



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

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

### **AGENDA**

Monday, March 4, 2019

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

1. Open Time for Public Expression (limited to three minutes speaker on items not on the Transit District's agenda)
2. Board of Directors' Matters
3. General Manager's Report
  - a. General Manager's Oral Report
4. Consent Calendar
  - a. Minutes for February 4, 2019
  - b. Resolution 2018-02 Low Carbon Transit Operations Program
  - c. Marin Transit Quarterly Performance Report for the Second Quarter of FY 2018/19
  - d. Marin Transit Quarterly Financial Report for the Second Quarter of FY 2018/19

**Recommended Action: Approve.**

5. Marin School of Environmental Leadership Student Presentation on Bike Expo and Fare Survey

**Recommended Action: Information only.**

6. Marin Transit's Role in Emergency Transportation Planning and Response

**Recommended Action: Information only.**

#### **Adjourn**



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

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

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

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



711 grand ave, #110  
san rafael, ca 94901

ph: 415.226.0855  
fax: 415.226.0856  
[marintransit.org](http://marintransit.org)

March 4, 2019

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

**SUBJECT: General Manager Report – Monthly Report:  
December 2018**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

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

**SUMMARY:** The attached monthly report provides an overview of Marin Transit operations for the monthly period ending December 31, 2018. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall ridership in December 2018 decreased by 4.5 percent compared to December 2017. Ridership on fixed-route services decreased 4.7 percent compared to the same month last year. Ridership on Marin Access services increased by 6.5 percent, and yellow bus service ridership decreased by 12.9 percent.

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 <http://marintransit.org/monitoringreports.html>.

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

Respectfully submitted,

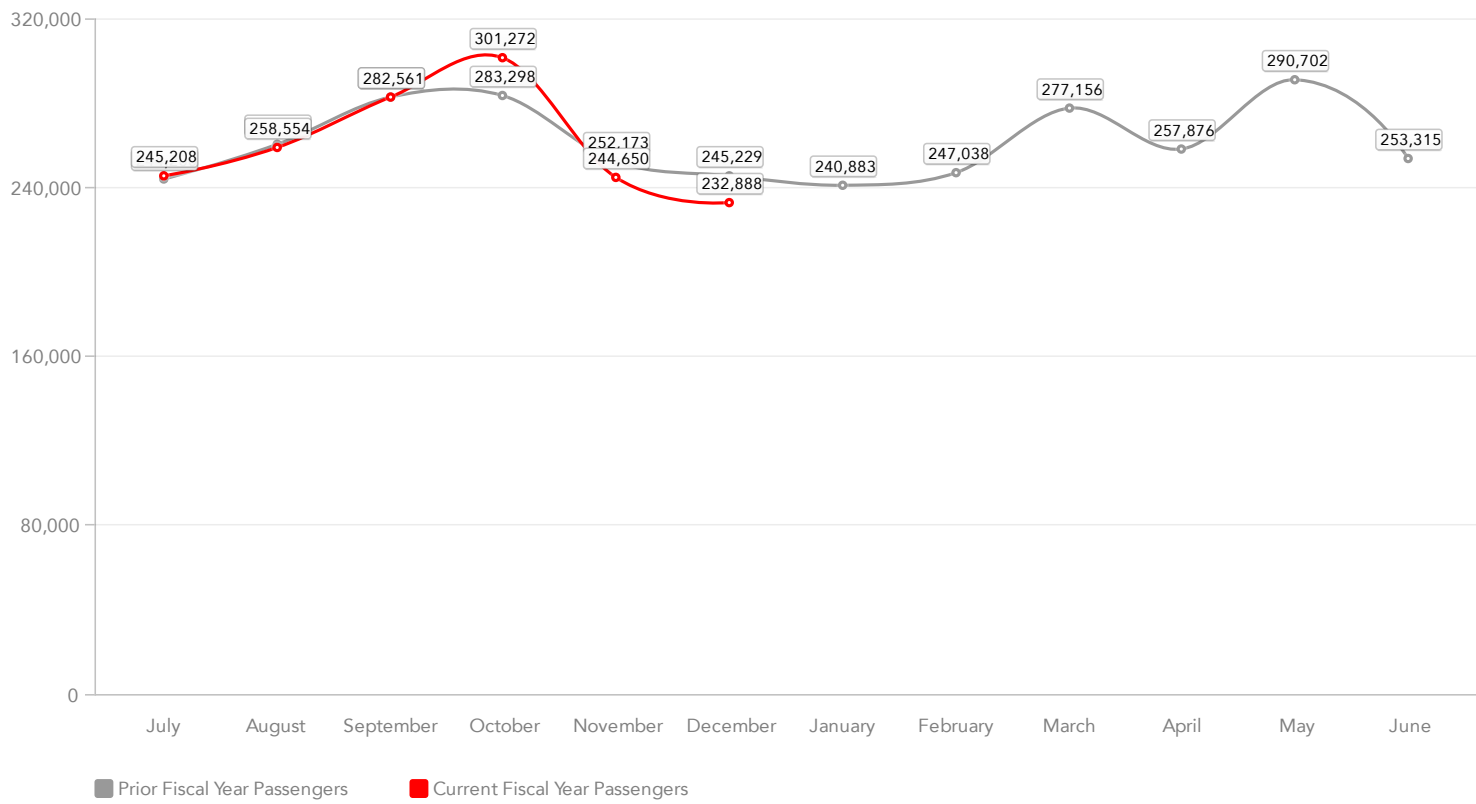
Nancy Whelan  
General Manager

Attachments

FISCAL YEAR  
Dec 1 2018 - De...

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

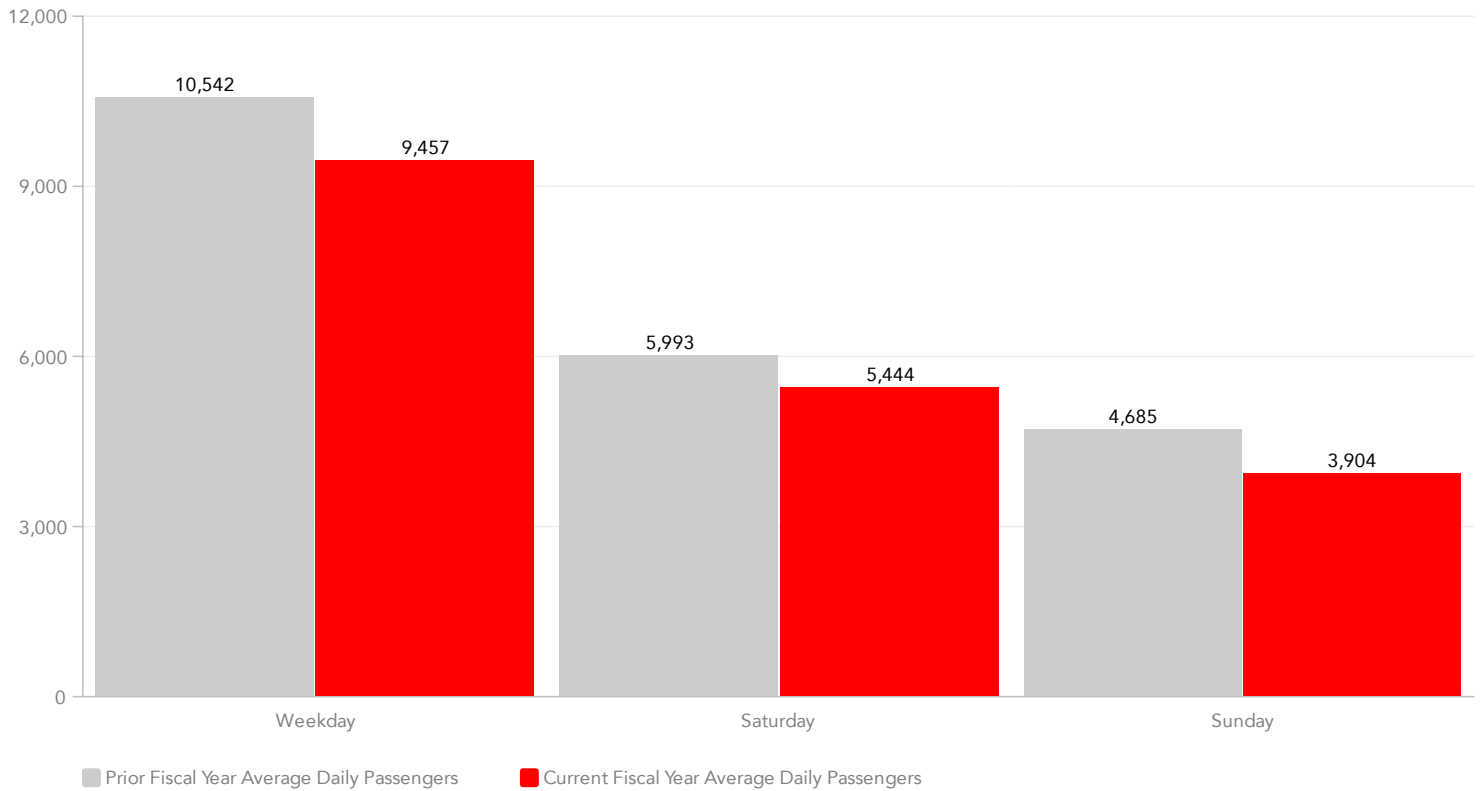


## Monthly Statistics

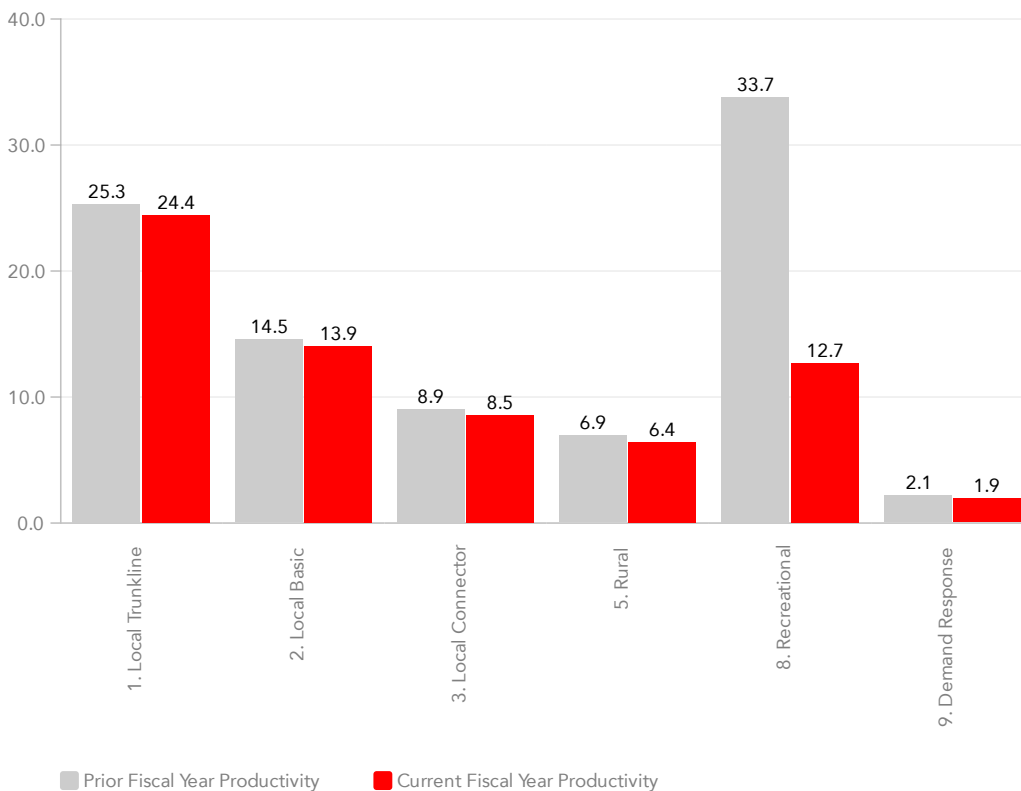
MONTH

December

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



### Route Typologies

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



Month: December 2018								
Category	Program							Total
	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide	
Commendation	3	0	0	0	3	2	0	8
Service Delivery Complaint	25	2	6	1	2	0	2	38
Accessibility	0	0	1	0	0	0	0	1
Driver Conduct Complaint	7	1	1	1	0	0	1	11
Driving Complaint	11	0	0	0	1	0	1	13
Early Trip	1	0	0	0	0	0	0	1
Equipment Issue	0	0	0	0	0	0	0	0
Farebox	0	0	0	0	0	0	0	0
Late Trip	3	0	0	0	0	0	0	3
Missed Connection	0	0	0	0	0	0	0	0
Missed Trip	0	0	0	0	0	0	0	0
No-Show	1	1	2	0	1	0	0	5
Off-Route	1	0	0	0	0	0	0	1
Pass-Up Complaint	1	0	2	0	0	0	0	3
Service Structure Complaint	1	0	0	0	1	1	0	3
Bus Stop Improvement Request	0	0	0	0	0	0	0	0
Fares	0	0	0	0	0	0	0	0
Other Complaint	1	0	0	0	0	0	0	1
Scheduling Complaint	0	0	0	0	1	1	0	2
Service Improvement Suggestion	0	0	0	0	0	0	0	0
Safety Complaint	0	0	0	0	0	0	0	0

<b>Total Service Hours</b>	8,997	3,532	1,704	477	5,466	-	21,882	21,882
Commendations per 1,000 Hours	0.3	0.0	0.0	0.0	0.5	-	0.0	0.4
Complaints per 1,000 Hours	2.9	0.6	3.5	2.1	0.5	-	0.1	1.9

<b>Total Passengers</b>	163,785	29,935	13,685	25,483	10,451	2,402	245,741	245,741
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.0	0.3	0.8	0.0	0.0
Complaints per 1,000 Passengers	0.2	0.1	0.4	0.0	0.3	0.4	0.0	0.2

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

**Held Monday, February 4, 2019 at 10:10 A.M.**

### **Roll Call**

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

**Absent:** Director Sears

**President Connolly opened the meeting at 10:10 am.**

### 1. Convene in Closed Session

The Board went into closed session.

#### **Report from Closed Session**

President Connolly reported that no action was taken.

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

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

### 3. Board of Directors' Matters

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

### 4. General Manager's Report

#### **a. General Manager's Oral Report**

General Manager Nancy Whelan introduced Marin Transit's newest employee, Joanna Huitt. Ms. Whelan reported that there is no monthly monitoring report. The December report will be provided in next month's packet alongside the quarterly monitoring report.

### 5. Consent Calendar

- a. Minutes for January 7, 2018
- b. General Manager Compensation
- c. Purchase Agreement with Syncromatics for Automatic Vehicle Location Systems for Two XHF Buses at a cost not to exceed \$25,191 and a yearly maintenance fee that will not exceed \$3,586.

- d. Purchase Agreement with TripSpark to Host Paratransit Scheduling Software and Applications for three years at a cost not to exceed \$50,000.

**Recommended Action: Approve.**

M/s: Director Moulton-Peters - Director Arnold

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

Noes: None

Absent: Director Sears

6. Second Amendment to Agreement with Clean Solution Services Inc.

Senior Capital Analyst Anna Penoyar provided an overview of the shared bus stop maintenance in Marin County and requested that the Board approve an amendment to extend the current contract for three years. Golden Gate Bridge Highway and Transportation District (GGBHTD) will continue to share the costs for maintenance of the Redwood and Grant transfer facility based on the percentage of regional service at the facility - currently 34 percent. The estimated annual amount paid by GGBHTD for the Redwood and Grant facility maintenance is \$22,329.

Vice President Colin asked if the \$63,568 total annual cost of maintenance at Redwood & Grant includes GGBHTD's shared cost. Ms. Penoyar confirmed that it does. Ms. Colin asked if the \$20,540 cost for regular bus stop cleaning pertains to Marin Transit's 173 stops and whether the Redwood & Grant maintenance fees could be lowered. Ms. Penoyar clarified that regular stop cleaning is generally done on-call except for stops that have weekly trash pickup. The Redwood & Grant facility is larger and requires more upkeep.

Director Judy Arnold asked who maintains the San Rafael Transit Center. Ms. Penoyar responded that GGBHTD is responsible. President Damon Connolly asked about stop maintenance on shared routes on US 101. Ms. Penoyar responded that most of the shelters along 101 are maintained under a GGBHTD advertising contract.

Director Stephanie Moulton-Peters asked how the shared cost of maintaining the Redwood & Grant facility is divided between Marin Transit and GGBHTD. Ms. Penoyar responded that the cost is split based on the usage of the stop.

