsidy for every pass sold [(b) x (c)]
<i>Projected FY2026/27 allocation</i>		\$320,104	\$394,426	\$351,657	\$26,444	\$24,870	\$1,117,501	Projected 1% sales tax inc.
<i>Projected FY2027/28 allocation</i>		\$323,305	\$398,371	\$355,173	\$26,708	\$25,119	\$1,128,676	Projected 1% sales tax inc.

Source: Marin Transit, TAM sales tax projection data.

Including carryforward funding, Marin Transit passed through approximately \$1,100,000 annually through the current cycle of Measure AA allocations. The FY2025/26 program will allocate \$1,106,437, with includes \$300,000 in carryforward funding. A total of \$900,000 in carryforward funds is included in the three-year cycle, with \$300,000 available in each year. The allocation amounts for FY2026/27 and FY2027/28 are estimated in Table 1 and will be finalized each year based on the actual sales tax growth determined by the Transportation Authority of Marin (TAM).

Eligibility Requirements:

Staff recommend maintaining the same eligibility structure and option of the distribution of these funds in the upcoming three-year cycle. The following proposed eligibility requirements would continue to apply:

- Funding allocation should be for public schools located within the urbanized area of Marin¹ to support programs that reduce traffic in the most congested corridors.
- Eligible programs offer a reduced price pass for the yellow bus program that provides at least a 50% pass price discount to income-eligible students. This requirement is intended to

¹ 1. Census Reporter – San Francisco/Oakland, CA Urbanized Area. <https://censusreporter.org/profiles/40000US78904-san-franciscooakland-ca-urbanized-area/>



recognize that yellow school bus transportation is both a tool for congestion relief and an opportunity to provide safe and efficient access to school for all students.

The available funds are provided to those programs that were operational in FY 2024/25 or plan to start a program in FY2025/26 to provide multi-year, reliable financial operating support since a dedicated funding source is not available from the State of California.

Additionally, participating programs are required to annually certify that at least 20% of total program cost has been matched by local contributions, excluding pass sales revenue. The program numbers used in the allocation are fixed for the three-year cycle unless a program is reduced in size by 20% or more. Funds withheld due to service reductions or re-evaluations would immediately be made available for new and expansion programs or made available for existing programs in the following funding cycle.

New and Continuing Programs

Currently, five regular yellow bus transportation programs participated in this funding program. Based on our correspondence, all five programs intend to continue into the next cycle:

- Reed Union School District
- Ross Valley School District
- San Rafael City School District
- Miller Creek School District
- Sausalito-Marín City School District

In February 2025, Marin Transit conducted outreach to school districts, through the Marin County Office of Education, in addition to the above continuing programs about the new Measure AA funding cycle. Marin Transit reached out to Novato Unified School District and Larkspur Corte Madera Schools for prospective participation, participation is still to be determined. Staff will continue to coordinate with school districts and Joint Powers Authorities to determine the operational feasibility of new routes and will provide an update to your board, along with the proposed funding allocations, with our regular budget updates.

Fiscal/Staffing Impact

If approved by your Board, the Marin Transit FY2025/26 Operating Budget will include the allocation of \$1,106,437 Measure AA Sales Tax for yellow school bus transportation program funding. These funds will be requested from TAM in the annual Measure AA sales tax allocation request. This will fully fund the program allocation amounts in Table 1. Approval of the eligibility and funding distribution formula will have no staffing impact.

Respectfully Submitted,

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

Sandra Romero
Specialized Transportation Services Analyst



Attachment A: Yellow Bus Programs Overview FY2024/25

Attachment B: Measure AA Yellow Bus Board Presentation



Yellow Bus Programs Overview FY 2024/25

	Reed Union School District	Ross Valley School District	San Rafael Elem School District	Sausalito-Marín City School District	Miller Creek School District
Program Structure					
MCTD Support	MCTD Ops Support MOU with School District	MCTD contract with Service Provider	No MCTD involvement	No MCTD involvement	No MCTD involvement
Service Provider	First Student	Bauer's Intelligent Transportation	First Student	Michael's Transportation	Michael's Transportation
Pass Sales and Pricing					
Cost of Pass (One Way)	\$345.00	\$675.00	\$250.00	\$0.00	\$212.00
One Way Pass Sales (YTD)	967	604	1,466	80	130
Income qualified for free or reduced price pass	9%	10%	65%	100%	85%
Operations					
Number of Schools Served	4	2	8	1	2
Number of Buses	5	4	16	1	1
Number of Trips daily	18	16	73	2	4
Contractor Cost	\$715,858	\$753,840	\$1,723,968	\$200,000	\$135,000
Total Operating Cost	\$925,858	\$928,420	\$1,723,968	\$200,000	\$184,621
Operating Cost per Bus per year	\$185,172	\$232,105	\$107,748	\$200,000	\$184,621
Total cost per passenger trip	\$5.32	\$8.54	\$6.53	\$13.89	\$7.89
Total cost per bus trip	\$285.76	\$322.37	\$131.20	\$555.56	\$256.42
Farebox Recovery (from pass sales)	30%	36%	14%	0%	74%
Youth Pass by District*					
Youth Passes Distributed	0	26	1,015	0	0
Percent F&R	n/a	77%	92%	n/a	n/a
Local Contributor 1	Town of Tiburon	County of Marin	San Rafael Elem. SD	County of Marin	Miller Creek SD
Local Contributor 2	City of Belvedere	Town of San Anselmo	State Reimbursement	Sausalito-Marín City SD	State Reimbursement
Local Contributor 3	Town of Corte Madera	Town of Fairfax			
Local Contributor 4	Reed Union SD				
Local Contributor 5	Larkspur/Corte Madera SD				
Local Contributor 6	County of Marin				
Local Contributor 7	State Reimbursement				
Local Contributor 8					