**Recommended Action: Authorize General Manager to execute a second amendment to the agreement with Clean Solution Services Inc. for bus stop cleaning and repair services for bus stops throughout Marin County (#181929) to extend the time of the contract for three additional years through January 31, 2022, at a cost not to exceed \$300,000.**

M/s: Director Moulton-Peters - Director Arnold

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

Noes: None

Absent: Director Sears

7. Service Credit Replacement Plan Disclosure of Plan Costs

General Manager Nancy Whelan reported that the Service Credit Replacement Plan will provide replacement retirement benefits for six Local Government Services ("LGS") employees who were assigned to Marin County Transit District under contract for the period May 2010 through October 2013, approximately 3.5 years. Staff engaged the services of David M. Dougherty, F.S.A., M.A.A.A, E.A., to provide the required actuarial valuation and include the costs of the remaining five employees.

Pending the Board's acceptance of the actuarial valuation, staff will complete the Plan document, trust agreement, an asset transfer agreement and present them or an alternative strategy for Board approval at the March 4, 2018, meeting.

**Recommended Action: Receive and file this report regarding the estimated cost of the Service Credit Replacement Plan.**

M/s: Director Arnold - Director Rice

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

Noes: None

Absent: Director Sears

Adjourn President Connolly adjourned the meeting at 10:58 am.

SINE DIE

---

PRESIDENT

ATTEST:

---

CLERK

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

**Held Monday, February 4, 2019 at 11:00 A.M.**

### **Roll Call**

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

**Absent:** Director Sears

**President Connolly opened the special meeting at 11:00 am.**

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

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

2. Board of Directors' Matters

President Connolly asked if any member of the Board wished to speak. Seeing none the Board went into closed session.

### **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

**California Government Code Section 54956.8.**

**Real Property Address: 1111 Anderson Drive, San Rafael, CA**

**Agency Negotiators: Nancy Whelan (Marin Transit General Manager)**

**Deborah Miller (Special Counsel to Marin Transit), and Brian Foster (Real Estate Broker)**

**Negotiating Party: Leonard Proaps and Lisa Proaps O'Callaghan**

**Under Negotiation: Price and terms of payment**

### **Report from Closed Session**

President Connolly reported that no action was taken.

Adjourn President Connolly adjourned the meeting at 12:06 pm

SINE DIE

---

PRESIDENT

ATTEST:

---

CLERK



711 grand ave, #110  
san rafael, ca 94901

ph: 415.226.0855  
fax: 415.226.0856  
[marintransit.org](http://marintransit.org)

March 4, 2019

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

**SUBJECT: Resolution 2019-01 Low Carbon Transit Operations Program**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

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

**SUMMARY:** Staff requests that your Board approve the attached resolution for FY 2018/19 Low Carbon Transit Operations Program (LCTOP) funds (#2019-01). This program is one of several established under Senate Bill (SB) 862, approved in 2014. SB 862 is commonly referred to as the Cap and Trade bill. LCTOP provides assistance for transit agencies to reduce their greenhouse gas emissions and improve mobility, with emphasis on disadvantaged communities.

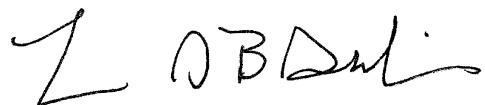
Marin Transit will request \$500,806 in LCTOP funds in FY 2018/19. Under the current fiscal year guidelines, Marin Transit will request revenue-based funds that have been directly allocated to the District and a share of Marin County population-based funds that are shared with the Golden Gate Bridge Highway and Transportation District. Population-based funds are divided based on the agency's proportionate shares of Marin County transit ridership and service levels.

Marin Transit will request that Caltrans roll these funds forward to pay the required local match to purchase four 40ft electric vehicles. The LCTOP guidelines allow for allocated funds to be rolled forward for a maximum of four years. These four vehicles are part of a seat to seat replacement of the District's ten articulated buses. Marin Transit will purchase eleven 40ft hybrid vehicles first. The federal funding for the additional four electric vehicles is anticipated in FY2020/21. This schedule enables Marin Transit to test the District's current two electric buses and develop detailed specifications for procuring additional electric vehicles.

**FISCAL/STAFFING IMPACT:** The \$500,806 in programmed funding will pay for 15 percent of the total cost to purchase four 40ft electric vehicles. This assumes a per vehicle cost of \$810,000. Marin Transit can use future year LCTOP funding for the remaining local

match requirement of 18 percent, for additional funding if electric vehicle costs are higher than the current estimate, and for the costs of any needed vehicle charging infrastructure.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "L Gradia". The signature is fluid and cursive, with a large initial "L" and the name "Gradia" written in a stylized script.

Lauren Gradia  
Director of Finance and Capital Programs

Attachment

**RESOLUTION #2019-01****AUTHORIZATION FOR THE EXECUTION OF THE  
THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP) PROJECT:**

Purchase Four 40ft Electric Transit Vehicles  
\$204,568 Population-Based Funds and \$296,238 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 2018-19 LCTOP funds:

*Project Name: **Purchase Four 40ft Transit Buses***

*Amount of LCTOP funds requested: **\$500,806***

*Short description of project: **Provide local matching funds for the purchase of Four 40ft Electric Transit Buses.***

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

**APPROVED AND PASSED this 4<sup>th</sup> day of March 2019**

**Agency Board Designee:**

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



711 grand ave, #110  
san rafael, ca 94901

ph: 415.226.0855  
fax: 415.226.0856  
[marintransit.org](http://marintransit.org)

March 4, 2019

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

**SUBJECT: Marin Transit Quarterly Performance Report for the Second Quarter of FY 2018/19**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

**RECOMMENDATION:** Accept report.

**SUMMARY:**

As part of the District's service monitoring process, staff has prepared a quarterly performance report alongside the quarterly financial report. Attached is the report for the second quarter of FY 2018/19.

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

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

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

Respectfully submitted,

Aida Banihashemi  
Planning Manager

Attachments

## Quarterly Performance Report for FY 2018/19 Q2

This report summarizes the operational performance of Marin Transit services for the second quarter of FY 2018/19 from October 1, 2018 through December 31, 2018. The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A.

### Report Format

The data presented in this report is generated directly from TransTrack, Marin Transit's data management system. TransTrack enables Marin Transit to consolidate and analyze all operational data from the District's transit programs and contractors as one system. In December 2016, the District upgraded the system to provide a new tool to create custom reports including this Quarterly Performance Report. The report captures all costs associated with service operations and is not limited to contractor costs. This reporting format most accurately represents the District's actual costs of providing service.

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

### Performance Goals

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

**Table 1: Productivity and Subsidy Goals by Service Typology**

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

### Performance Summary

In the second quarter of FY 2018/19, Marin Transit carried a total of 820,454 passengers systemwide. This represents a 0.1% ridership increase compared to the second quarter of the previous fiscal year. On fixed-route transit services including Yellow School Bus, Marin Transit carried 778,904 riders. This is a 0.2% decrease from the last fiscal year. Marin Access services carried

41,550 trips on demand response and mobility management programs, an increase of 6.3% compared to last fiscal year. The tables at the end of this report provide a breakdown of all route-level statistics.

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

In the second quarter of FY 2018/19, Local Trunkline services carried 291,214 passengers. This is a 1.2% increase over the second quarter of the previous fiscal year. Only Route 35 met the productivity and subsidy targets of 20 passengers per hour and \$4.50 per passenger, respectively. Route 36 met the productivity target only, and Route 71 did not meet its targets this quarter.

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

Local Basic services carried a total of 246,134 passengers during the second quarter of this fiscal year, a decrease of 1.9% compared to last fiscal year. While Route 23 met its productivity of 18 passengers per hour and Route 49 met its subsidy target of \$6.50 per passenger, none of the five routes met their productivity or subsidy targets this quarter.

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

During the second quarter of the fiscal year, Local Connector services carried 97,327 total passengers. This is 0.1% less than the previous year. Four of the six routes met the productivity target of 8 passengers per hour (Routes 233, 245, 251, and 257) and two of the six routes met the subsidy target of \$9.00 per passenger (Routes 245 and 251). Only Routes 219 and 228 did not meet either target.

### **Supplemental (Routes 113, 115, 117, 119, 125, 139, 145, 151, and 154)**

Supplemental school services carried a total of 53,213 passengers during the second quarter of FY 2018/19. This represents 0.5% more passengers than the previous year. Seven of the nine routes met the productivity target of 20 passengers per trip: Routes 113, 115, 117, 119, 145, 151, and 154. Five of the nine routes met their subsidy target of \$3.00 per passenger: Routes 113, 117, 119, 145 and 151.

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

In the second quarter of the fiscal year, the two Stagecoach routes carried 26,178 passengers total. This is about a 3.6% decrease from the prior year. While Route 68 met the productivity goal of 6 passengers per hour, neither route met the subsidy goal of \$12.00 per passenger.

### **Partnership Services (Route 122 – College of Marin Express)**

Route 122 carried a total of 4,833 passengers during the second quarter of the year, an increase of 9.7% compared to the prior year. There are no performance targets established for Partnership services.

### **Yellow Bus**

Ross Valley School District yellow bus service carried 35,015 passengers during the second quarter of FY 2018/19 for a decrease of approximately 8.9% compared to the prior year. There are no performance targets established for Yellow Bus services.

### **Recreational (Route 66-Muir Woods Shuttle)**

The Muir Woods service carried a total of 22,162 passengers during the second quarter of FY 2018/19, 27.9% more passengers compared to the previous year. The service did not meet its productivity target of 25 passengers per hour or its subsidy target of \$3.00 per passenger.

## Marin Access

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

In the second quarter of FY 2018/19, local paratransit carried 29,902 passengers. The service productivity average of 2.0 passengers per hour met the target. The number of passengers represents a 1.2% decrease in ridership compared to the prior fiscal year. The service did not meet the subsidy target of \$35.00 per passenger.

The Novato Dial-a-Ride service carried 1,155 passengers and met its productivity standard at 2.0 passengers per hour. Ridership was 8.9% higher than in the previous fiscal year. The service did not meet the subsidy target of \$35.00 per passenger.

The Dillon Beach/Tomales Dial-a-Ride provides curb-to-curb pick-up and drop-off between Dillon Beach, Tomales, and Petaluma, and operates on Wednesdays only. During the second quarter of the fiscal year, the service carried 107 passengers. This is a 28.7% decrease compared to last year. The service did not meet its subsidy target of \$35.00 per passenger or its productivity target of 2.0 passengers per hour.

In July 2016, Marin Transit added a new general public dial-a-ride service between Point Reyes Station and Novato. The service runs twice per month on the first and third Monday. In the second quarter of the fiscal year, the service carried 76 passengers at 65.2% more riders than last year and met its productivity target with 2.4 passengers per hour. The service also met the subsidy target of less than \$35.00 per passenger trip.

The Volunteer Driver Program completed 3,478 trips in the second quarter of FY 2018/19. This represents an 8.9% decrease compared to the previous fiscal year.

The Catch-a-Ride program provided 3,574 one-way trips. This is a decrease of 4.5% compared to the prior year.

On May 21, 2018, Marin Transit launched a new on-demand microtransit service called Marin Transit Connect. A total of 3,258 passengers rode the service in the second quarter of the fiscal year. There are currently no performance targets established for the Connect service.

## Ridership Trends

The slight increase in ridership is counter to the trends among bus transit agencies throughout the country and in the Bay Area. According to the National Transit Database, nationwide bus ridership declined 2.9% during the second quarter of FY 2018/19 compared to the prior year. Regionally, Golden Gate Transit also experienced a 7.0% decrease in the second quarter of 2018/19.

There are several factors that can impact ridership. These include the number of weekdays in a month and the weather. In this second quarter, some factors supported growth in ridership while others may have contributed to declines. Wildfires during the second quarter of FY2018/19 led to closures of schools and Muir Woods National Monument. This explains the significant number of service cancellations, as shown in Table 2.

The other factor that contributed to a decline in decrease of school service ridership was that there was twice as much rain in this quarter and fewer school days during this quarter compared to prior year. Despite the cancelled services during the Muir Woods Park closures, Muir Woods Shuttle had a significant increase in ridership. The major factor that contributed to this

ridership increase was the additional number of days that the Muir Woods Shuttle operated due to the year-round service under the new reservation program.

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

**Table 2: Factors Impacting Ridership Comparison**

Factor		FY 2017/18 Q2	FY 2018/19 Q2	Impact
Calendar	School Days	56	53	▼
	Weekdays	62	65	▲
	Weekends & Holidays	31	29	▲
	Muir Woods Shuttle	22	31	▲▲▲
Service Disruptions (cancelled/missed service)		83	100	▼▼
Rainfall (inches)		4.63	10.61	▼▼
Gas Prices		\$3.21	\$3.59	▲

Compared to the prior year, demand for Marin Access mobility management and demand response programs increased by 6.3% during the second quarter of FY 2018/19. These trends are comparable to growth experienced historically in demand-response programs. Staff will continue to monitor ridership trends on these services.

## Fixed-Route

## Fixed-Route Passenger Statistics by Route

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
1. Local Trunkline	35	168,958	▲0.6%	5,789	▲0.2%	29.2	▲0.1
	36	93,318	▲2.9%	3,443	▲0.2%	27.1	▲0.7
	71	28,938	▼0.9%	1,865	▲1.6%	15.5	▼0.4
	Rollup	291,214	▲1.2%	11,096	▲0.5%	26.2	▲0.2
2. Local Basic	17	62,955	▼3.2%	3,761	▲0.9%	16.7	▼0.7
	22	50,242	▼2.3%	4,394	▼1.8%	11.4	▼0.1
	23	50,125	▲2.1%	2,786	▲0.1%	18.0	▲0.3
	23X	11,396	▼15.9%	707	▼16.5%	16.1	▲0.1
	29	9,637	▼3.8%	736	▼10.0%	13.1	▲0.8
	49	61,779	▲0.1%	3,733	▲0.6%	16.5	▼0.1
	Rollup	246,134	▼1.9%	16,117	▼1.5%	15.3	▼0.1
3. Local Connector	219	11,830	▼9.8%	1,630	▲0.5%	7.3	▼0.8
	228	19,655	▲0.3%	2,528	▼0.8%	7.8	▲0.1
	233	10,587	▼3.6%	1,097	▲0.3%	9.7	▼0.4
	245	12,786	▲0.2%	1,097	▲0.2%	11.7	▲0.0
	251	26,506	▲4.5%	2,401	▼0.6%	11.0	▲0.5
	257	15,963	▼3.4%	1,910	▲1.6%	8.4	▼0.4
	Rollup	97,327	▼1.0%	10,663	▲0.1%	9.1	▼0.1
4. Supplemental**	113	6,182	▲15.3%	116	▲12.4%	24.5	▼5.8
	115	3,807	▲48.1%	94	▼7.5%	24.1	▲55.6
	117	6,837	▼7.9%	142	▲1.9%	24.5	▼9.9
	119	11,206	▲9.2%	172	▼1.9%	33.1	▲10.8
	125	3,161	▼13.8%	173	▼3.6%	14.9	▼10.6
	139	1,232	▼7.2%	95	▲0.8%	11.4	▼8.1
	145	4,676	▼14.6%	77	▲2.6%	28.3	▼16.7
	151	12,258	▼8.0%	225	▼2.7%	33.6	▼4.0
	154	3,854	▲9.1%	99	▼5.5%	37.1	▲15.4
	Rollup	53,213	▲0.5%	1,191	▼0.9%	26.8	▼0.2
5. Rural	61	6,202	▼5.8%	1,172	▼2.0%	5.3	▼0.2
	68	19,976	▼3.0%	2,688	▲0.0%	7.4	▼0.2
	Rollup	26,178	▼3.6%	3,861	▼0.6%	6.8	▼0.2
6. Partnership Services	122	7,661	▲4.7%	740	▲16.2%	10.4	▼1.1
	Rollup	7,661	▲4.7%	740	▲16.2%	10.4	▼1.1
7. Yellow Bus	Hdn Valley	2,560	▲10.8%	0	▼100.0%		
	White Hill	32,455	▼11.1%	0	▼100.0%		
	Rollup	35,015	▼9.8%	0	▼100.0%		
8. Recreational	66	22,162	▲27.9%	1,067	▲46.2%	20.8	▼3.0
	Rollup	22,162	▲27.9%	1,067	▲46.2%	20.8	▼3.0
Rollup		778,904	▼0.2%	44,736	▼0.3%	17.4	▲0.0

\* Change compared to same quarter of prior year

\*\*Productivity measured in passengers per hour, except for Supplemental services, which use passengers per trip

## Fixed-Route

### Fixed-Route Financial Statistics by Route

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
1. Local Trunkline	35	\$853,288	▼4.3%	\$154,927	▼11.4%	\$4.13	▼\$0.13	18.2%	▼1.5%
	36	\$502,875	▼4.4%	\$82,247	▼9.4%	\$4.51	▼\$0.29	16.4%	▼0.9%
	71	\$287,787	▼1.6%	\$33,221	▼13.6%	\$8.80	▲\$0.10	11.5%	▼1.6%
	<b>Rollup</b>	<b>\$1,643,950</b>	<b>▼3.9%</b>	<b>\$270,394</b>	<b>▼11.1%</b>	<b>\$4.72</b>	<b>▼\$0.17</b>	<b>16.4%</b>	<b>▼1.3%</b>
2. Local Basic	17	\$554,522	▼3.7%	\$66,457	▼13.0%	\$7.75	▲\$0.07	12.0%	▼1.3%
	22	\$424,203	▼9.9%	\$55,429	▼12.9%	\$7.34	▼\$0.57	13.1%	▼0.5%
	23	\$396,957	▼4.4%	\$48,643	▼14.6%	\$6.95	▼\$0.35	12.3%	▼1.5%
	23X	\$101,942	▼20.1%	\$10,054	▼33.6%	\$8.06	▼\$0.22	9.9%	▼2.0%
	29	\$106,061	▼14.0%	\$8,528	▼23.9%	\$10.12	▼\$1.08	8.0%	▼1.0%
	49	\$372,321	▼2.5%	\$53,077	▼17.8%	\$5.17	▲\$0.03	14.3%	▼2.7%
	<b>Rollup</b>	<b>\$1,956,007</b>	<b>▼6.6%</b>	<b>\$242,187</b>	<b>▼15.9%</b>	<b>\$6.96</b>	<b>▼\$0.24</b>	<b>12.4%</b>	<b>▼1.4%</b>
3. Local Connector	219	\$160,667	▼5.2%	\$12,649	▼23.9%	\$12.51	▲\$0.85	7.9%	▼1.9%
	228	\$239,148	▼7.7%	\$20,667	▼18.9%	\$11.12	▼\$0.81	8.6%	▼1.2%
	233	\$106,130	▼5.9%	\$9,902	▼16.3%	\$9.09	▼\$0.11	9.3%	▼1.2%
	245	\$103,783	▼6.8%	\$10,984	▼20.3%	\$7.26	▼\$0.38	10.6%	▼1.8%
	251	\$235,967	▼6.3%	\$21,206	▼9.3%	\$8.10	▼\$0.91	9.0%	▼0.3%
	257	\$184,039	▼4.9%	\$14,792	▼22.0%	\$10.60	▲\$0.03	8.0%	▼1.8%
	<b>Rollup</b>	<b>\$1,029,735</b>	<b>▼6.2%</b>	<b>\$90,199</b>	<b>▼18.0%</b>	<b>\$9.65</b>	<b>▼\$0.40</b>	<b>8.8%</b>	<b>▼1.3%</b>
4. Supplemental	113	\$19,045	▲23.1%	\$3,867	▲15.7%	\$2.46	▲\$0.19	20.3%	▼1.3%
	115	\$15,185	▲0.6%	\$1,725	▲32.2%	\$3.54	▼\$1.83	11.4%	▲2.7%
	117	\$22,672	▲10.3%	\$3,258	▼15.3%	\$2.84	▲\$0.59	14.4%	▼4.3%
	119	\$29,540	▲6.2%	\$7,666	▲7.1%	\$1.95	▼\$0.06	26.0%	▲0.2%
	125	\$25,265	▲3.3%	\$2,709	▼15.4%	\$7.14	▲\$1.34	10.7%	▼2.4%
	139	\$14,266	▲8.8%	\$1,106	▼15.2%	\$10.68	▲\$1.79	7.8%	▼2.2%
	145	\$12,117	▲10.8%	\$1,852	▼14.4%	\$2.20	▲\$0.59	15.3%	▼4.5%
	151	\$32,774	▲4.3%	\$5,742	▼18.0%	\$2.21	▲\$0.37	17.5%	▼4.8%
	154	\$13,646	▲1.2%	\$1,963	▲7.0%	\$3.03	▼\$0.27	14.4%	▲0.8%
	<b>Rollup</b>	<b>\$184,510</b>	<b>▲7.1%</b>	<b>\$29,889</b>	<b>▼4.1%</b>	<b>\$2.91</b>	<b>▲\$0.24</b>	<b>16.2%</b>	<b>▼1.9%</b>
5. Rural	61	\$125,919	▲6.8%	\$6,675	▼6.8%	\$19.23	▲\$2.40	5.3%	▼0.8%
	68	\$295,375	▲9.6%	\$19,966	▼5.5%	\$13.79	▲\$1.72	6.8%	▼1.1%
	<b>Rollup</b>	<b>\$421,294</b>	<b>▲8.8%</b>	<b>\$26,641</b>	<b>▼5.9%</b>	<b>\$15.08</b>	<b>▲\$1.86</b>	<b>6.3%</b>	<b>▼1.0%</b>
6. Partnership Services	122	\$101,385	▲25.5%	\$33,250	▼11.4%	\$8.89	▲\$2.98	32.8%	▼13.7%
	<b>Rollup</b>	<b>\$101,385</b>	<b>▲25.5%</b>	<b>\$33,250</b>	<b>▼11.4%</b>	<b>\$8.89</b>	<b>▲\$2.98</b>	<b>32.8%</b>	<b>▼13.7%</b>
7. Yellow Bus	Hdn Valley	\$0	▼100.0%	\$7,804	▼11.6%	-\$3.05	▼\$13.42		
	White Hill	\$0	▼100.0%	\$98,299	▼29.8%	-\$3.03	▼\$4.51		
	<b>Rollup</b>	<b>\$0</b>	<b>▼100.0%</b>	<b>\$106,103</b>	<b>▼28.8%</b>	<b>-\$3.03</b>	<b>▼\$5.04</b>		
8. Recreational	66	\$189,606	▲90.6%	\$4,144	▼88.5%	\$8.37	▲\$4.72	2.2%	▼34.2%
	<b>Rollup</b>	<b>\$189,606</b>	<b>▲90.6%</b>	<b>\$4,144</b>	<b>▼88.5%</b>	<b>\$8.37</b>	<b>▲\$4.72</b>	<b>2.2%</b>	<b>▼34.2%</b>
<b>Rollup</b>		<b>\$5,526,488</b>	<b>▼5.9%</b>	<b>\$802,808</b>	<b>▼18.4%</b>	<b>\$6.06</b>	<b>▼\$0.19</b>	<b>14.5%</b>	<b>▼2.2%</b>

\* Change compared to same quarter of prior year

## Marin Access

### Marin Access Passenger Statistics by Service

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
<b>9. Demand Response</b>	<b>Dillon DAR</b>	107	▼28.7%	65	-	1.6	▼0.7
	<b>Local Para</b>	29,902	▼1.2%	14,774	▲1.8%	2.0	▼0.1
	<b>MTC</b>	3,258		1,806		1.8	
	<b>Novato DAR</b>	1,155	▲8.9%	565	▲4.7%	2.0	▲0.1
	<b>PtReyesDAR</b>	76	▲65.2%	32	▲100.0%	2.4	▼0.5
	<b>Rollup</b>	<b>34,498</b>	<b>▲9.4%</b>	<b>17,240</b>	<b>▲14.0%</b>	<b>2.0</b>	<b>▼0.1</b>
<b>Catch-A-Ride</b>	<b>CAR_Gen</b>	1,857	▲9.9%	0			
	<b>CAR_LowInc</b>	1,717	▼17.9%	0			
	<b>Rollup</b>	<b>3,574</b>	<b>▼5.4%</b>	<b>0</b>			
<b>Volunteer Driver</b>	<b>VolDrvr</b>	2,451	▼7.1%	3,329	▲5.6%	0.7	▼0.1
	<b>VolDrvrWM</b>	1,027	▼12.9%	1,599	▼6.3%	0.6	▼0.0
<b>Rollup</b>		<b>41,550</b>	<b>▲6.2%</b>	<b>22,168</b>	<b>▲10.9%</b>	<b>1.9</b>	<b>▼0.1</b>

### Marin Access Financial Statistics by Service

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
<b>9. Demand Response</b>	<b>Dillon DAR</b>	\$4,175	▼11.3%	\$216	▲3.7%	\$36.99	▲\$7.00	5.2%	▲0.7%
	<b>Local Para</b>	\$1,180,082	▼5.2%	\$55,826	▼2.1%	\$37.60	▼\$1.63	4.7%	▲0.1%
	<b>MTC</b>	\$186,650		\$3,237		\$56.30		1.7%	
	<b>Novato DAR</b>	\$44,902	▼7.8%	\$1,531	▼26.8%	\$37.55	▼\$6.39	3.4%	▼0.9%
	<b>PtReyesDAR</b>	\$2,013	▲75.4%	\$157	▲153.4%	\$24.42	▲\$0.83	7.8%	▲2.4%
	<b>Rollup</b>	<b>\$1,417,822</b>	<b>▲9.1%</b>	<b>\$60,967</b>	<b>▲2.6%</b>	<b>\$39.33</b>	<b>▲\$0.02</b>	<b>4.3%</b>	<b>▼0.3%</b>
<b>Catch-A-Ride</b>	<b>CAR_Gen</b>	\$41,715	▲5.5%	\$4,241	▲5.8%	\$20.18	▼\$0.85	10.2%	▲0.0%
	<b>CAR_LowInc</b>	\$24,630	▼49.1%	\$3,943	▼20.7%	\$12.05	▼\$8.70	16.0%	▲5.7%
	<b>Rollup</b>	<b>\$66,344</b>	<b>▼24.5%</b>	<b>\$8,184</b>	<b>▼8.9%</b>	<b>\$16.27</b>	<b>▼\$4.60</b>	<b>12.3%</b>	<b>▲2.1%</b>
<b>Volunteer Driver</b>	<b>VolDrvr</b>	\$25,933	▼33.1%	\$0		\$10.58	▼\$4.11	0.0%	-
	<b>VolDrvrWM</b>	\$15,245	▼39.6%	\$0		\$14.84	▼\$6.56	0.0%	-
<b>Rollup</b>		<b>\$1,525,344</b>	<b>▲5.1%</b>	<b>\$69,151</b>	<b>▲1.1%</b>	<b>\$35.05</b>	<b>▼\$0.29</b>	<b>4.5%</b>	<b>▼0.2%</b>

\* Change compared to same quarter of prior year

## Systemwide Total

### Systemwide Passenger Statistics Summary

	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
Values	820,454	▲0.1%	66,904	▲3.1%	12.3	▼0.4

### Systemwide Financial Statistics Summary

	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
Values	\$7,051,832	▼3.7%	\$871,959	▼17.2%	\$7.53	▼\$0.11	12.4%	▼2.0%

\* Change compared to same quarter of prior year

## FY 2019 Marin Access Outreach and Travel Training

### Travel Navigator Reporting Month: October 2018

Date	Event	Description	Audience
<b>10/10/2018</b>	Travel Navigator Satellite Hours at Albert J. Boro Community Center / Pickleweed Park	"Office hours" during regularly scheduled multicultural senior event. Individual counseling and group Q&A available in English, Spanish, and Vietnamese.	25
<b>10/11/2018</b>	Travel Navigator Satellite Hours at Margaret Todd Senior Center – Novato.	"Office hours" in main lobby during a senior lunch event.	20
<b>10/16/2018</b>	Travel Navigator Marin Access + Marin Transit Connect presentation at Parnow Friendship House in San Rafael	Group presentation at a senior living facility within the Marin Transit Connect service area with Cody Lowe speaking about the MTC service.	15
<b>10/18/2018</b>	Travel Navigator Satellite Hours at West Marin Senior Services/Dance Palace – Point Reyes Station.	"Office hours" during a congregate senior lunch.	40
<b>10/24/2018</b>	Marin Senior Information Fair	Marin Transit + Marin Access booth with Travel Navigators & MT staff manning the booth.	750+
<b>10/29/2018</b>	Travel Navigator Marin Access presentation at College of Marin Student Accessibility Services	Group travel training presentation to students & staff facilitated by MCIL.	5

## FY 2019 Marin Access Outreach and Travel Training

### Travel Navigator Reporting Month: November 2018

Date	Event	Description	Audience
11/5/2018	Travel Navigator Marin Access + Marin Transit Connect presentation at Martinelli House in San Rafael	Group presentation at a senior living facility within the Marin Transit Connect service area with Cody Lowe speaking about the MTC service.	9
11/7/2018	Travel Navigator Marin Access presentation at Sausalito Village/Age Friendly Sausalito	Group presentation + discussion of Volunteer Driver programs with CARSS representatives.	7
11/8/2018	Travel Navigator Marin Access presentation at Novato Vision Support Group	Group presentation for a disability-based support group.	10
11/13/2018	Travel Navigator Satellite Hours at Mill Valley Community Center	"Office hours" during a congregate senior lunch + bingo event.	35
11/13/2018	Travel Navigator Marin Access + Marin Transit Connect presentation at Comforting Hands Forever in San Rafael	Group presentation at a senior living facility within the Marin Transit Connect service area with Cody Lowe speaking about the MTC service.	4
11/14/2018	Travel Navigator Satellite Hours at San Rafael Community Center / Goldenaires	"Office hours" during a congregate senior lunch + bingo event.	50
11/14/2018	Travel Navigator Satellite Hours at Albert J. Boro Community Center / Pickleweed Park	"Office hours" during regularly scheduled multicultural senior event. Individual counseling and group Q&A available in English, Spanish, and Vietnamese.	20

## FY 2019 Marin Access Outreach and Travel Training

<b>11/15/2018</b>	Travel Navigator Satellite Hours at West Marin Senior Services/Dance Palace in Point Reyes Station	"Office hours" during a congregate senior lunch event.	30
<b>11/29/2018</b>	Travel Navigator Satellite Hours at Margaret Todd Senior Center in Novato	"Office hours" during a congregate senior lunch event.	18

## Travel Navigator Reporting Month: December 2018

Date	Event	Description	Audience
<b>12/12/2018</b>	Travel Navigator Satellite Hours at Albert J. Boro Community Center / Pickleweed Park	"Office hours" during regularly scheduled multicultural senior event. Individual counseling and group Q&A available in English, Spanish, and Vietnamese.	35
<b>12/20/2018</b>	Travel Navigator Satellite Hours at West Marin Senior Services/Dance Palace in Point Reyes Station	"Office hours" during a congregate senior lunch event.	50

## FY 2019 Marin Access Outreach and Travel Training

### Technology 4 Life Reporting Months: October – December 2018

Date	Event	Description	Audience
10/4/2018	Tech Tips for Transportation at Villa Entrada	Interactive class designed to teach older adults or people with disabilities how to use their smartphone, tablet, or computer to learn about transportation options in Marin.	30
10/9/2018	Tech Tips for Transportation at Redwood High / Marin Learn – Session I	Interactive class designed to teach older adults or people with disabilities how to use their smartphone, tablet, or computer to learn about transportation options in Marin.	7
10/16/2018	Tech Tips for Transportation at Redwood High / Marin Learn – Session II	Interactive class designed to teach older adults or people with disabilities how to use their smartphone, tablet, or computer to learn about transportation options in Marin.	7
11/13/2018	Tech Tips for Transportation at Whistlestop – Session I	Interactive class designed to teach older adults or people with disabilities how to use their smartphone, tablet, or computer to learn about transportation options in Marin.	7
11/20/2018	Tech Tips for Transportation at Whistlestop – Session II	Interactive class designed to teach older adults or people with disabilities how to use their smartphone, tablet, or computer to learn about transportation options in Marin.	7



711 grand ave, #110  
san rafael, ca 94901

ph: 415.226.0855  
fax: 415.226.0856  
[marintransit.org](http://marintransit.org)

March 4, 2019

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

**SUBJECT: Marin County Transit District Second Quarter  
FY 2018/19 Financial Report**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

**RECOMMENDATION:** Accept report and approve associated budget amendments.

**SUMMARY:** The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the second quarter of Fiscal Year 2018/19.

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

Second quarter operations expenses and revenues were consistent with the Board-adopted budget.

**Operating Expenses**

FY 2018/19 operating expenditures through the second quarter (Attachment A, Page 1) are \$15,385,275, which is 47 percent of the annual budget of \$32,471,027. With these expenditures, Marin Transit successfully delivered the transit services listed in Table 1.

**Operating Revenue**

Marin Transit's FY 2018/19 operating revenues through the second quarter (Attachment A, Page 1) are \$17,261,941 or 49 percent of the annual budget of \$35,558,675.