*data from 2024/25 estimates



FY 2025/26-2027/28 Measure AA Yellow School Bus Funding Allocation

Measure AA Yellow Bus Program Background

- Voters approved Measure AA in November 2018 dedicating 5% of revenues to school transportation
- In 2022, Marin Transit approved funding for eligible yellow bus programs for FY 2022/23 through FY 2024/25
- Allocations are formula-based, based on pass price and number of passes sold
- Each district is expected to meet annual certified eligibility requirements to receive funds
- The program operates on a three-year funding cycle

FY 2025/26-2027/28 Funding Cycle

Participating School Districts

- 01** Miller Creek School District
- 02** Reed Union School District
- 03** San Rafael City Schools
- 04** Sausalito-Marín City School District
- 05** Ross Valley School District

FY2025/26–FY2027/28 Criteria for Eligibility

School Transportation Programs must have...

1. An existing FY 2024/25 K-8 yellow school bus program or commit to operating or contracting a program in FY 25/26 serving public school students at a school in the urbanized area of Marin
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue
4. Must certify annually that their program has met threshold criteria

FY2025/26–FY2027/28 New Funding Cycle

- In February 2025, Marin Transit staff informed school districts about the FY25/26 – FY27/28 funding cycle
- No new participating school districts in upcoming school year, prospective participation of Novato Unified School District and Larkspur Corte Madera Schools to be determined
- Legacy programs to continue:
 - Reed-Union School District
 - Sausalito-Marín School District
 - Ross Valley School District
 - San Rafael City School District
 - Miller Creek School District

FY2025/26–FY2027/28 Formula Allocation

- The **formula allocation** is to calculate a program subsidy based on of the one-way pass price multiplied by the number of passes distributed
 - Current term, FY2022/23-2024/25: 77% program subsidy used to nearly expend the full amount of funds available
 - Formula: $(.77 \times (\text{Pass Price})) \times (\text{Passes Distributed}) = \text{Funding Allocation}$
 - **New term, FY2025/26-2027/28: program subsidy raised to 95%**
 - **Recommended formula: $(.95 \times (\text{Pass Price})) \times (\text{Passes Distributed}) = \text{Funding Allocation}$**

FY2025/26–FY2027/28 Formula Allocation

MOST RECENT FY SCHOOL PASS DATA		Reed	Ross Valley	San Rafael	Miller Creek	Sausalito - Marin City	Total	Calculation
One Way Pass Price	(a)	\$345.00	\$675.00	\$250.00	\$212.00	\$324.00		annual pass price - one way or 50% of round trip
Subsidy per pass	(b)	\$327.75	\$641.25	\$237.50	\$201.40	\$307.80		95% of one-way pass price [0.95 x (a)]
One Way Passes Distributed	(c)	967	609	1,466	130	80	3,252	School year 2024-2025 source data
<i>Distributions for FY 2024/25</i>		\$309,833	\$340,348	\$381,866	\$47,926	\$39,742	\$1,119,715	Informational only.
<i>Proposed FY 2025/26 allocation</i>		\$316,934	\$390,521	\$348,175	\$26,182	\$24,624	\$1,106,437	95% of pass price for every pass distributed [(b) x (c)]
<i>Proposed FY 2026/27 allocation</i>		\$320,104	\$394,426	\$351,657	\$26,444	\$24,870	\$1,117,501	1% sales tax projection increase
<i>Proposed FY 2027/28 allocation</i>		\$323,305	\$398,371	\$355,173	\$26,708	\$25,119	\$1,128,676	1% sales tax projection increase

Recommended Action



- Approve funding allocations and authorize the General Manager to execute contracts with eligible yellow school bus programs for the new Measure AA three-year funding cycle (FY2025/26 – FY2027/28) for home to school transportation programs.

Thank you

CONTACT

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City of San Rafael

April 7, 2025

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

Subject: Catch-A-Ride Pilot Program Transition to Mobility Wallet

Dear Board Members:

Recommendation

Approve ending the Catch-A-Ride (CAR) pilot program (effective June 30, 2025) and replace it with the following:

1. Intro to Mobility program for new riders: a package of offerings designed to expose older adults in Marin County to mobility options, including a one-time financial incentive delivered via a mobility wallet.
2. Enhancement of the Marin Access Fare Assistance (MAFA) program to offer an ongoing subsidy for use on a range of mobility providers to income qualified individuals via a mobility wallet.
3. A transitional program for current CAR riders who do not have income barriers that offers a limited duration monthly subsidy via a mobility wallet to wean them off the CAR program while educating them on alternatives.