**Table 1: FY 2018/19 Year to Date (YTD) thru Second Quarter Service Operations**

<b>Service</b>	<b>Annual Estimated Revenue Hours</b>	<b>YTD thru Q2 Actual Revenue Hours</b>	<b>% of Annual</b>
Regular Local and Trunk Line	116,000	54,438	47%
Community Shuttles	43,500	21,321	49%
Local Supplemental School1	7,100	2,928	41%
Muir Woods Shuttle	6,810	3,735	55%
Novato Dial-A-Ride	2,400	1,104	46%
West Marin Stagecoach Service	16,400	8,139	50%
Rural Dial A Ride	435	178	41%
Transit Connect	10,988	3,515	32%
Local Paratransit Service	62,491	29,695	48%
Regional Paratransit Service	9,500	3,675	39%
Yellow School Bus Service	6 buses	6 buses	-
<b>Service</b>	<b>Annual Estimated Trips</b>	<b>YTD thru Q2 Actual Trips</b>	<b>% of Annual</b>
Catch A Ride	15,000	7,169	48%
Volunteer Driver	14,800	7,233	49%
Notes: 1) Includes College of Marin service			

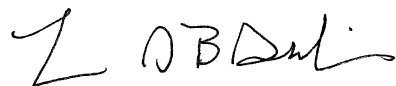
**Capital Budget**

Through the second quarter, Marin Transit's expenditures in the Capital Budget (Attachment A, Page 1) were \$867,979 or five percent of the \$20.4 million budget. Capital revenues tie closely to expenditures as they tend to be on a reimbursement basis. Capital expenditures this quarter appear lower than normal. Marin Transit holding payment for delivered several vehicles until outstanding contract items are complete. In total, the District anticipates that it will pay \$2.5 million in expenditures for these vehicles in the third quarter. Attachment C provides a Capital Report for all major Marin Transit capital projects for the current period.

**FISCAL/STAFFING IMPACT:** This item includes the adoption of two capital budget amendments (Attachment B). Amendment 2019-04 will add remaining federal revenue from a completed vehicle purchase to the Hybrid Battery Replacement project, which reduces the local funding needed by \$182,434. Amendment 2019-05 moves federal Paul Sarbanes Grant funding from Pohono Bus Stop Improvements to help fund an upcoming XHF vehicle replacement for use on the Muir Wood Shuttle. The Pohono Bus Stop Improvements were accomplished by purchasing the mobile information kiosk, which lowered the project

expenditures from the initial budget. There is still \$50,000 in funds remaining for improvements at Pohono to purchase and install additional signage for the Muir Woods Shuttle.

Respectfully submitted,

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

Lauren Gradia

Director of Finance and Capital Projects

Attachment A: FY2018/19 Second Quarter Financial Report

Attachment B: FY2018/19 Budget Amendments

Attachment C: Capital Project Report

Marin Transit  
 FY2018/19 Q2 Budget Report  
 From 7/1/2018 Through 12/31/2018

*Summary*

	<u>FY2017/18 Actual</u>	<u>Total Budget - Original</u>	<u>Total Budget - Revised</u>	<u>Current Period Actual</u>	<u>Percent Total Budget Used</u>
Revenue					
Capital	11,485,678	11,333,301	13,041,596	867,979	6.66%
Vehicle Operations	32,344,147	35,552,321	35,558,675	17,260,941	48.54%
Total Revenue	<u>43,829,824</u>	<u>46,885,622</u>	<u>48,600,271</u>	<u>18,128,920</u>	<u>37.30%</u>
Expenditures					
Capital	11,517,302	14,333,301	16,041,596	867,979	5.41%
Vehicle Operations	28,610,278	32,464,675	32,471,027	15,385,275	47.38%
Total Expenditures	<u>40,127,579</u>	<u>46,797,976</u>	<u>48,512,623</u>	<u>17,121,233</u>	<u>35.29%</u>
Net Revenue Over Expenditures	<u>3,702,245</u>	<u>87,646</u>	<u>87,648</u>	<u>1,007,687</u>	<u>1149.70%</u>

Marin Transit  
FY2018/19 Q2 Budget Report  
From 7/1/2018 Through 12/31/2018

***Operations Summary: Admin, Local, Yellow, Rural, Marin Access***

	FY2017/18 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	4,044,536	4,227,620	4,227,620	2,045,736	48.39%
Advertising & Other Revenue	424,774	412,206	412,206	201,430	48.86%
Reimbursements (GGBHTD, WSW)	1,943,098	2,026,564	2,026,564	967,345	47.73%
Interest	118,552	70,250	70,250	95,311	135.67%
Measure A	13,255,076	14,046,064	14,046,065	6,320,422	45.00%
Measure A Interest	85,000	85,000	85,000	85,000	100.00%
Measure B	817,779	1,120,000	1,120,000	303,203	27.07%
Property Taxes	4,294,379	4,436,683	4,436,683	2,192,725	49.42%
Development Fees	47,832	58,200	58,200	24,117	41.43%
State Transit Assistance (STA)	1,285,220	1,841,702	1,841,702	942,537	51.17%
Transit Development Act (TDA)	4,614,306	5,109,399	5,109,399	2,554,700	50.00%
Other State	147,950	354,524	354,524	188,725	53.23%
FTA Funds	1,151,839	1,351,823	1,351,823	1,233,211	91.22%
National Park Service	154,887	458,000	458,000	160,934	35.13%
Transfer to Capital Budget	(41,080)	(45,713)	(39,360)	(54,455)	138.35%
Total Revenue	<u>32,344,147</u>	<u>35,552,321</u>	<u>35,558,675</u>	<u>17,260,941</u>	<u>48.54%</u>
Salaries and Benefits	2,025,436	2,556,016	2,556,016	1,114,304	43.59%
Professional Service	555,159	558,531	558,531	176,413	31.58%
Professional Service - Legal	72,323	150,000	150,000	43,146	28.76%
Security and Maintenance	260,715	296,504	296,504	138,370	46.66%
Customer Service	528,266	783,263	783,263	302,163	38.57%
Indirect County Overhead	2,009	2,575	2,575	0	0.00%
Mobility Management Support Programs	8,363	24,835	24,835	3,850	15.50%
Office Supplies	193,344	217,536	223,888	115,141	51.42%
General Insurance	27,860	29,870	29,870	36,166	121.07%
Contract Service Operation	22,693,306	25,119,706	25,119,706	12,121,124	48.25%
Membership & Prof Development	20,502	61,800	61,800	7,422	12.01%
Mileage and Travel	15,925	23,690	23,690	7,945	33.53%
Marketing	98,035	243,881	243,881	69,854	28.64%
Communication	171,216	198,436	198,436	62,322	31.40%
Fuel	2,161,544	2,431,546	2,431,546	1,262,621	51.92%
Misc Services	321	1,044	1,044	0	0.00%
Vehicle and Vehicle Parking Leases	23,280	23,980	23,980	11,990	50.00%
Office - Rental and Overhead	98,832	137,000	137,000	58,833	42.94%
Partner Agency Pass Through	85,000	85,000	85,000	85,000	100.00%
Transfer to Capital Budget	(431,158)	(480,538)	(480,538)	(231,391)	48.15%
Total Expenses	<u>28,610,278</u>	<u>32,464,675</u>	<u>32,471,027</u>	<u>15,385,275</u>	<u>47.38%</u>
Net Revenue Over Expenditures	<u>3,733,869</u>	<u>3,087,647</u>	<u>3,087,649</u>	<u>1,875,666</u>	<u>60.75%</u>

Marin Transit  
FY2018/19 Q2 Budget Report  
From 7/1/2018 Through 12/31/2018

30

**Detail: Administration**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
Revenue						
Interest	4070400	118,552	70,250	70,250	95,311	135.67%
Development Fees	4079950	19,358	18,200	18,200	10,626	58.38%
Residual ABX 126	4079954	23,474	40,000	40,000	13,491	33.73%
PropTax-CurrntSecured	4080101	3,770,414	3,947,211	3,947,211	1,973,606	50.00%
County Fee-SV2557Admin Basic Tax	4080102	(59,624)	(62,681)	(62,681)	(30,703)	48.98%
Property Tax-Unitary	4080103	35,759	35,000	35,000	0	0.00%
PropTax-CurrntUnSecur	4080104	75,311	73,000	73,000	140	0.19%
Educ Rev Augm Fund-Redist	4080105	374,098	350,000	350,000	230,981	65.99%
PropTax-Supp CY SECR	4080106	91,626	87,685	87,685	13,721	15.65%
PropTax-Supp Unsecured	4080107	1,311	1,000	1,000	367	36.70%
PropTax-Redemption	4080108	1,516	1,500	1,500	2,197	146.47%
Property Tax-Prior Unsecured	4080109	3,969	3,968	3,968	2,416	60.88%
Other	4090101	151	0	0	0	-
Other State	4119940	<u>334</u>	<u>300</u>	<u>300</u>	<u>284</u>	<u>94.67%</u>
Total Revenue		4,456,249	4,565,433	4,565,433	2,312,437	50.65%
Transfers						
Property Tax Transfer	4700001	<u>(327,767)</u>	<u>(961,798)</u>	<u>(961,797)</u>	<u>(328,138)</u>	<u>34.12%</u>
Total Transfers		(327,767)	(961,798)	(961,797)	(328,138)	34.12%
Net Revenue		<u>4,128,481</u>	<u>3,603,635</u>	<u>3,603,636</u>	<u>1,984,299</u>	<u>55.06%</u>
Expense						
Salaries	5010200	1,289,452	1,673,909	1,673,909	819,107	48.93%
Employee Benefits	5020000	735,983	882,107	882,107	295,197	33.46%
Consultant Services	5030301	156,324	175,000	175,000	63,794	36.45%
Prof Svcs - Legal	5030304	72,323	150,000	150,000	43,146	28.76%
Prof Svcs - Accounting and Audit	5030305	31,091	32,561	32,561	0	0.00%
Office Supplies	5049901	7,726	14,000	14,000	4,686	33.47%
Small Furn/Equip	5049902	5,494	13,000	13,000	2,555	19.65%
Software	5049903	57,032	60,000	60,000	47,611	79.35%
Copier Suppl & Srv	5049904	8,382	9,167	9,167	4,115	44.89%
Postage	5049905	883	3,090	3,090	1,012	32.75%
Computers	5049906	23,077	20,000	20,000	14,611	73.06%
Communication - Phone	5050201	26,028	31,230	31,230	11,983	38.37%
Insurance - Gen Liability	5060301	27,860	29,870	29,870	36,166	121.08%
Membership & Prof Development	5090101	20,502	61,800	61,800	7,422	12.01%
Mileage and Travel	5090202	15,925	23,690	23,690	7,945	33.54%
Marketing	5090801	7,531	12,731	12,731	6,338	49.78%
County Fee - Special District	5100401	2,009	2,575	2,575	0	0.00%
Office Rental	5121200	<u>98,832</u>	<u>137,000</u>	<u>137,000</u>	<u>58,833</u>	<u>42.94%</u>
Total Expense		2,586,453	3,331,730	3,331,730	1,424,522	42.76%
Transfers						
Salary/Benefit Transfers	5100100	(1,879,313)	(2,341,936)	(2,341,936)	(1,096,931)	46.84%
Transfer Overhead	5100101	<u>(312,530)</u>	<u>(473,809)</u>	<u>(473,809)</u>	<u>(218,958)</u>	<u>46.21%</u>
Total Transfers		(2,191,843)	(2,815,745)	(2,815,745)	(1,315,889)	46.73%
Total Expense		<u>394,611</u>	<u>515,985</u>	<u>515,985</u>	<u>108,632</u>	<u>21.05%</u>

Marin Transit  
FY2018/19 Q2 Budget Report  
From 7/1/2018 Through 12/31/2018

31

**Detail: Local Service**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
<b>Revenue</b>						
Special Fares - Paid By Another Agency	4020000	452,559	416,387	416,387	362,770	87.12%
Advertising Revenue	4060301	280,788	245,552	245,552	126,685	51.59%
Lease of Property	4070301	143,986	166,654	166,654	74,745	44.85%
Donations	4070500	5,000	0	0	0	-
Fee For Service	4090101	1,679	0	0	1,725	-
Measure A Sales Tax	4092001	9,759,362	10,173,000	10,173,000	4,920,898	48.37%
Measure A Sales tax - Interest	4092003	85,000	85,000	85,000	85,000	100.00%
State Transit Assistance	4110101	1,224,816	1,744,814	1,744,814	869,165	49.81%
Transit Development Act (TDA)	4110102	4,614,306	5,109,399	5,109,399	2,554,700	50.00%
State- Low Carbon Transit Operations Prog	4119904	128,676	335,724	335,724	185,624	55.29%
Fed-FTA 5307 Urbanized Area Formula	4139910	222,210	0	0	0	-
National Park Service	4139951	154,736	458,000	458,000	160,934	35.14%
Fed-FTA 5304 State Planning	4139961	20,000	0	0	0	-
Fare Revenue	4140100	<u>2,661,614</u>	<u>2,773,337</u>	<u>2,773,337</u>	<u>1,238,450</u>	<u>44.66%</u>
Total Revenue		19,754,732	21,507,867	21,507,867	10,580,696	49.19%
<b>Transfers</b>						
Property Tax Transfer	4700001	23,281	373,760	378,760	0	0.00%
Program Revenue Transfer	4700002	<u>85,151</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0.00%</u>
Total Transfers		108,432	453,760	458,760	0	0.00%
Net Revenue		<u>19,863,164</u>	<u>21,961,627</u>	<u>21,966,627</u>	<u>10,580,696</u>	<u>48.17%</u>
<b>Expense</b>						
Consultant Services	5030301	233,346	206,000	206,000	47,938	23.27%
Fare Processing Charges	5030310	31,948	14,653	14,653	7,959	54.32%
Customer Service	5030320	267,781	301,393	301,393	148,027	49.11%
Custodial Service	5030602	15,943	21,315	21,315	3,682	17.27%
Security Services	5030701	243,313	273,389	273,389	133,952	49.00%
Fuel	5040101	1,488,446	1,695,743	1,695,743	851,002	50.18%
Small Furn/Equipment	5049902	0	0	5,000	2,379	-
Software	5049903	20,750	22,660	22,660	50	0.22%
Communication-AVL	5050205	69,257	91,592	91,592	2,317	2.53%
Communication-Data	5050206	2,311	2,925	2,925	990	33.85%
Purchased Transportation - In Report	5080101	16,119,070	17,539,220	17,539,220	8,504,550	48.49%
Marketing	5090801	61,053	101,065	101,065	41,580	41.14%
Expense Transfer - GGT Pass Through	5100404	85,000	85,000	85,000	85,000	100.00%
Signs	5122010	<u>321</u>	<u>1,044</u>	<u>1,044</u>	<u>0</u>	<u>0.00%</u>
Total Expense		18,638,538	20,355,999	20,360,999	9,829,426	48.28%
<b>Transfers</b>						
Cost Center Salary/Benefit Transfers	5100100	1,050,010	1,417,739	1,417,739	626,185	44.17%
Cost Center Transfer Overhead	5100101	<u>174,617</u>	<u>187,889</u>	<u>187,889</u>	<u>125,085</u>	<u>66.57%</u>
Total Transfers		1,224,626	1,605,628	1,605,628	751,270	46.79%
Total Expense		<u>19,863,164</u>	<u>21,961,627</u>	<u>21,966,627</u>	<u>10,580,696</u>	<u>48.17%</u>