Summary

Staff is requesting that your Board approve a restructuring of Marin Access programs and an enhancement to the Marin Access Fare Assistance (MAFA) program. The restructuring would end the current Catch-A-Ride (CAR) pilot program and introduce a new Marin Access Intro to Mobility program. Enhancement of the Marin Access Fare Assistance program would offer a new ongoing subsidy to those most in need via a mobility wallet.

Background

The Catch-A-Ride pilot program is a subsidy program that allows enrolled riders to use paper or digital vouchers on taxi or TNC (e.g. Uber and Lyft) trips, for a reduced rate. This pilot program has proven to be popular with riders due to its convenience – it offers on-demand rides that are largely not shared. Its popularity has resulted in consistently increasing enrollment and costs that are already exceeding the allocated FY2024/25 budget and will continue to grow beyond available funding unless changes are made. Detailed program history



and performance evaluation findings were presented in the March 7, 2025 Board item (<https://bit.ly/4iq1Khl>).

In March 2025, staff brought an information item to your Board which considered several potential options to ensure the long-term financial sustainability of Marin Access programs. The following options were considered:

1. Spread current Catch-A-Ride (CAR) pilot program funding evenly across all eligible Marin Access riders and eliminate fare assistance enhancements, which would reduce subsidy and program utility for all riders.
2. Restructure the CAR pilot program to prioritize resources for those with income barriers (MAFA) and taper off program for those without income barriers.
3. Allocate additional funding to the CAR pilot program from alternate sources (fixed route or volunteer driver) and maintain the existing program, resulting in a loss of service elsewhere.
4. Terminate the CAR pilot program.

The initial staff proposal was for option two. To align with the goals of Marin Access and the District as a whole, staff recommended replacing the CAR pilot program with two new programs, both of which would utilize a new mobility wallet to distribute subsidies to eligible riders (described in Discussion section below).

Mobility Wallet

As presented in March, staff have determined that moving to a payment card/mobility wallet for subsidy distribution will improve the experience for riders and program administrators. The payment card, or “mobility wallet,” will allow the District to issue a digital or physical payment card to enrolled riders with pre-loaded value to use with a variety of transportation providers. The mobility wallet will provide more flexibility for riders in terms of how and where the value can be used as it expands the pool of transportation providers and allows them to pay for rides in increments of their choosing rather than in fixed voucher amounts. It also reduces the administrative burden of the current program by allowing staff to automate reloading of value to the rider’s account. Card design, configuration, and testing are in progress and staff will implement the mobility wallet through a contract with Prepaid Expense Card Solutions, Inc (PEX) at the start of FY2025/26 (July 1, 2025).

Discussion

Staff received comments from your Board in March 2025 and used those and additional feedback from riders and community partners to develop a final recommendation described here.

Feedback from Marin Transit Board of Directors

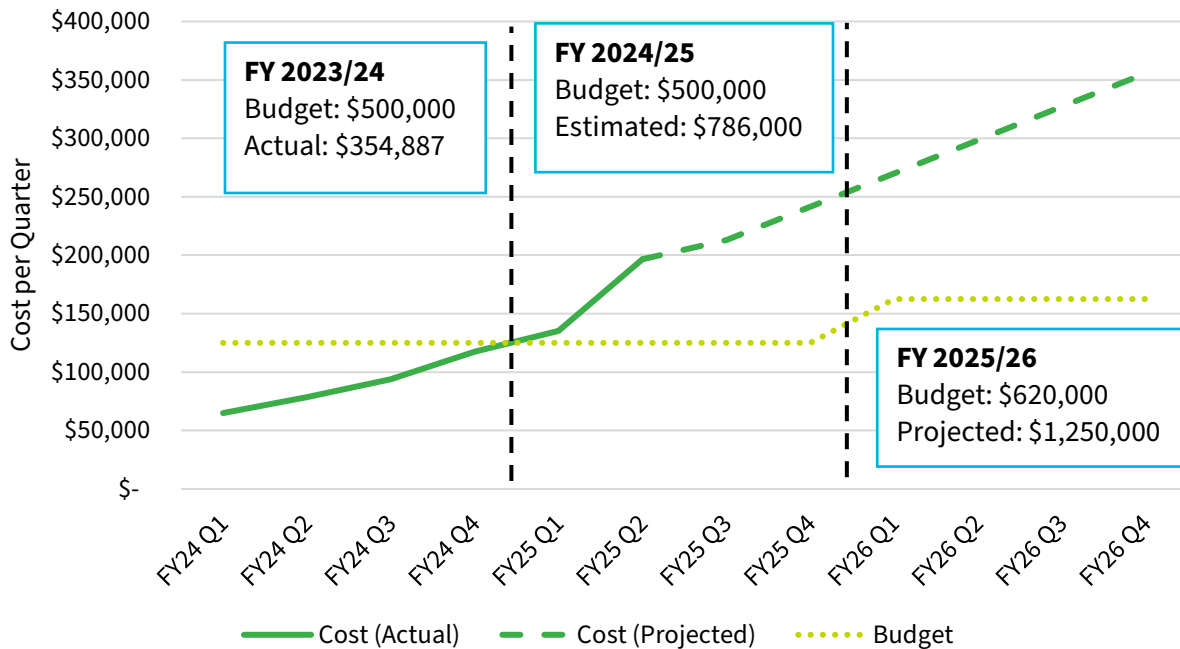
Feedback from the Marin Transit Board of Directors included support for the initial staff proposal as well as a request to explore extending the pilot program, either on a short-term basis to gather more information or on a long-term basis with additional funding allocated to it. Your Board also requested a cost comparison of the CAR pilot program with other Marin Transit programs and services. There was no support voiced for options one or four (i.e. spreading funding evenly across all riders or program termination without replacement), leading to the elimination of these options from further consideration.



Program Extension

Staff explored the option of extending the pilot program for an additional year to continue to learn from the program. Figure 1 below demonstrates that doing so will incur costs that exceed available resources by roughly double by the end of FY2025/26, even with a budget increase at the start of the year as shown in Figure 1 below. The long-term forecast for the current program projects annual costs exceeding \$3 million within five years (six times the current program budget).

Figure 1: Catch-A-Ride 2.0 Pilot Program Quarterly Costs



Using funding from other Marin Transit programs to extend the current CAR program was examined. As shown in the section below, the subsidy per trip for Marin Transit fixed route and volunteer driver programs is about one third the subsidy of the CAR program. Funding redirected from these more cost effective programs to the CAR program would have a negative impact on overall mobility for older adults and people with disabilities, and risk continued cost escalation. A program extension would also lead to additional enrollment by individuals without income barriers, compounding the challenge of needing to take away or severely limit a service from people accustomed to having access to it at a future date. For these reasons, staff do not recommend this option.

Cost Comparison to Other Marin Transit Programs and Services

The question was also posed as to why the District would curtail a public transit program that has growing ridership. The answer lies in the fact that the CAR pilot program is not a public transit program in the traditional sense of the term. Marin Transit’s mission, and the mission of public transit more broadly, is two-fold: to improve mobility, and to reduce congestion. The CAR pilot program improves mobility but does not reduce congestion, each trip amounts to an additional car trip on the road. The program was designed to complement use of the bus, paratransit, or volunteer driver programs, which are generally more cost effective and aligned with the goals of Marin Transit’s mission.



The projected cost of extending this program for one year would exceed the budget by an amount greater than the cost of operating the entire Supplemental School program for that year. A program extension will exceed existing resources and require that service be cancelled or adjusted elsewhere.

Staff reviewed program costs of the Catch-A-Ride pilot program compared to other Marin Transit programs and services; this comparison is shown in Table 1 below. The average CAR subsidy per passenger trip is about three times the average per passenger trip subsidies on fixed route service or the volunteer driver program. On an individual route basis, the highest subsidy per trip, for all routes with exception of Stagecoach Route 61, is still lower than the CAR subsidy.

Table 1: Comparison of Marin Transit Programs

Program	Subsidy per Passenger Trip
Marin Transit Fixed Route Bus Service	\$10.09
Marin Access Volunteer Driver Program	\$11.12
Marin Access Catch-A-Ride Pilot Program	\$32.95
Marin Access Local Paratransit Service (mandated)	\$106.52

Note: Subsidy per passenger trip based on FY2024/25 Q2 data

Feedback from Riders

Staff collect feedback from riders in a variety of ways and have done so throughout the duration of the pilot program. In March 2025, specific input was requested regarding the shift to the mobility wallet via the quarterly Catch-A-Ride pilot program rider survey. Rider input has continually suggested that shifting to a more flexible model for use of funds would greatly improve the rider experience as enrolled riders would be able to maximize the value of the subsidy available to them. Additionally, feedback about the rider experience indicates that an expanded provider pool will reduce provider capacity constraints, enhance mobility, and allow riders to travel with a variety of providers that suit their preferences and needs.

Additional Key Takeaways

- All current riders surveyed, including those that are and are not eligible for fare assistance, indicated that they would travel less frequently without the subsidies offered through Marin Access, suggesting program dependence among those with income barriers.
- Of those using the current Catch-A-Ride pilot program that are not eligible for fare assistance, 56% indicated that they are not familiar with the Marin Access Fare Assistance program, suggesting that rider education may lead to increased enrollment in MAFA and could reduce the number of riders that lose access if subsidies are focused primarily on MAFA eligible riders.
- 71% of riders indicate having a smartphone but not using the virtual wallet feature and 41% of riders report a lack of understanding about how to add payment information into standard TNC apps; this demonstrates that robust rider education about the mobility wallet and how to use the mobility wallet will be vital to program success.