Marin Transit  
FY2018/19 Q2 Budget Report  
From 7/1/2018 Through 12/31/2018

32

**Detail: Yellow Bus Service**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
Revenue						
Yellow Bus Fares - Paid by other Agency	4030000	145,000	145,000	145,000	72,500	50.00%
Fee For Service	4090101	121,485	109,910	109,910	54,691	49.76%
Measure A Sales Tax	4092001	201,490	227,000	227,000	124,650	54.91%
Fare Revenue - Yellow Bus	4140105	<u>372,485</u>	<u>402,740</u>	<u>402,740</u>	<u>160,893</u>	<u>39.95%</u>
Total Revenue		840,459	884,650	884,650	412,734	46.66%
Net Revenue		<u>840,459</u>	<u>884,650</u>	<u>884,650</u>	<u>412,734</u>	<u>46.66%</u>
Expense						
Consultant Services	5030301	5,485	3,000	3,000	27,345	911.50%
Fare Processing Charges	5030310	12,215	15,521	15,521	8,372	53.94%
Custodial Service	5030602	1,459	1,800	1,800	736	40.89%
Small Furn/Equip	5049902	0	1,800	1,800	352	19.56%
Software	5049903	690	0	0	218	NA
Communication-AVL	5050205	13,180	12,825	12,825	6,094	47.52%
Communication-Data	5050206	8,311	9,270	9,270	3,368	36.33%
Yellow Bus School Service	5080103	616,786	624,240	624,240	276,573	44.31%
Marketing	5090801	2,343	0	0	85	-
Leases and Rentals	5120401	<u>23,280</u>	<u>23,980</u>	<u>23,980</u>	<u>11,990</u>	<u>50.00%</u>
Total Expense		683,749	692,436	692,436	335,133	48.40%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	134,366	147,462	147,462	64,683	43.86%
Cost Center Transfer Overhead	5100101	<u>22,345</u>	<u>44,753</u>	<u>44,753</u>	<u>12,917</u>	<u>28.86%</u>
Total Transfers		156,711	192,215	192,215	77,600	40.37%
Total Expense		<u>840,459</u>	<u>884,651</u>	<u>884,651</u>	<u>412,734</u>	<u>46.66%</u>

Marin Transit  
FY2018/19 Q2 Budget Report  
From 7/1/2018 Through 12/31/2018

33

**Detail: Rural Service**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
Revenue						
Measure A Sales Tax	4092001	1,139,691	988,648	988,648	495,000	50.07%
Fed-FTA 5311 Rural	4139920	208,393	198,750	198,750	102,137	51.39%
Fare Revenue	4140100	<u>119,005</u>	<u>121,794</u>	<u>121,794</u>	<u>55,850</u>	<u>45.86%</u>
Total Revenue		1,467,088	1,309,192	1,309,192	652,987	49.88%
Transfers						
Property Tax Transfer	4700001	<u>0</u>	<u>542,325</u>	<u>543,677</u>	<u>259,537</u>	<u>28.81%</u>
Total Transfers		0	542,325	543,677	259,537	28.81%
Net Revenue		<u>1,467,088</u>	<u>1,851,517</u>	<u>1,852,869</u>	<u>912,524</u>	<u>26.20%</u>
Expense						
Consultant Services	5030301	21,754	16,883	16,883	1,954	11.57%
Fuel	5040101	192,010	203,676	203,676	119,010	58.43%
Small Furn/Equip	5049902	0	0	1,352	165	12.20%
Communication-AVL	5050205	15,936	15,931	15,931	7,572	47.53%
Communication-Data	5050206	831	1,030	1,030	416	40.39%
Purchased Transportation - In Report	5080101	1,146,382	1,453,681	1,453,681	714,039	49.12%
Marketing	5090801	<u>11,960</u>	<u>32,173</u>	<u>32,173</u>	<u>4,307</u>	<u>13.39%</u>
Total Expense		1,388,874	1,723,373	1,724,726	847,463	49.14%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	67,062	98,308	98,308	54,231	55.16%
Cost Center Transfer Overhead	5100101	<u>11,152</u>	<u>29,835</u>	<u>29,835</u>	<u>10,830</u>	<u>36.30%</u>
Total Transfers		78,215	128,143	128,143	65,061	50.77%
Total Expense		<u>1,467,089</u>	<u>1,851,517</u>	<u>1,852,869</u>	<u>912,524</u>	<u>49.25%</u>

Marin Transit  
FY2018/19 Q2 Budget Report  
From 7/1/2018 Through 12/31/2018

34

**Detail: Marin Access**

		FY2017/18	Total Budget -	Total Budget -	Current Period	Percent Total
		<u>Actual</u>	<u>Original</u>	<u>Revised</u>	<u>Actual</u>	<u>Budget Used</u>
<b>Revenue</b>						
Measure A Sales Tax	4092001	2,154,534	2,657,416	2,657,417	779,874	29.35%
Measure B	4099950	817,779	1,120,000	1,120,000	303,203	27.07%
State Transit Assistance	4110101	60,404	96,888	96,888	73,372	75.73%
State Prop Tx Relief HOPTR	4119910	18,940	18,500	18,500	2,817	15.23%
Fed-FTA 5307 Urbanized Area Formula	4139910	701,236	715,573	715,573	715,573	100.00%
Fed-FTA 5310 Mobility	4139915	0	437,500	437,500	415,501	94.97%
Fare Revenue	4140100	293,873	368,362	368,362	155,273	42.15%
Misc.-Reimbursement	4601001	7,913	9,000	9,000	3,003	33.37%
GGBHTD Payment for Local Paratransit	4601003	1,039,016	1,051,448	1,051,448	523,215	49.76%
GGBHTD Payment for Regional Paratransit	4601004	<u>773,004</u>	<u>856,206</u>	<u>856,206</u>	<u>384,712</u>	<u>44.93%</u>
Total Revenue		5,866,699	7,330,893	7,330,894	3,356,543	45.79%
<b>Transfers</b>						
Property Tax Transfer	4700001	263,406	0	0	14,146	-
Program Revenue Transfer	4700002	<u>(85,151)</u>	<u>(80,000)</u>	<u>(80,000)</u>	<u>0</u>	<u>0.00%</u>
Total Transfers		178,255	(80,000)	(80,000)	14,146	-9.06%
Net Revenue		<u>6,044,954</u>	<u>7,250,893</u>	<u>7,250,894</u>	<u>3,370,689</u>	<u>24.09%</u>
<b>Expense</b>						
Consultant Services	5030301	62,997	94,913	94,913	19,050	20.07%
Customer Service	5030320	260,485	481,870	481,870	154,136	31.99%
Fuel	5040101	481,088	532,126	532,126	292,610	54.99%
Software	5049903	69,310	73,819	73,819	37,387	50.65%
Communication- Mobile Data Terminal	5050203	4,790	5,000	5,000	0	0.00%
Communication-MERA Radio	5050204	19,178	20,358	20,358	22,089	108.50%
Communication-Data	5050206	11,394	8,275	8,275	7,494	90.56%
Purchased Transportation - In Report	5080101	4,053,344	4,662,727	4,662,727	2,252,977	48.32%
Purchased Transportation - Regional	5080102	757,724	839,839	839,839	372,984	44.41%
Marketing	5090801	15,148	97,913	97,913	17,544	17.92%
Misc-Exp Transit User Training	5098001	4,913	9,835	9,835	0	0.00%
Gap Grant	5098002	<u>3,450</u>	<u>15,000</u>	<u>15,000</u>	<u>3,850</u>	<u>25.67%</u>
Total Expense		5,743,821	6,841,674	6,841,674	3,180,121	46.48%
<b>Transfers</b>						
Cost Center Salary/Benefit Transfers	5100100	258,196	309,769	309,769	158,958	51.32%
Cost Center Transfer Overhead	5100101	<u>42,938</u>	<u>99,450</u>	<u>99,450</u>	<u>31,609</u>	<u>31.78%</u>
Total Transfers		301,134	409,220	409,220	190,568	46.57%
Total Expense		<u>6,044,955</u>	<u>7,250,894</u>	<u>7,250,894</u>	<u>3,370,689</u>	<u>46.49%</u>

FY2018/19 Q2 Budget Report  
From 7/1/2018 Through 12/31/2018

**Detail:Capital Budget**

		Total Project Budget	FY2018/19 Budget	FY2018/19 Budget Revised	Current Period Actual	Total Project Expenditure
EV	Purchase 2 Electric Vehicles (Replacements)	1,662,022	163,633	1,598,378	25,527	89,171
PA	Purchase Three Paratransit Vehicles	267,000	5,000	265,671	266,542	267,871
SA	Purchase One Shuttle (Expansion)	130,000	5,000	130,000	98,803	98,803
SB	Purchase 1- Replacement Shuttle	125,000	125,000	125,000	-	-
XA	Purchase 2 New XHF Vehicles	925,000	920,000	925,000	3,039	3,039
XB	Purchase 4 Replacement Rural Vehicles	1,600,000	1,600,000	1,600,000	-	-
HM	Hybrid Mid-Life Battery Replacements	400,000	400,000	400,000	-	-
<b>Subtotal Vehicles</b>		<b>5,109,022</b>	<b>3,218,633</b>	<b>5,044,049</b>	<b>393,911</b>	<b>458,884</b>
BI	Bus Stop Improvements SGR (BI)	2,201,130	691,796.00	683,418.71	40,881	1,558,592
BS	Bus Stop Assessment Update	115,000	14,982	33,864	15,885	97,021
BW	Muir Woods Infrastructure Improvements	638,000	217,729	228,495	27,737	437,242
TR	San Rafael Transit Center	100,000	100,000	100,000	-	-
<b>Subtotal Bus Stop Improvements</b>		<b>3,054,130</b>	<b>1,024,507</b>	<b>1,045,778</b>	<b>84,503</b>	<b>2,092,855</b>
FC	Facility Preliminary Design & Env	174,418	18,398	-	-	174,418
FR	Facility ROW Purchase	5,500,000	5,500,000	5,439,192	87,884	148,692
OF	Office Furniture	45,000	45,000	30,910	7,279	21,369
YF	Yellow Bus Parking Facility	3,000,000	3,000,000	3,000,000	-	-
<b>Subtotal Facility</b>		<b>8,719,418</b>	<b>8,563,398</b>	<b>8,470,102</b>	<b>95,163</b>	<b>344,479</b>
OA	On Board Equipment - 2016	210,000	65,955	65,240	13,260	158,020
TB	Mobility Management Technology Backbone	375,000	155,319	111,870	28,319	291,449
ME	MERA	29,000	29,000	29,000	27,325	27,325
RD	Radio Communication Upgrade	168,000	121,695	120,762	1,520	48,758
AY	AVL Replacement Equipment	180,000	180,000	180,000	169	169
CR	Clipper	400,000	300,000	300,000	-	-
<b>Subtotal Technology Projects</b>		<b>1,362,000</b>	<b>851,969</b>	<b>806,872</b>	<b>70,593</b>	<b>525,721</b>
GG	Golden Gate Capital Costs (GG)		18,000	18,000	8,692	NA
BM	Bus Stop Maintenance (BM)		100,000	100,000	49,641	NA
VR	Major Vehicle Repairs (VR)		200,000	200,000	28,795	NA
IF	Infrastructure Support (IF)		356,794	356,794	136,680	NA
<b>Subtotal Ongoing Capital Expenses</b>		<b>-</b>	<b>674,794</b>	<b>674,794</b>	<b>223,808</b>	<b>-</b>
<b>Total Expenditures</b>		<b>18,244,570</b>	<b>14,333,301</b>	<b>16,041,595</b>	<b>867,978</b>	<b>3,421,939</b>

## Attachment B

FY2018/19 Q2  
Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2018-08	06/04/2018	Moved \$40,000 of the project budget for office furniture for new office space from FY2019 to FY2018	Capital	Capital	OF	5230103 Furniture & Fixtures	\$45,000	(\$40,000)	\$5,000
4110105 2019-01	12/3/2018	Roll forward of unspent FY2018 Capital Project budgets; and update all Prior Years and Total Budgets	Capital	Capital	EV	5230101 Vehicles	163,633	1,434,745	1,598,378
					PA	5230101 Vehicles	5,000	260,671	265,671
					SA	5230101 Vehicles	5,000	125,000	130,000
					XA	5230101 Vehicles	920,000	5,000	925,000
					BI	5230104 Bus Stops	691,796	(8,377)	683,419
					BS	5230104 Bus Stops	14,982	18,882	33,864
					BW*	5230104 Bus Stops	217,729	10,766	228,495
					FC	5230103 Facility	18,398	(18,398)	0
					FR	5230103 Facility	5,500,000	(60,808)	5,439,192
					OF	5230103 Furniture & Fixtures	5,000	25,910	30,910
					OA	5230102 Equipment	65,955	(715)	65,240
					TB	5230102 Equipment	155,319	(43,449)	111,870
					RD	5230102 Equipment	121,695	(933)	120,762
2019-02	12/3/2018	Add SB1 SGR Funding to replacement of four rural transit vehicles	Capital	Capital	XB	4110105 STA SGR SB1	0	211,538	211,538
						4092002 Measure A	1,019,737	(211,538)	808,199
2019-03	12/3/2018	Add Equipment budget to Local and Rural to allow for low value fare collection and other equipment	Operations	Local	NA	5049902 Small Furn/Equip	0	\$5,000	\$5,000
						4700001 Property Tax Transfer	0	\$5,000	\$5,000
				Rural	NA	5049902 Small Furn/Equip	0	\$1,352	\$1,352
						4092001 Measure A	0	\$1,352	\$1,352

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2019-04	Pending	Add remaining Federal Revenue from completed vehicle purchases to Hybrid Battery Replacement	Capital	Capital	HM	4092002 Measure A Cap	400,000	(182,434)	217,566
					HM	4139910 Fed- FTA 5307	0	182,434	182,434
2019-05	Pending	Move Paul Sarbanes funding (FTA 5320) from Pohono Bus Stop Improvements to funding for XHF bus purchase to be used on Muir Woods Shuttle Service.	Capital	Capital	BW	4139950 Fed-FTA 5320	228,495	(151,495)	77,000
					BW	5230104 Bus Stops	228,495	(151,495)	77,000
					XB	4139950 Fed- FTA 5320	0	151,494	151,494
					XB	4092002 Measure A Cap		(151,494)	

\*Corrected from Q1

## Capital Projects Report through December

This capital project report provides detail through the Second Quarter of FY2018/19. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

		Total Project Budgets	Total Expended FY2019 to date	Total Project Expenditures
	Vehicles	\$5,109,022	\$393,911	\$441,820
	Bus Stop Improvements	\$3,054,130	\$84,503	\$2,042,753
	Facility	\$8,719,418	\$95,163	\$330,722
	Technology Projects	\$1,362,000	\$70,593	\$474,894
	Ongoing Capital Expenses	\$674,794	\$223,808	\$223,808 (annual)
		\$18,919,364	\$867,978	\$3,513,997

### Purchase Two Electric Vehicles

**Total Project Budget \$1,662,022**

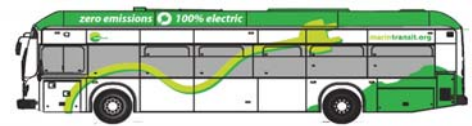
Concept: Purchase Two Electric Vehicles

Funding: \$1,190,640 Federal Section 5307

\$135,022 State - BAAQMD

\$75,000 TAM - Measure B

\$261,360 Measure A



Description: Replace two 40 ft vehicles beyond their useful life with battery electric vehicles

Status: Board authority to purchase the vehicles was given in November 2016. The vehicle were procured from BYD Motors and delivered in September 2018. A ribbon cutting ceremony was held October 18. MCTD's partner, Golden Gate Transit, is taking the lead in installing fareboxes, Clipper and vehicle tracking/monitoring equipment. Drivers and maintenance staff are being trained and the functionality of the bus is being tested. Vehicles will go into service next quarter.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion Date</u>
EV	\$1,662,022	\$72,122	4%	Jun-19

### Purchase Three Paratransit Vehicles

**Total Project Budget \$267,000**

Concept: Purchase three Paratransit cutaway vehicles

Funding: \$218,940 Federal Section 5307

\$48,060 Measure A



Description: Replace three paratransit vehicles that are beyond their useful life

Status: Board authorized purchase of the vehicles in August 2017. The purchase order was submitted in December 2017 with delivery scheduled for May 2018. Vehicle production was delayed and vehicles were delivered in July 2018.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion Date</u>
PA	\$267,000	\$267,856	100%	Jul-18

VEHICLES

VEHICLES

VEHICLES

**Purchase One Shuttle (Expansion)****Total Project Budget****\$130,000**Concept: Purchase One ShuttleFunding: \$130,000 State Transit Assistance- SGRDescription: Purchase one shuttle to replace a contractor-owned vehicle beyond its useful lifeStatus: Board authorized purchase of the vehicle in December 2017 for the Community Shuttle route. Vehicle delivery was completed in August of 2018. On board equipment was installed and the vehicle placed in service.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
SA	\$130,000	\$98,803	100%	Aug-18

VEHICLES

**Purchase One Shuttle (Replacement)****Total Project Budget****\$125,000**Concept: Purchase One ShuttleFunding: \$102,500 Federal Section 5307  
\$22,500 Measure ADescription: Replace one shuttle vehicle beyond it's useful life.Status: Board authorized purchase of the vehicle in December 2017. Vehicle delivery is anticipated in February of 2019.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
SB	\$125,000	\$0	0%	Mar-19