Recommendation Development

In developing the proposal, staff analyzed current usage of the program and found that MAFA riders are more likely to use their vouchers and all of the provided subsidy each quarter. Roughly two thirds of enrolled MAFA riders are active each quarter, whereas less than half of enrolled general riders are active each quarter. The amount of \$200 a month was chosen based on the 75th percentile of active MAFA usage; in other words, at a \$200 per month proposed subsidy, 75% of active MAFA riders will have enough subsidy to cover their current usage of the program. Table 2 below details the data points considered in developing this proposal.

Table 2: Catch-A-Ride Program Usage Statistics

	MAFA Riders	Non-MAFA Riders
Percent of enrolled riders active each quarter	65% - 70%	40% - 50%
Median number of monthly trips per active rider	5 - 6	2 - 4
75 th percentile monthly trips per active rider	10 - 11	5 - 7
Median price per trip	\$18.25	\$21.00
Median monthly amount spent per active rider	\$100 - \$125	\$50 - \$75
75 th percentile monthly amount spent per active rider	\$175 - \$215	\$100 - \$175

Note: Based on program statistics from the start of the current pilot program through FY2024/25 Q2.

The basis for developing the final recommendation was grounded in the goals of the District and Marin Access. Staff considered the impact on mobility as a whole for older adults and people with disabilities, the impact on other programs offered by Marin Transit and Marin Access, alignment with agency purpose, rider input, cost of delivery, and the ability to focus available resources on those most in need. While all considerations were reviewed with equal measure, containing program costs was at the forefront of the decision-making process – the staff proposal is designed to control projected costs and cost escalation risk.

Recommendation

The staff recommendation aligns with the initial recommendation as presented to your Board in March 2025. This recommendation ends the existing voucher-based Catch-A-Ride pilot program and replaces it with the following:

1. **Intro to Mobility Program for New Riders:** A package of offerings designed to expose older adults in Marin County to mobility options, including a one-time monthly pass on Clipper for use on Marin Transit local bus service, travel training and support for use of taxis, TNCs (such as Uber and Lyft) and other transportation providers, a warm hand off to other transportation options available in the County, and a one-time financial incentive of \$200 delivered via a mobility wallet to try out new transportation provider(s) of their choice. The intent of this program is to onboard older adults and people with disabilities in advance of a critical need and ensure a smooth transition should they need additional services in the future.



2. **MAFA Mobility Wallet:** Enhancement of the Marin Access Fare Assistance (MAFA) program to offer an ongoing subsidy of up to \$200 per month for use on a range of mobility providers to income qualified individuals via a mobility wallet. The intent of this enhancement is to expand the subsidy available to riders with income barriers and ensure they have access to use the range of mobility options available across the county. These riders will continue to receive a free annual pass on Clipper for use on Marin Transit local bus service and will receive all other benefits included in the Intro to Mobility program.
3. **Mobility Wallet Transitional Program:** Offer a transitional program to current CAR riders who do not have income barriers including a limited duration monthly subsidy via a mobility wallet (up to \$200 per month for six months) and other benefits included in the Intro to Mobility Program such as a one-time monthly pass on Clipper for use on Marin Transit local bus service, travel training, and support to help transition their Uber/Lyft usage off the CAR program. These riders will continue to have access to support from the Travel Navigator team to help them identify alternative options. The intent of this is to wean them off the CAR program while educating them on alternatives.

This recommendation aligns with the goals and purpose of Marin Transit and Marin Access while minimizing impact on other programs offered by the District. These adjustments prioritize resources for those with income barriers, do not divert resources from other low-cost shared ride programs, and align with feedback received by riders. Additionally, this recommendation minimizes the impact to currently enrolled riders without income barriers.

Fiscal/Staffing Impact

The recommended Mobility Wallet program is projected to cost \$620,000 in FY2025/26. The line item expenses and projected enrollment are shown in Table 3. These costs are 24% lower than the current year estimated expenses for the current program and 49% (\$600,000) lower than the projected expense for next year if the current program is unchanged (Table 4).

The Catch-A-Ride pilot program is funded with a combination of FTA Section 5310 discretionary grant funding, Measure B vehicle license fees, and Measure AA sales tax funds. This funding can be used for the recommended program changes. For FY2025/26 Marin Transit has \$380,000 in FTA Section 5310 funds available and \$195,000 in Measure B funds allocated. The remaining \$45,000 will be funded with Measure AA funds. The District does not have FTA Section 5310 funding secured beyond FY2025/26. FTA Section 5310 funds for future years are dependent on the availability of the funds source in future federal reauthorizations bills and a competitive selection process.

Table 3: FY2025/26 Projected Expense and Enrollment for Recommended Program

Program	Anticipated Enrollment ⁱ	Projected Cost Per User ⁱⁱ	Expenses
Intro to Mobility	150	\$90	\$13,500
MAFA Mobility Wallet	440-565	\$825	\$415,000
Mobility Wallet Transitional Program	430	\$200	\$85,000
Transdev Program Administration			\$100,000
Marketing and Other Costs			\$6,500



Total	\$620,000
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ⁱ Based on current enrollment trends
ⁱⁱ Based on current program usage

Table 4: Financial Comparison of Recommended Program to Current Program

Program Element	FY2023/24 Actuals	FY2024/25 Estimated Actuals	FY2025/26	
			Current Program Projected Ridership and Expenses	Recommended Program Ridership and Budget
Rides Provided	12,616	21,124	35,000	27,000
Intro to Mobility Subsidy	N/A	N/A	N/A	\$13,500
MAFA Mobility Wallet/Catch-A-Ride Subsidy	\$234,710	\$543,616	\$810,000	\$415,000
Mobility Wallet Transitional Program	N/A	N/A	N/A	\$85,000
Non MAFA Catch-A Ride-Subsidy	\$96,801	\$176,260	\$285,000	N/A
Transdev Program Administration	\$0 ⁱ	\$45,000 ⁱ	\$100,000	\$100,000
Accessible Vehicle Support & Other Costs	\$23,376	\$21,124	\$25,000	\$6,500
Total Cost	\$354,887	\$786,000	\$1,220,000	\$620,000
Marin Transit Subsidy Per Ride	\$28.13	\$32.75	\$34.86	\$22.96

ⁱ Transdev support costs were not fully allocated in FY2023/24 and FY2024/25

The recommended program changes will retain successful elements of the current Catch-A-Ride pilot program to provide training and access to taxis, TNCs and other mobility solutions in a way that is more financially sustainable. If program enrollment increases more rapidly than anticipated, or funding is no longer available, the program may need to be adjusted to ensure sustainability in the long term. Adjustments could include limiting the subsidy available per month.

Respectfully Submitted,

Joanna Huitt
 Program and Policy Manager

Attachment A: CAR Transition to Mobility Wallet Presentation



Catch-A-Ride Pilot Program Transition to Mobility Wallet

Agenda

- 01** Background
- 02** Feedback Received
- 03** Recommendation
- 04** Next Steps

Background

The Catch-A-Ride pilot program is not sustainable long-term.

Enrollment is growing for those with and without income barriers

Ridership is growing, particularly among those with income barriers

Program costs are growing beyond budget

Options Considered

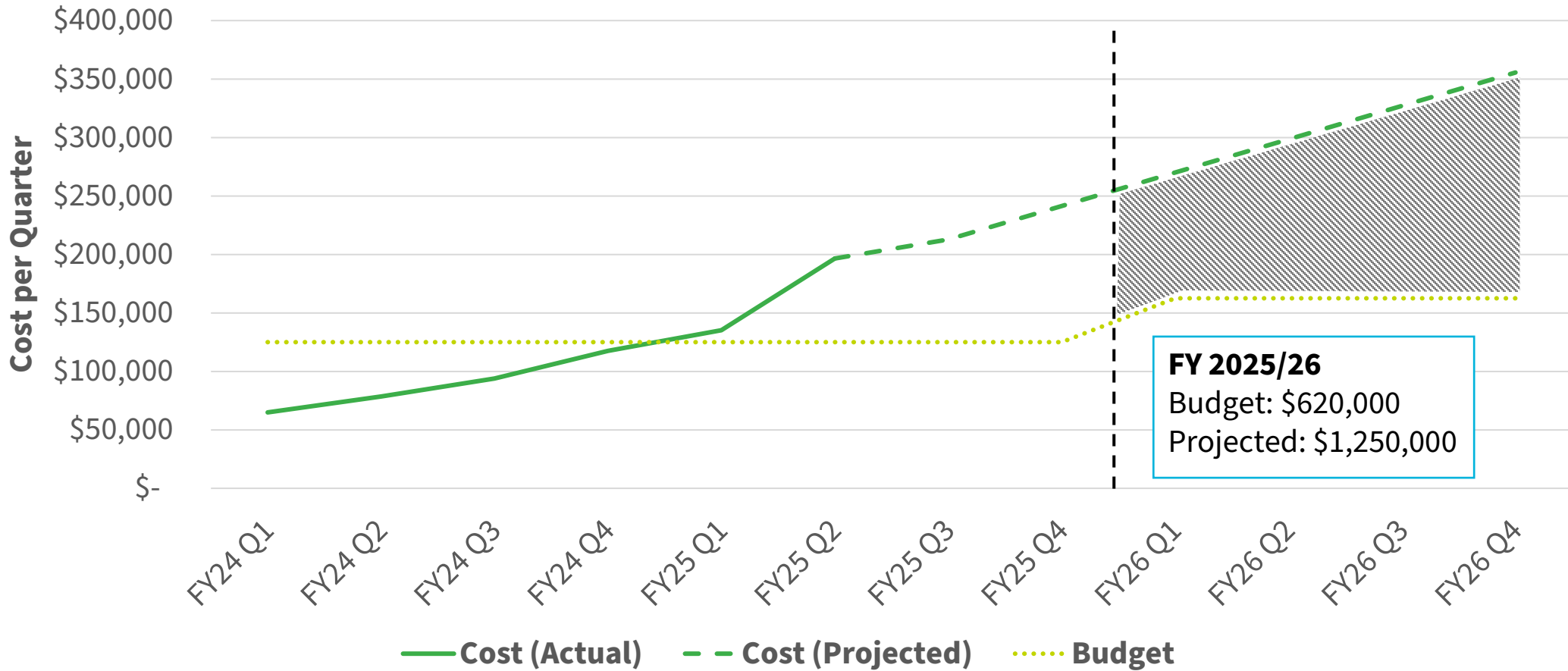
Option	Pro	Con
1) Spread funding evenly across all eligible Marin Access riders	<ul style="list-style-type: none"> Reduced but equal subsidy for all riders 	<ul style="list-style-type: none"> Reduces utility of program for all riders and still risks cost escalation
2) Prioritize resources for those with income barriers (MAFA)	<ul style="list-style-type: none"> Meaningful subsidy amounts to those most in need 	<ul style="list-style-type: none"> Tapers program for riders without income barriers
3) Allocate additional funding & maintain existing program	<ul style="list-style-type: none"> Current CAR pilot program continues 	<ul style="list-style-type: none"> Loss of other services (fixed route or Marin Access volunteer driver) and still risks cost escalation
4) Terminate the CAR pilot program	<ul style="list-style-type: none"> All riders impacted 	<ul style="list-style-type: none"> Reduces mobility options available in County