VEHICLES

**Purchase Two 35ft XHF Vehicles (Expansion)****Total Project Budget****\$925,000**Concept: Purchase two 35ft XHF vehiclesFunding: \$920,000 State Transit Assistance  
\$5,000 Measure ADescription: Purchase of two expansion 35-foot XHFsStatus: The Board authorized the purchase of these vehicles in December 2017 for school service and Muir Woods shuttle routes. Purchase allows retirement of 2 active retirement vehicles. Delivery is anticipated in February 2019.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
XA	\$925,000	\$3,039	20%	Apr-19

## VEHICLES

**Purchase Four 30ft XHF Vehicles (Replacement)****Total Project Budget \$1,600,000**Concept: Purchase two 35ft XHF vehicles

Funding: \$505,120 Federal Section 5307  
 \$286,651 State Transit Assistance - State of Good Repair  
 \$808,229 Measure A

Description: Purchase of four replacement 30-foot XHF's

Status: These vehicles will replace 4 cutaway vehicles beyond their useful life. The proposed schedule anticipates seeking board approval of procuring these vehicles through a cooperative vehicle purchasing agreement next quarter.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
XB	\$1,600,000	\$0	0%	Dec-19	

**Hybrid Mid Life Battery Replacements****Total Project Budget \$400,000**Concept: Replace batteries on the 2007 Hybrid VehiclesFunding: \$400,000 Measure ADescription: Replace batteries in the 7 hybrid vehicles

Status: As a preventative maintenance measure, under the existing maintenance contract, GGBHTD will replace the batteries on the 2007 Hybrid Vehicles. Local funds will be used unless state or federal funds are identified.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
HM	\$400,000	\$0	0%	Jun-19	

## VEHICLES

## BUS STOP IMPROVEMENTS

**Bus Stop Improvements (State of Good Repair)****Total Project Budget \$ 2,201,130**Concept: Improve bus stops in Marin CountyFunding: \$1,600,000 Federal Section 5309  
\$400,000 PTMISEA  
\$201,130 Measure ADescription: Phase 1: Install new bus stop signage throughout Marin County. Phase 2: Minor and Major bus stop improvements at 12 locations throughout the County .  
Phase 3: Additional bus stop improvements of up to 11 stops.Status: Phase 1 - complete. Phase 2 - complete. Phase 3 - Mark Thomas & Co completed plans and specifications for the final round of the State of Good Repair grant. The improvements support accessibility and passenger amenities. A contract for construction management was approved by the board in February 2018. In September 2018, the Board approved Coastside Concrete as the contractor. Construction began in December.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Phase 3</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Anticipated Completion</u>
BI	\$2,201,130	\$1,558,592	71%	Jun-19

## BUS STOP IMPROVEMENTS

**Muir Woods Infrastructure Improvements****Total Project Budget \$638,000**Concept: Improve boarding locations and purchase signage for the Muir Woods ShuttleFunding: \$638,000 Federal Transit In the ParksDescription: Project includes funding for permanent changeable message signs and improvements to bus stops related to the Muir Woods ShuttleStatus: Marin Transit continues work with multiple partner agencies to determine needed vehicle, signage, and capital improvements to improve the passenger experience.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
BW	\$638,000	\$437,242	69%	Jun-19

## BUS STOP IMPROVEMENTS

**Bus Stop Assessments****Total Project Budget****\$115,000**Concept: Update Bus Stop AssessmentsFunding: \$115,000 Measure ADescription: Project to update the District's 2005 bus stop conditions assessment to quantify & prioritize future improvementsStatus: Marin Transit hired a consultant to conduct an inventory of bus stop conditions. Additional work is underway to use the new data to develop preliminary plans for future bus stop improvements.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Completion</u> <u>Date</u>
BS	\$115,000	\$97,021	84%	Dec-19

## BUS STOP IMPROVEMENTS

**San Rafael Transit Center****Total Project Budget****\$100,000**Concept: Develop integrated bus and rail operationFunding: \$100,000 Measure ADescription: In preparation for a SMART service extension to Larkspur, Marin Transit is working with the City of San Rafael, GGBHTD and SMART to relocate the transit center. Until a new facility is constructed, efforts are underway to modify the existing center. Local funds will be used for staff time & costs related to design and construction.Status: The agencies revised and updated the Memorandums of Understanding to reestablish roles and responsibilities. Design and construction work to modify the existing location are underway.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Completion</u> <u>Date</u>
TR	\$100,000	\$0	5%	NA

## ADMIN AND OPERATIONS FACILITY

**Operations and Maintenance Facility****Total Project Budget****\$174,418**Concept: Develop a maintenance facilityFunding: \$52,169 Measure A

\$122,249 FTA 5307

Description: Evaluate facility needs and develop plans to acquire a District-owned maintenance facilityStatus: Board authority to analyze facility needs was given June 2016. With consultant assistance, the District has been evaluating potential facility locations and space needs for fixed route, paratransit & yellow bus services.

<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u> <u>Date</u>	<u>Percent Complete</u>	<u>Anticipated</u> <u>Completion</u> <u>Date</u>
FC	\$174,418	\$174,418	100%	NA

**Maintenance Facility - ROW Purchase & Capital Improvements****Total Project Budget****\$5,500,000**Concept: Acquire property and develop a maintenance facilityFunding: \$1,100,000 Measure A

\$4,400,000 FTA 5307

Description: Purchase land for a new facilityStatus: Marin Transit continues to actively search for and evaluate available land to purchase in the county.

Project ID	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
FR	\$5,500,000	\$148,692	3%	NA	

**Office Furniture****Total Project Budget****\$45,000**Concept: Expand Administrative Offices for District StaffFunding: \$45,000 Property TaxDescription: Furniture and other capital expenses for office expansionStatus: Marin Transit is purchasing additional conference room furniture, storage cabinet electronic equipment to be completed by December 2018.

Project ID	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated Completion</u>	
		<u>Date</u>	<u>Percent Complete</u>	<u>Date</u>	
OF	\$45,000	\$21,369	47%	Jun-19	

**Yellow Bus Parking Facility****Total Project Budget****\$3,000,000**Concept: Identify and purchase property for vehiclesFunding: \$3,000,000 Capital ReserveDescription: Replace temporary leased parking with a permanent locationStatus: Marin Transit is evaluating and identifying opportunities for land acquisition.

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

**TECHNOLOGY PROJECTS****Total Project Budget \$1,194,000**Concept: District technology projects

Funding: \$300,000 Federal Job Access Funds (JARC)  
 \$312,000 Federal Section 5307  
 \$582,000 Measure A

		<u>Total Project</u>	<u>Expended to</u>
		<u>Cost</u>	<u>Date</u>
<u>Projects:</u>			
OA	On Board Equipment 2016	\$210,000	\$158,020
AY	AVL Replacements	\$180,000	\$169
TB	Mobility Technology Backbone	\$375,000	\$291,449
ME	MERA	\$29,000	\$27,325
CR	Clipper	\$400,000	\$0



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

Status: Marin Transit will continue the project to pay for fareboxes and on board equipment associated with vehicle replacements.

**Radio Communication Upgrades - Needs Assessment****Total Project Budget \$168,000**Concept: Conduct a current Radio Communications Needs Assessment

Funding: \$30,240 Measure A  
 \$137,760 FTA 5307

Description: Evaluate current radio communications practices and determine areas for improvement with action plan

Status: Marin Transit board approved a contract with DeltaWRX in September 2017 to complete a radio assessment at each of Marin Transit's contractors. In December 2017, DeltaWRX presented the assessment to staff. A second phase was initiated to fulfill consultant recommendations. Due to lower than expected needs, funding was moved to the AVL Replacement Equipment project in the FY2019 Capital Budget.



<u>Project ID</u>	<u>Budget</u>	<u>Expended to</u>		<u>Anticipated</u>
		<u>Date</u>	<u>Percent Complete</u>	<u>Completion</u>
RD	\$168,000	\$48,758	29%	Apr-19

## ONGOING CAPITAL EXPENSES

Ongoing Capital Expenses	Annual Budget	\$674,794
--------------------------	---------------	-----------

Concept: Ongoing capital expenses

Funding: \$674,794 Measure A

		Total Project			Expended in
		Budgets	Annual Budget		FY2019
Projects:					
GG	Golden Gate Capital Costs	\$18,000	\$18,000		\$8,692
BM	Bus Stop Maintenance	\$100,000	\$100,000		\$49,641
VR	Major Vehicle Repairs	\$200,000	\$200,000		\$28,795
IF	Infrastructure Support	\$356,794	\$356,791		\$136,680



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

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



711 grand ave, #110  
san rafael, ca 94901

ph: 415.226.0855  
fax: 415.226.0856  
[marintransit.org](http://marintransit.org)

March 4, 2019

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

**SUBJECT: Marin School of Environmental Leadership Student Presentation on Bike Expo and Fare Survey**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

**RECOMMENDATION:** Information only.

**BACKGROUND/SUMMARY:**

Students from Terra Linda High School in San Rafael are participating in the Marin School of Environmental Leadership (MarinSEL) LEAD Project. At your Board's March 4, 2019 meeting, the students will present their term project on transportation equity.

Every semester, MarinSEL organizes LEAD Projects for 9<sup>th</sup> and 10<sup>th</sup> graders. Teams of five or six students design, plan, and implement a project addressing an environmental issue in Marin concerning waste, water, energy, transportation, food, or climate change.

MarinSEL assigns each team a community and parent partner who meet with the students throughout the semester to mentor and guide them. On behalf of Supervisor Connolly's office, Mary Sackett served as the community partner for the Terra Linda student team.

Mary Sackett coordinated a visit from Marin Transit planners with the Terra Linda team to discuss transportation equity. The conversation culminated with students offering to assist staff with entering data from recently administered on-board surveys. These surveys were conducted as part of Marin Transit's ongoing comprehensive fare study. Through this effort, students learned about how customers pay their fares and limiting factors that customers may experience when arranging to pay for their transit trips.

The Terra Linda students recently held a Bike Expo at the Pickleweed Community Center in the Canal to create awareness about the opportunities for biking in Marin County. At the event, students administered a survey on transit usage and will provide details about the Bike Expo event and survey at the Board meeting.

**FISCAL/STAFFING IMPACT:** There is no fiscal impact associated with this item.

Respectfully submitted,

A handwritten signature in black ink that reads "Cody Lowe". The signature is written in a cursive, flowing style.

Cody Lowe  
Planning Analyst

Attachments: Terra Linda High School Student Presentation  
Canal Bike Expo Flyer

# Social Equity in Marin Transit

Sylvie Anderson, Emily Charlton, Isaac Harlem  
Lucy Knopf, Joe Laurie, & Angela Tsai



eq·ui·ty

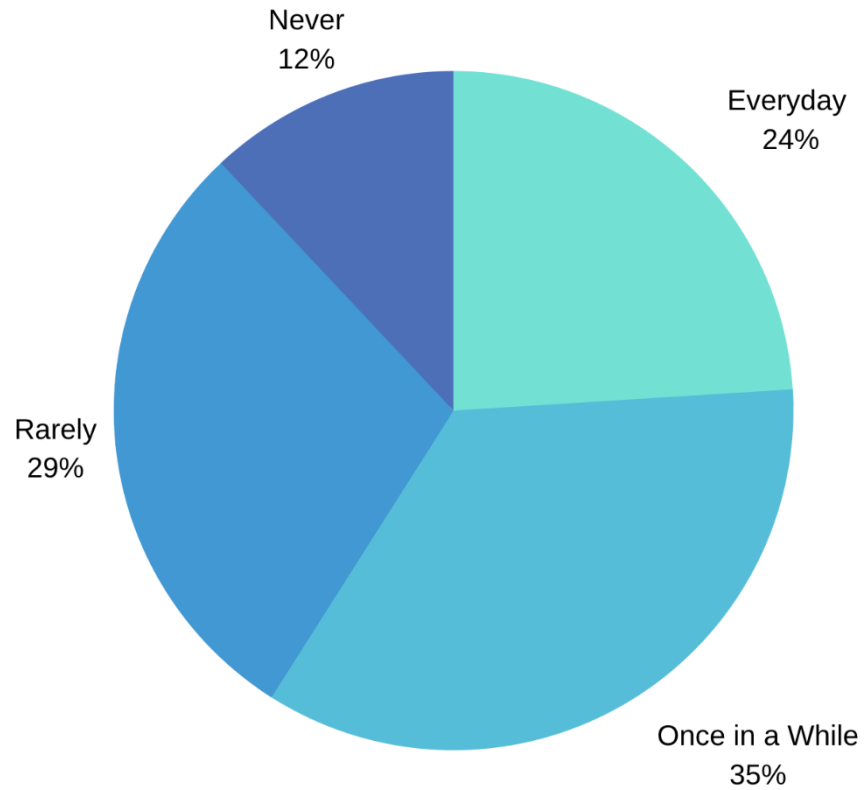
/'ekwədē/

*noun*

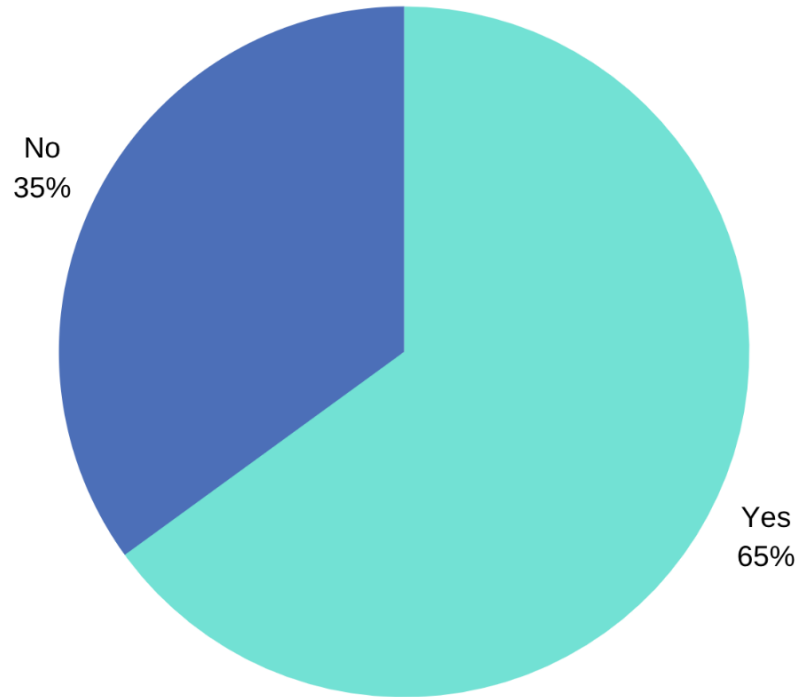
the quality of being fair and impartial.



### How Often Do You Ride Marin Transit?

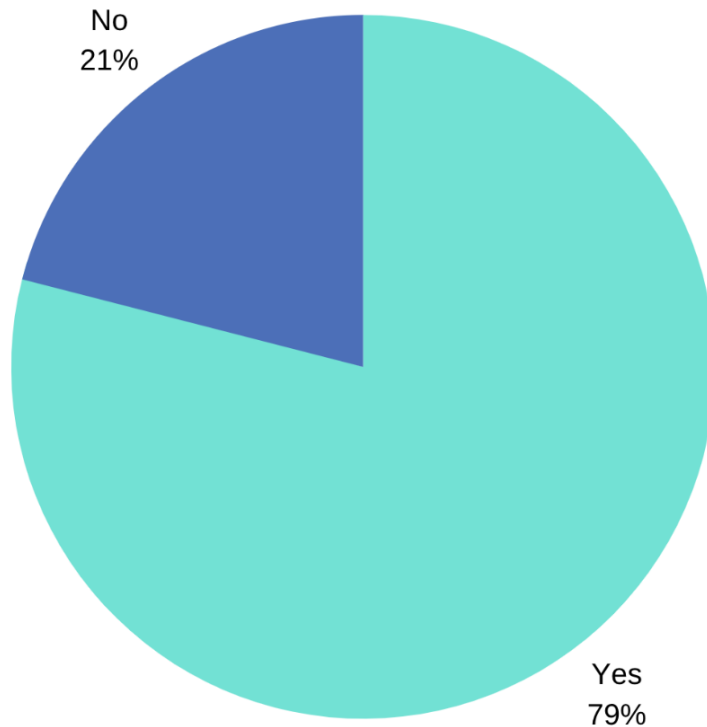


*Would Paying in Installments Help?*



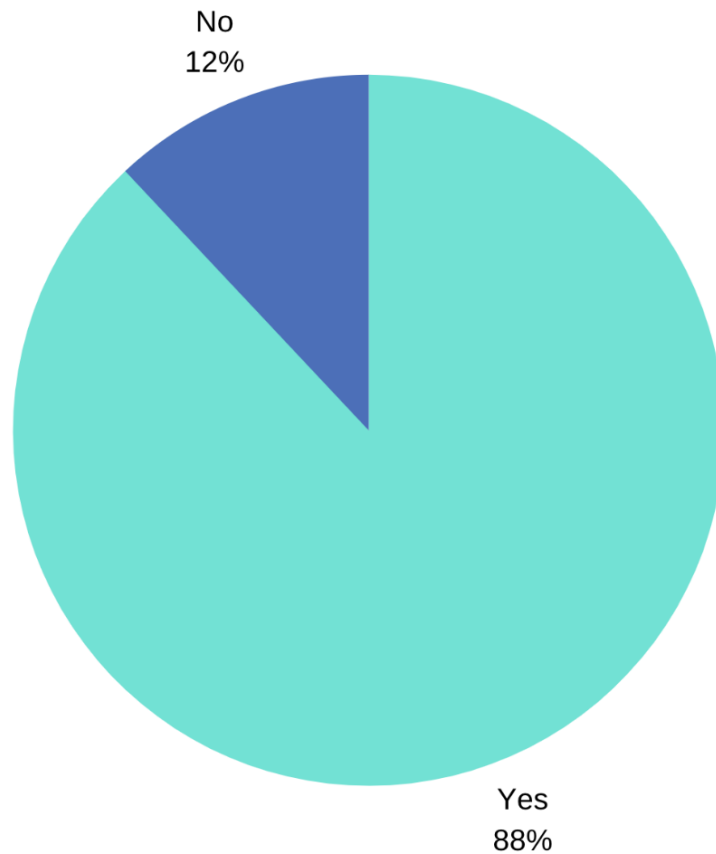
*Could you pay \$20 a week for a \$80  
monthly bus pass?*

## **ADULTS**



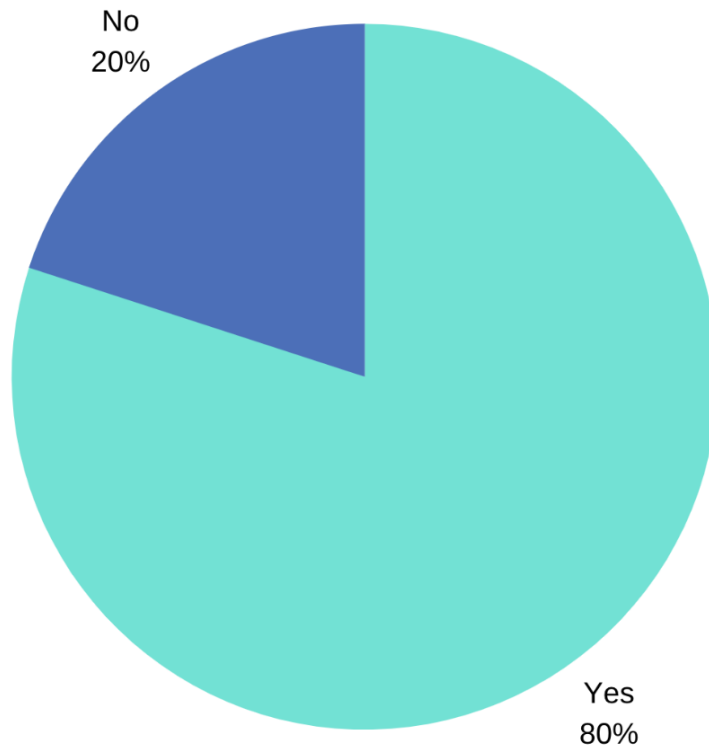
Could you pay \$10 a week for a \$40  
monthly bus pass?

## YOUTH

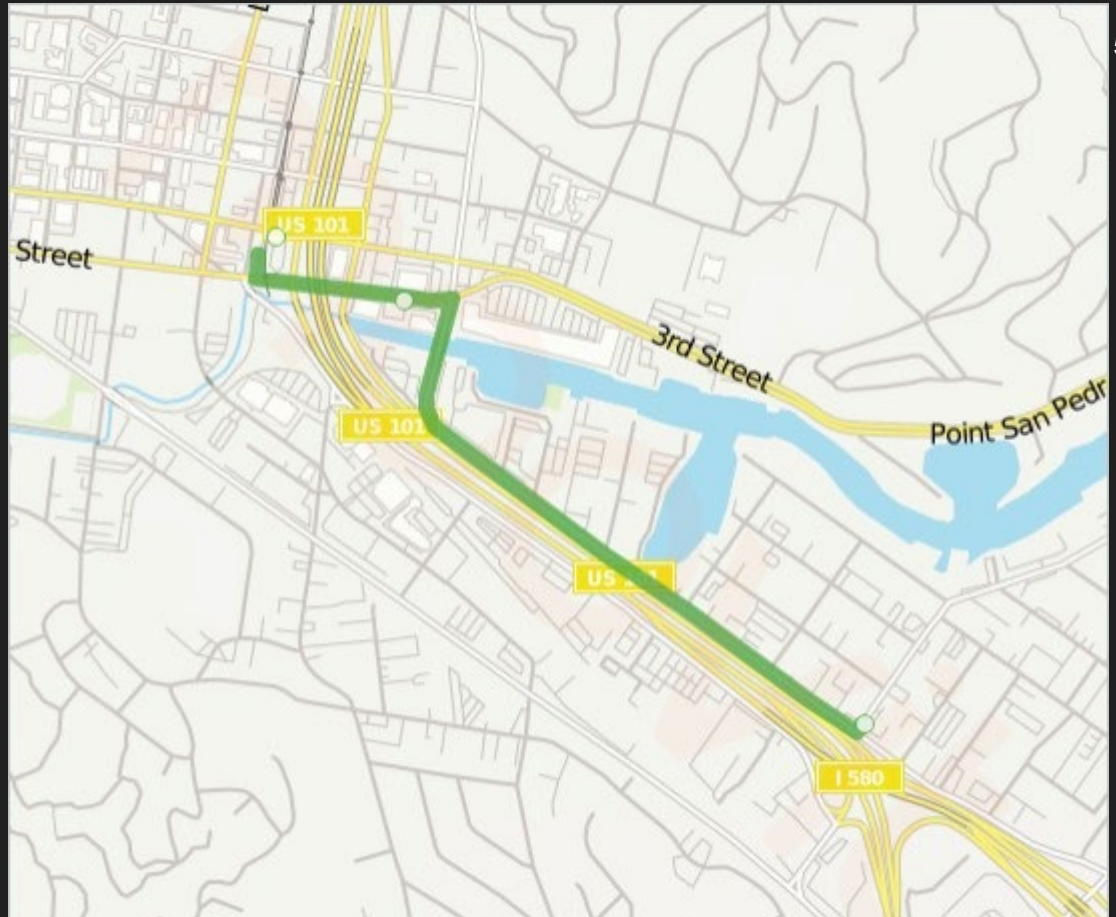
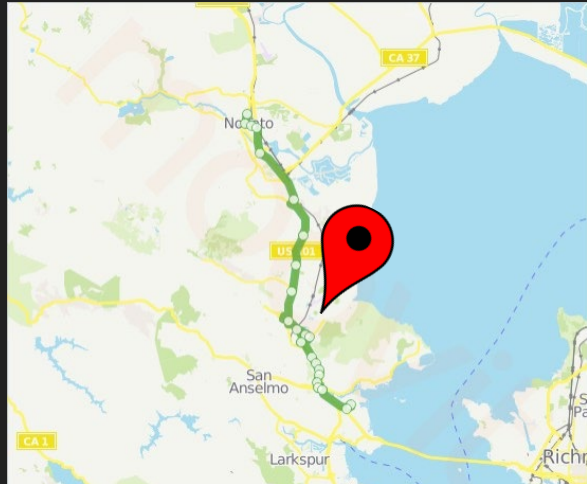


*Could you pay \$6.50 a week for a \$25  
monthly bus pass?*

**SENIORS/DISABLED**



# The Canal





# 2019 CANAL BIKE EXPO

FEB. 16 / 10AM-3PM

BIKE REPAIR,  
SAFETY, & GAMES

RAFFLES

FREE ATTENDANCE

PICKLEWEED PARK  
50 CANAL STREET  
SAN RAFAEL, CA



# 2019 CANAL BICICLETA EXPO



16 FEB / 10 AM - 3 PM

SEGURIDAD Y  
REPARACIÓN DE  
BICICLETAS

SORTEOS

TODOS SON GRATISES

PICKLEWEED PARQUE  
50 CANAL STREET  
SAN RAFAEL, CA





711 grand ave, #110  
san rafael, ca 94901

ph: 415.226.0855  
fax: 415.226.0856  
[marintransit.org](http://marintransit.org)

March 4, 2019

Honorable Board of Directors  
Marin County Transit District  
711 Grand Avenue, Suite 110  
San Rafael, CA 94901

**SUBJECT: Marin Transit's Role in Emergency Transportation Planning and Response**

Dear Board Members:

**board of directors**

damon connolly  
president  
supervisor district 1

dennis rodoni  
vice president  
supervisor district 4

kate colin  
2nd vice president  
city of san rafael

judy arnold  
director  
supervisor district 5

stephanie moulton-peters  
director  
city of mill valley

katie rice  
director  
supervisor district 2

kathrin sears  
director  
supervisor district 3

eric lucan  
alternate  
city of novato

**RECOMMENDATION:** Information only.

**SUMMARY:** Marin Transit provides emergency transportation resources under the direction of the Marin County Emergency Operations Center (EOC). Based on federal regulations, no other jurisdiction, organization, or individual has authority to request Marin Transit's assistance in an emergency. In major incidents, Emergency Operations Centers will set priorities and utilize the existing capabilities of transit to respond to an incident or establish incident priorities or operation plans. Attachment A is a PowerPoint presentation for the March 4<sup>th</sup> meeting.

The organization and lines of authority for Marin County's EOC are consistent with the National Incident Management System (NIMS). The federal government developed NIMS in 2001 based on the State of California's emergency management system, which was deployed after the 1991 Oakland hills fire. NIMS establishes universal national protocols for a coordinated government response to emergency declarations.

The Marin County Office of Emergency Services (OES) provides the backbone operations and planning for the Marin EOC before, during, and after an emergency. The mission of the OES is to lead efforts to prepare for, mitigate, respond to, and recover from disasters. The EOC consists of the volunteers deemed necessary to fully respond to a declared emergency. Attachment B is the current EOC organizational chart.

When fully activated, the Marin County EOC consists of designated personnel skilled in emergency management, public safety, fire, public works, transportation, and human services at minimum. Since 2004, Marin Transit staff have consistently participated in EOC exercises and workshops and serve with staff from Golden

Gate Transit and Whistlestop as members of the EOC Logistics Section transportation unit to coordinate requests for emergency transportation.

**THE LEGAL FRAMEWORK:** After September 11, 2001, discussions of transit security enhancements also considered the role of public transit in emergency management. In 2003, the Federal Transit Administration (FTA) recommended that larger transit agencies detail their emergency response activities in a *Security and Emergency Management Plan* or a *Security and Emergency Preparedness Plan*.

*Title VI of the Federal Civil Rights Law and Executive Order on Environmental Justice* requires federally-funded programs to avoid, minimize, or mitigate disproportionately high or adverse human health or environmental effects, including social and economic effects on minority and low-income populations.

Federal regulations do not prescribe specific risks a public transit agency should consider in planning for emergency transportation, and they do not prescribe:

- The specific content of security and emergency management training transit personnel should receive;
- How transit will respond to risks, including public health crises, or how it will evacuate populations;
- How and where transit should establish emergency bus stops or staging areas;
- How transit communicates with the public with respect to emergency planning information;
- With whom transit should enter into mutual aid agreements;
- What standards should be observed to borrow equipment or personnel from other agencies; or
- What types of equipment must be on-hand for emergencies.

#### *Transit Employee Duties in an Emergency*

Individual States and local emergency management laws and regulations authorize a governor or local executive to marshal the services of government employees to respond in a crisis.

#### *Emergency Planning for Access and Functional Needs Individuals*

The Federal Executive Order 13347 on Individuals with Disabilities in Emergency Preparedness directs the federal government to work with State and local governments to appropriately address safety and security needs of those with disabilities in emergency situations. The scope and needs of the elderly and disabled will be a joint determination between transit and emergency management agencies.

California Government Code section 8593.3 defines access and functional needs as individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant or from diverse cultures.

California's *Accessibility to Emergency Information and Services* law requires that EOCs update their emergency plan to integrate access and functional needs by addressing, at a minimum, how the access and functional needs population is served by the following:

- (1) Emergency communications, including the integration of interpreters, translators, and assistive technology.

(2) Emergency evacuation, including the identification of transportation resources and resources that are compliant with the federal Americans with Disabilities Act of 1990 for individuals who are dependent on public transportation.

(3) Emergency sheltering, including ensuring that designated shelters are compliant with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) or can be made compliant through modification and that showers and bathrooms are fully accessible to all occupants.

The Marin County EOC and the Disaster Citizens Core Council include representatives who work with these groups, and the County maintains a tailored emergency response plan for residents with access and functional needs.

**COORDINATED EMERGENCY TRANSPORTATION RESPONSE IN MARIN:** As shown in the organization chart in Attachment B, Marin County's EOC is organized into four sections under the direction of EOC management. The sections are: Operations, Planning/Intelligence, Logistics, and Finance & Administration. The Transportation Unit is in the Logistics Section.

Marin's EOC supports field operations and does not decide on tactics and strategies, which is the role of assigned incident commanders. As part of the incident command structure, EOC operations and medical staff will coordinate with the Logistics Section Transportation Unit to clarify the resource request and provide instruction for staging of vehicles. The Transportation Unit will communicate EOC resource requests to Golden Gate Transit or Marin Transit's operations contractors via telephone. On arrival at the staging area, drivers are instructed to respond directly to the incident commander.

Each EOC Transportation Unit member is trained on all communication methods and policies and maintain contact procedures with the Marin Transit and Golden Gate Transit operations staff and contractors. The Transportation Unit works with the EOC Finance Section to ensure appropriate invoicing protocols and that Federal Emergency Management Agency reimbursement requirements are met. The Transportation Unit staff include Marin Transit's Director of Policy and Legislative Programs and Senior Operations Analyst and the Safety and Training Manager for Whistlestop. Golden Gate Transit has its own emergency operations center and responds directly to the Marin County EOC requests for resources.

#### *Marin Transit's Role*

Marin Transit serves a critical function of safely transporting the public in an efficient and timely manner through its network of fixed route and paratransit services. It will be the District's priority to ensure that it can continue to provide these critical functions in an emergency and its passengers are safe.

Upon EOC request, and at the District's discretion, Marin Transit will provide bus resources through its contract operators to support emergency operations in Marin County. Marin Transit will generally only be available for temporary assignment to an incident and normally cannot provide long term transportation services. Marin Transit will coordinate and plan for emergency procedures and communications equipment needed to respond to future County EOC requests.

Marin Transit uses landlines and cellular phones as primary methods of communication with operations contractors and will use radios to communicate with contractors when other methods fail. In catastrophic emergencies when landlines and cellular communications fail, Marin Transit will use the MERA system to communicate with its contractors through their dispatchers. MERA stands for the Marin Emergency Radio Authority, and MERA is the primary radio

communications system for Marin's Fire, Policy, and Emergency Medical personnel, including first responders and incident commanders.

Most Marin Transit buses have limited ground clearance and are best suited for developed roads. Marin Transit paratransit operators are required to have first aid training. All Marin Transit buses come with very simple first aid and blood borne pathogen kits. Aside from this, bus operators can provide no additional emergency medical services to passengers. Any passengers should be decontaminated, and any necessary support should be provided to them by other designated emergency personnel.

Marin Transit requires its operations contractors to respond to emergency situations within Marin County with contractor personnel and Marin Transit-owned vehicles to the extent feasible. Contractors are also required to train their employees in emergency response protocols and to provide NIMS training for their safety and operations managers. Marin Transit contractors are required to develop, implement, and maintain an Emergency Preparedness Plan.

Beginning in 2016, Marin Transit collaborated with the Marin County Office of Emergency Services on a series of workshops that included lead staff from the District's fixed route and paratransit operations contractors and emergency medical and social service partners. The purpose was to confirm the roles and responsibilities of all response partners and define critical issues, resources, and logistics for transporting evacuees.

**CURRENT REGIONAL EMERGENCY TRANSPORTATION PLANNING INITIATIVE:** The Metropolitan Transportation Commission and the Urban Areas Security Initiative (UASI) Critical Transportation Subcommittee are sponsoring a series of workshops and exercises to enhance partnerships and coordination between local government, transit agencies, and relevant partners to improve the Bay Area's emergency transportation capabilities. Attachment C is a one-page summary of the planned activities for 2019-20.