Feedback Received

Feedback From Board of Directors

- Overall, supportive of preliminary recommendation
- Request 1: Consider program extension for an additional year to collect more data (*option 3*)
- Request 2: Provide comparison of cost of CAR pilot program v. other programs offered

Extending the pilot program doubles the program cost in FY26.



Average subsidy per passenger trip for CAR pilot program is 3x the cost of providing shared-ride, public transit service.

Program	Average Subsidy / Passenger Trip*
Marin Transit Local Bus Service	\$10.09
Marin Access Volunteer Driver Program	\$11.12
Marin Access Catch-A-Ride Pilot Program	\$32.95
Marin Access Local Paratransit Service (mandated)	\$106.52

* FY25 Q2 Quarterly Performance Report

Feedback From Riders



- Riders want to maximize the value of the subsidy available.
- Additional providers are needed to expand provider capacity and expand rider choice.
- Riders with income barriers are dependent on subsidies
- Some riders may be eligible but are not currently enrolled in MAFA
- Travel Training & the Travel Navigator team will become increasingly important

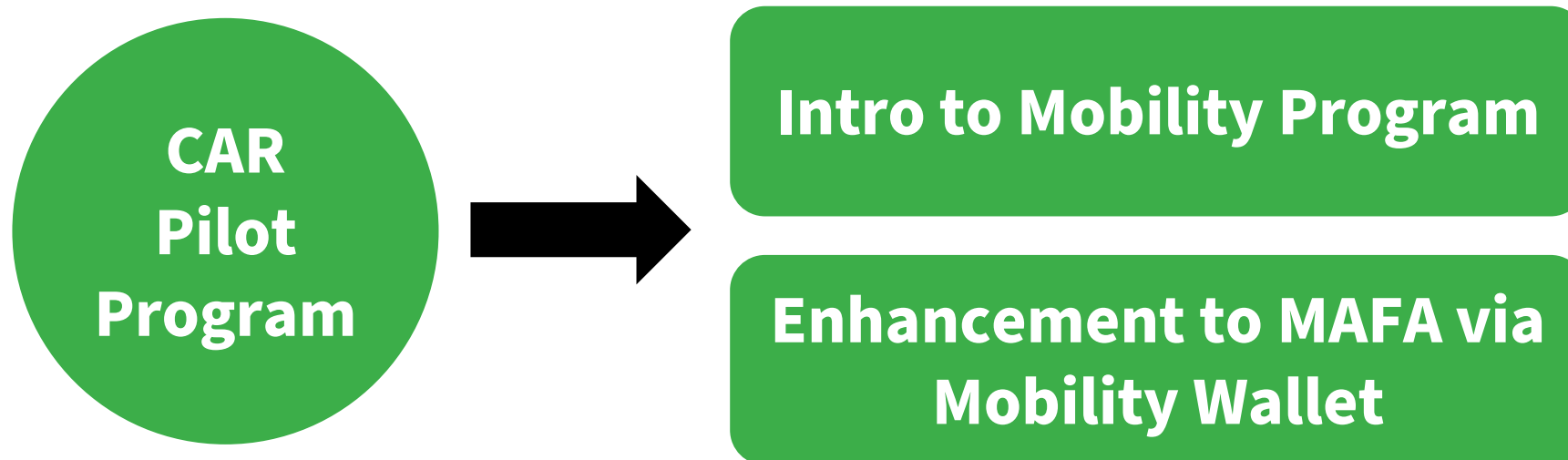
Viable Option Comparison

	<u>Option 2:</u> Focus resources on those most in need	<u>Option 3:</u> Reallocate funding to maintain current program
Does the option improve mobility for older adults and people with disabilities?	Yes	Yes
Does the option align with agency purpose to offer and encourage use of public transit and reduce congestion?	Yes	No
Does the option focus on serving those most in need?	Yes	No
Does the option negatively impact other programs?	No	Yes
Does the option limit cost escalation risk?	Yes	No