The proposed outcomes for this one- to two-year effort are to:

1. Integrate animals, medical needs, and access and functional needs throughout;
2. Evaluate local government plans regarding critical transportation services;
3. Provide clarity on roles & responsibilities across local, state, federal, and private sector organizations;
4. Understand available capabilities in the Bay Area;
5. Identify local needs for fuel contingency planning;
6. Establish regional evacuation priority routes;
7. Coordinate Disaster Service Worker plans; and
8. Document regional improvement strategy.

Marin Transit's Director of Policy and Legislative Programs is participating in developing the work plan and exercises for this effort and as a facilitator for the first exercise held on February 4, 2019. Staff from the Marin County OES and the District's Senior Operations Analyst also participated. The objectives for the first exercise were to:

- Discuss the process in which agencies will evaluate resource needs and capabilities following a catastrophic incident; and
- Discuss the methods by which responding agencies will communicate and coordinate information relevant to resource management, such as situation status updates, resource requests, and resource tracking.

MTC and UASI staff are compiling the results of the exercise, which will be incorporated an action plan shared with participants and Bay Area emergency management agencies. The next exercise will focus on roles and responsibilities and guidance for critical transportation planning.

**FISCAL/STAFFING IMPACT:**

The Director of Policy and Legislative Programs has been the lead organizer for Marin Transit's participation in the Marin County EOC since 2004. She also serves on the Governing Board of the Marin Emergency Radio Authority. The Senior Operations Analyst serves as the District's representative on Marin's Disaster and Citizens Core Council and as a member of the EOC transportation unit. They continue to participate in county and regional exercises and training, and additional staff will be trained on the EOC software communications package, WebEOC. In the event of a state or federal declared disaster, Marin Transit will track expenditures in accordance with reimbursement requirements.

Respectfully submitted,



Amy Van Doren  
Director of Policy and Legislative Programs

Attachments:

- A. Marin County Emergency Operation Center Organization Chart
- B. PowerPoint Presentation on Marin Transit's Role
- C. Summary of Regional Metropolitan Transportation Commission and Urban Areas Security Initiatives 2019-20 Workshop Plan

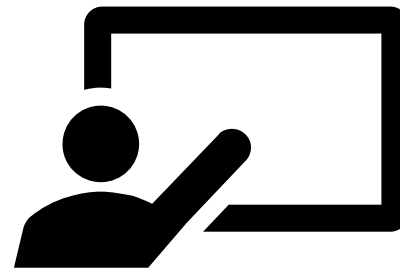


# **Marin Transit's Role in Emergency Transportation Planning and Response**

March 4, 2018

- Lines of Authority
- The Legal Framework
- Emergency Planning for Special Needs Individuals
- Marin's Emergency Operations Center (EOC)
- The EOC Transportation Unit
- Marin Transit's Role
- Regional Emergency Transportation Planning

- Marin Transit provides emergency transportation resources as directed by Marin County EOC
- No other jurisdiction, organization, or individual has authority to request our assistance
- Follow National Incident Management System (NIMS), 2001



# The Legal Framework

- State and local laws authorize the governor or local executive to organize government employees to respond in a crisis
- Comply with Title VI and Environmental Justice to avoid, minimize, or mitigate disproportionately high or adverse effects on minority and low-income populations



# The Legal Framework, Special Needs Individuals






- Specifically, Federal agencies work with State and local governments to address safety for persons with disabilities in emergency situations
- Needs determined jointly by transit and emergency management agencies
- Access and Functional Needs include:
  - ❖ Developmental, intellectual, or physical disabilities, chronic conditions, injuries, limited English proficiency, older adults, children, and people living in institutions
  - ❖ Low income, homeless, or transportation disadvantaged

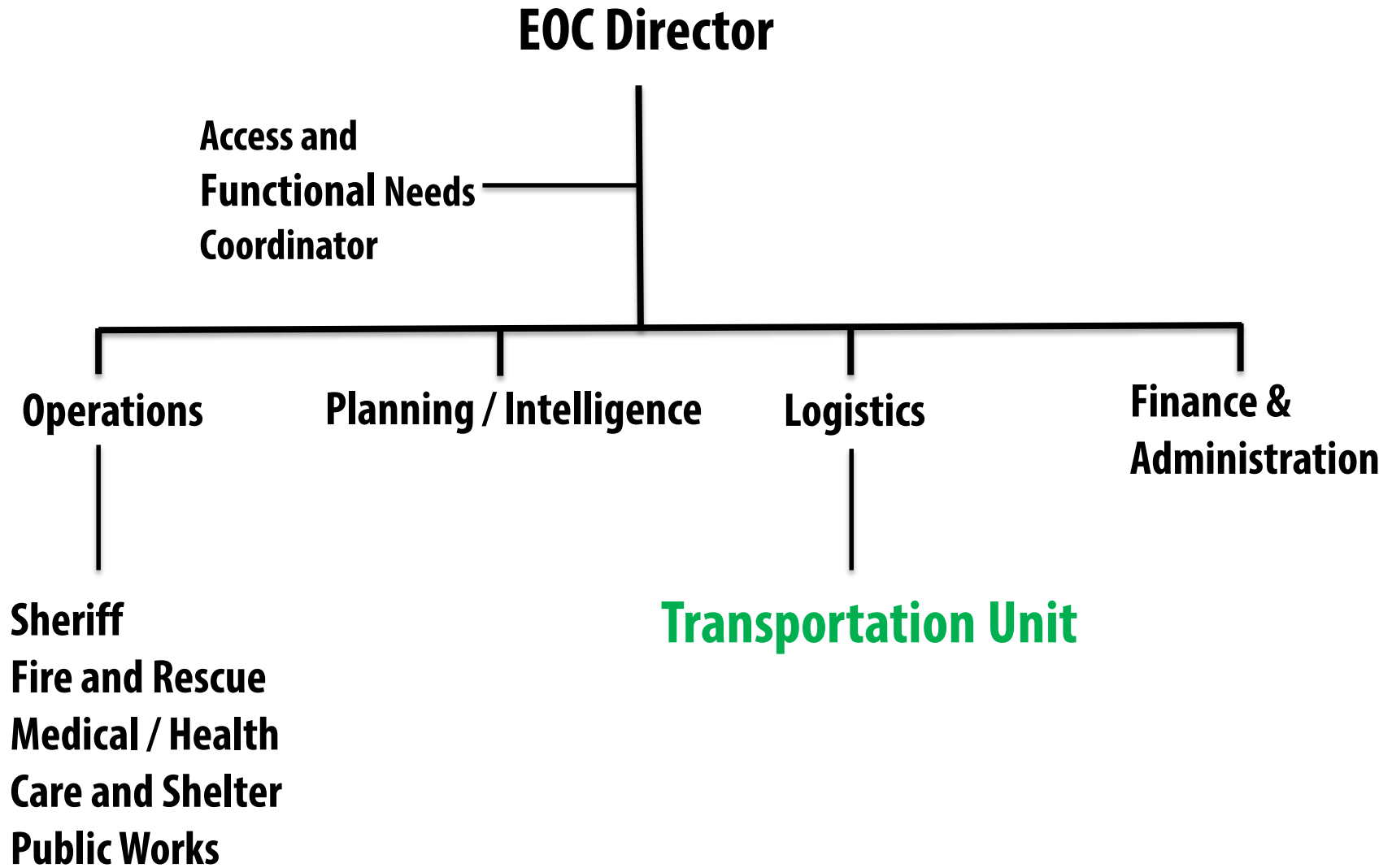


# Access and Functional Needs Planning in Marin



- Marin's EOC and Disaster & Citizens Core Council includes members who advocate on their behalf 
- County Office of Emergency Services relies on "Access and Functional Needs Planning Guidance"
- In emergencies, their needs will be met by:
  - Public transportation, including school buses 
  - Public paratransit service or voluntary private paratransit providers
  - Private transportation 
  - Emergency transportation via law enforcement or ambulance

# Emergency Transportation under the Marin EOC



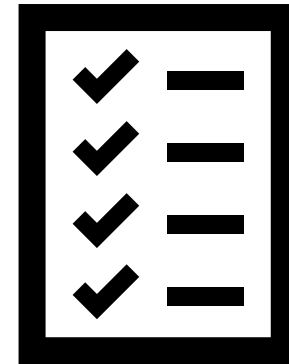
- **Transportation Unit** is trained in communication methods and policies
- Three staff rotate in 12-hour shifts
  - ❖ Director of Policy, Senior Operations Analyst, and Whistlestop Safety & Training Manager
- Golden Gate Transit's (GGT) emergency operations center responds directly to Marin EOC
- **Transportation Unit** communicates resource requests to GGT or Marin Transit contractors



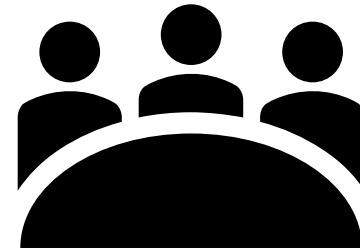
- **Marin Transit** safely transports the public in an efficient and timely manner as it first priority, a critical function
- Provides resources on a temporary basis
  - ❖ Coordinates and plans for emergency procedures and equipment
  - ❖ Paratransit operators trained in first aid
  - ❖ Cannot provide additional emergency medical services
- Training and exercises



- Expectations of Operations Contractors
  - ❖ Respond to emergency situations to the extent feasible
  - ❖ Train employees in emergency response protocols & safety and operations managers in NIMS
  - ❖ Develop, implement, and maintain an Emergency Preparedness Plan



- MTC / Urban Area Security Initiatives workshops and exercises for 2019-20
- Enhance partnerships and coordination between local government, transit agencies, and relevant partners to improve capabilities



# Questions?

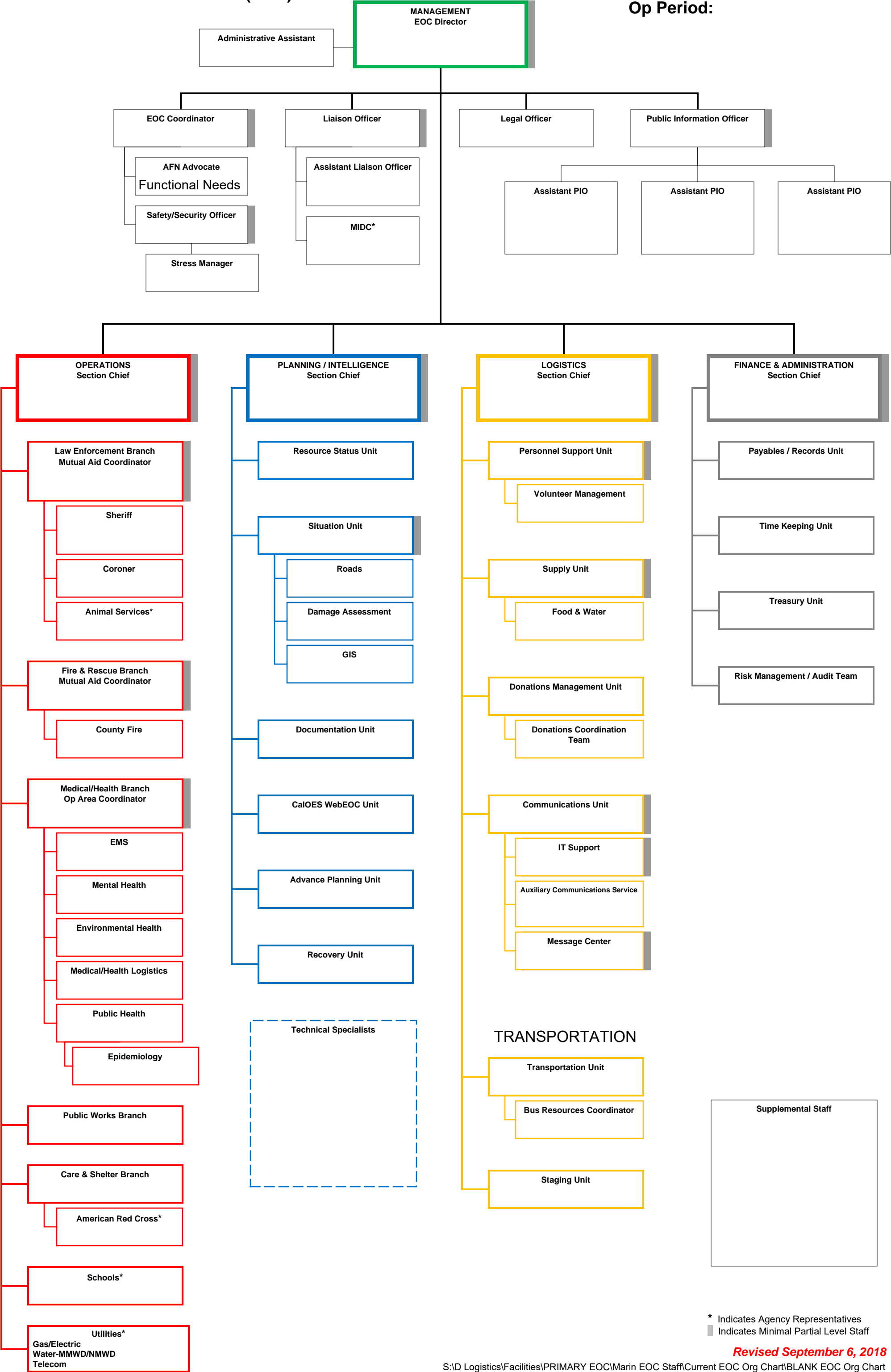
**Amy Van Doren**

Director of Policy and Legislative Programs

MARIN COUNTY OPERATIONAL AREA  
EMERGENCY OPERATIONS CENTER (EOC)

Date:

Op Period:



\* Indicates Agency Representatives  
■ Indicates Minimal Partial Level Staff

Revised September 6, 2018



## Bay Area UASI Management Team Project Summary 2019 Regional Critical Transportation Capability Building

### Attachment C

**Project Purpose:** In partnership with MTC, and through the UASI Emergency Management Work Group's Critical Transportation Subcommittee, enhance partnerships and coordination between local government, transit agencies, and relevant partners to improve the Bay Area's capabilities<sup>1</sup> to:

- Evacuate 330,150 people in 14 days
- Clear 200 miles of road in 24 hours
- Mobilize life-sustaining resources / services to 100,000 people

#### **2019 Proposed Project Outcomes:**

1. Integration of animals, medical needs, and access and functional needs throughout transportation planning efforts
2. Evaluation of local government plans regarding critical transportation services
3. Clarity on roles & responsibilities across local, state, federal, and private sector organizations
4. Understanding of available capabilities in the Bay Area
5. Identification of local needs for fuel contingency planning
6. Established regional evacuation priority routes
7. Coordination of Disaster Service Worker plans
8. Documented regional improvement strategy

#### **2019 Proposed Project Calendar:**

Proposed Date	Key Meeting / Event
January 16, 2019	TRP / Critical Transportation Subcommittee (CTSC) Kick Off Meeting
February 7, 2019	MTC Regional TTX
February 13, 2019	UASI TTX Series Concepts & Objectives Meeting
March 3 – 8, 2019	UASI Hub TTX Initial Planning Meetings
March 20, 2019	<b>Workshop #1 (Roles &amp; Responsibilities)</b>
April 25, 2019	TRP / CTSC Quarterly Meeting
May 29, 2019	<b>UASI Hub TTX #1 / MTC Workshop #1</b>
May 31, 2019	<b>UASI Hub TTX #2 / MTC Workshop #2</b>
June 5, 2019	<b>UASI Hub TTX #3 / MTC Workshop #3</b>
June 6, 2019	<b>UASI Hub TTX #4 / MTC Workshop #4</b>
July 11, 2019	UASI Regional TTX Planning Meeting
July 22 – 26, 2019	UASI Hub TTX After Action Meetings
August 28, 2019	TRP / CTSC Quarterly Meeting
September 5, 2019	UASI Regional TTX
October 16, 2019	UASI Regional TTX After Action Meeting
November 20, 2019	<b>Workshop #2 (Capabilities Review)</b>
December 12, 2019	TRP / CTSC Quarterly Meeting

**Project Lead:** Corinne Bartshire, [Corinne.bartshire@sfgov.org](mailto:Corinne.bartshire@sfgov.org), 415-861-9005

<sup>1</sup> Capability targets as noted in the Bay Area THIRA Critical Transportation and Logistics and Supply Chain Management core capabilities.