Recommendation

Recommendation

- Replace CAR Pilot Program with Intro to Mobility Program & enhancement to MAFA
 - Utilize mobility wallet to launch new “Intro to Mobility” Program to expose older adults to available options before they are no longer able to drive
 - Enhance MAFA to offer ongoing subsidy to riders with income barriers to use with provider of their choice via mobility wallet
 - Offer limited-term subsidy to existing CAR riders without income barriers to wean off program



New riders without income barriers will receive the Intro to Mobility package.

- Marin Access Enrolled riders 65+ or ADA eligible receive:
 - One-time mobility wallet card with \$200 value to use over one year
 - One-time Clipper monthly pass to use on Marin Transit fixed route service
 - Access to volunteer driver program
 - Expanded travel training
 - Warm handoff to alternative programs
- Benefits:
 - Exposes aging adults to Marin Access offerings in advance of critical need (e.g. can no longer drive or new condition preventing use of local bus service)
 - Financially sustainable model to expand reach of Marin Access to the broader community

Existing and new riders with income barriers will receive enhanced MAFA benefits.

- MAFA enrolled riders receive:
 - \$75 / quarter for local paratransit / shuttles
 - \$200 mobility wallet card with monthly top-up
 - Free Marin Transit fixed route (annual pass)
 - Other benefits included in *Intro to Mobility Program*
- Benefits of this Proposal:
 - Focuses subsidy on highest need population

Existing riders without income barriers will be enrolled in mobility wallet transitional program.

- Currently enrolled riders* receive:
 - \$200 mobility wallet card with monthly top-up through December 2025
 - One-time Clipper monthly pass to use on Marin Transit fixed route service
 - Opportunity to enroll in MAFA if eligible
 - Expanded travel training on how to continue using providers
 - Other benefits included in *Intro to Mobility Program*
- Benefits of this Proposal:
 - Transitions those currently enrolled to new program gradually

*Currently enrolled riders are riders determined eligible for the Marin Access Catch-A-Ride pilot program by May 31, 2025.

Subsidy Comparison

Program	Eligibility	Subsidy
Intro to Mobility Program	65+ or ADA Eligible + Resident of Marin County without demonstrated income barriers	One-time \$200 subsidy
MAFA Mobility Wallet	65+ or ADA Eligible + Resident of Marin County with demonstrated income barriers	\$200 / month subsidy, up to \$2,400 annually
Mobility Wallet Transitional Program*	Existing CAR pilot program rider without demonstrated income barriers	\$200 / month subsidy for six months, up to \$1,200

**For riders determined eligible for existing program by May 31, 2025; discontinued in December 2025.*

Projected Costs FY26

Program	Anticipated Enrollment ⁱ	Projected Cost Per User ⁱⁱ	Expenses
Intro to Mobility	150	\$90	\$13,500
MAFA Mobility Wallet	440-565	\$825	\$415,000
Mobility Wallet Transitional Program	430	\$200	\$85,000
Program Administration & Rider Education			\$100,000
Other Costs			\$6,500
Projected Cost of Proposed Programs			\$620,000
Projected Cost of Current Program			\$1,250,000

ⁱ Based on current enrollment trends

ⁱⁱ Based on current program usage

A New Model for Marin Access

For All Marin Access Riders



Welcome Package



Volunteer Driver



Shuttles



Travel Training



Travel Navigators

For Riders with Disabilities



Paratransit

For Riders with Income Barriers



\$75 / Quarter Subsidy



Free Bus Pass



Mobility Wallet

(up to \$200 per month)

Next Steps

Next Steps

April 2025

- Configuration & testing of mobility wallet
- Develop rider education campaign

May – June 2025

- Rider education campaign
- Travel Training

July 2025

- Implement Board adopted recommendations

August - December 2025

- Travel Training for transition program

Action Item

Replace the existing voucher-based Catch-A-Ride pilot program with:

- 1. Intro to Mobility program** for new riders: a package of offerings designed to expose older adults in Marin County to mobility options, including a one-time financial incentive delivered via a mobility wallet.
- 2. Enhancement of the Marin Access Fare Assistance (MAFA) program** to offer ongoing subsidy for use on a range of mobility providers to income qualified individuals via a mobility wallet.
- 3. A transitional program for current CAR pilot program riders** who do not have income barriers that offers a limited duration monthly subsidy via a mobility wallet to wean them off the CAR pilot program while educating them on alternatives.

Thank you

CONTACT

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