Marin County Transit District Board of Directors

Monday, March 6, 2023, 10 a.m.

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

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- Prior to the meeting: Please email **info@marintransit.org** or use the comment form available at **https://www.marintransit.org/meetings** to submit your comments related to topics on this agenda. Please submit your comments no later than **5:00 P.M. Sunday, March 5, 2023** to facilitate timely distribution to the Board of Directors. Please include the agenda item number you are addressing and include your name and address. Your comments will be forwarded to the Board of Directors and will be included in the written public record.
- During the meeting: In-person comments will be taken first in the Board Chambers, followed by virtual comments. To raise your hand on Zoom, use the raise hand icon. To raise your hand via telephone, press *9. The President or the Clerk will call on you to speak and you will be notified that your device has been unmuted. You will be warned prior to your allotted time being over. Your comments will be included in the public record. If you are participating over Zoom or telephone, please ensure that you are in a quiet environment with no background noise (traffic, children, pets, etc.).
- Public commenting during public meetings is limited to two minutes per speaker unless a different time limit is announced. The Board President may limit the length of comments during public meetings due to the number of persons wishing to speak or if comments become repetitious or irrelevant.

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

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

2. **Open Time for Public Expression**
   (Limited to two minutes per speaker on items not on the District's agenda)

3. **Board of Directors' Matters**

4. **General Manager's Report**

   a. General Manager's Oral Report
   b. Monthly Monitoring Report: December 2022

5. **Consent Calendar**

   a. Minutes for February 6, 2023 Board Meeting
   b. Contract with Maze and Associates for Independent Year End Audits
   c. Purchase of Passenger Information and Vehicle Tracking System
   d. Purchase of Staff Car
   e. Marin Transit Quarterly Performance Report for the Second Quarter of FY 2022/23
   f. Marin County Transit District Second Quarter FY2022/23 Financial Report
   g. Resolution #2023-03 of Local Support for Metropolitan Transportation Commission One Bay Area Grant 3 Program

   ***Recommended Action*:** Approve.

6. **Conduct the Public Hearing for the June 2023 Service Changes**

   Recommended Action: Receive public comment and close the public comment period for the proposed June 2023 fixed route service changes.

7. **FY 2021/22 Revenue Vehicle Fuel Analysis**

   Recommended Action: Discussion item.

8. **Update on Marin County Bus Stops**

   ***Recommended Action*:** Discussion item.

Adjourn

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Town of San Anselmo

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Director
Supervisor District 1

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Director
Supervisor District 3

Dennis Rodoni
Director
Supervisor District 4

Maribeth Bushey
Director
City of San Rafael

Fred Casissa
Alternate
Town of Corte Madera

March 3, 2023

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

Subject: General Manager Report – Monthly Report: December 2022

Dear Board Members:

Recommendation

This is a recurring information item.

Summary

The attached monthly report provides an overview of Marin Transit operations for the monthly period ending December 31, 2022. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall, Marin Transit systemwide ridership remains robust. Although ridership in December 2022 was 10% lower than the previous month (November 2022), this is due to normal seasonal variation, and ridership compared to the same month in prior years was strong. Total ridership was 16% higher than the previous year (December 2021), and 16% lower than pre-COVID (December 2019).

Fixed route ridership recovery from the COVID-19 pandemic continues to be very strong, stronger than demand response ridership. Ridership on fixed-route services was at 87% of pre-COVID levels (comparable to the 88% of pre-COVID levels in the previous month, November 2022); whereas ridership on Marin Access services has plateaued at less than half of pre-COVID ridership (44% of December 2019). Marin Access ridership had started to decline over the last few months, and has dropped below 2021 levels. Marin Access ridership was 11% below December 2021, and 4% below last month (November 2022).

Additional detailed analyses of system performance and trends are provided in separate quarterly and annual reports, including route-level statistics and

financials. These reports are available on the District's website at https://marintransit.org/service-performance-and-reports.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Nancy Whelan
General Manager

Attachment A: Monthly Ridership Report and Customer Comments

Attachment A

marin transit

Monthly Customer Feedback Report

December 2022

Month: **December 2022**

Category	Program							Total
	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide	
Commendation	**1**	**0**	**0**	**0**	**0**	**0**	**0**	**1**
Service Delivery Complaint	**20**	**12**	**1**	**0**	**3**	**0**	**2**	**38**
Accessibility	1	0	0	0	0	0	0	1
Driver Conduct Complaint	5	0	0	0	0	0	0	5
Driving Complaint	6	2	0	0	1	0	1	10
Early Trip	2	1	0	0	0	0	0	3
Equipment Issue	0	0	0	0	0	0	0	0
Farebox	0	0	0	0	0	0	0	0
Late Trip	3	0	0	0	1	0	1	5
Missed Connection	0	0	0	0	0	0	0	0
Missed Trip	0	0	0	0	1	0	0	1
No-Show	2	3	0	0	0	0	0	5
Off-Route	0	0	0	0	0	0	0	0
Pass-Up Complaint	1	6	1	0	0	0	0	8
Service Structure Complaint	**0**	**0**	**0**	**0**	**0**	**0**	**8**	**8**
Bus Stop Improvement Request	0	0	0	0	0	0	4	4
Fares	0	0	0	0	0	0	0	0
Other Complaint	0	0	0	0	0	0	0	0
Scheduling Complaint	0	0	0	0	0	0	2	2
Service Improvement Suggestion	0	0	0	0	0	0	2	2
Safety Complaint	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Total Service Hours	10,064	3,440	1,704	198	2,134	-	17,625	17,625
Commendations per 1,000 Hours	0.1	0.0	0.0	0.0	0.0	-	0.0	0.1
Complaints per 1,000 Hours	2.0	3.5	0.6	0.0	1.4	-	0.6	2.6

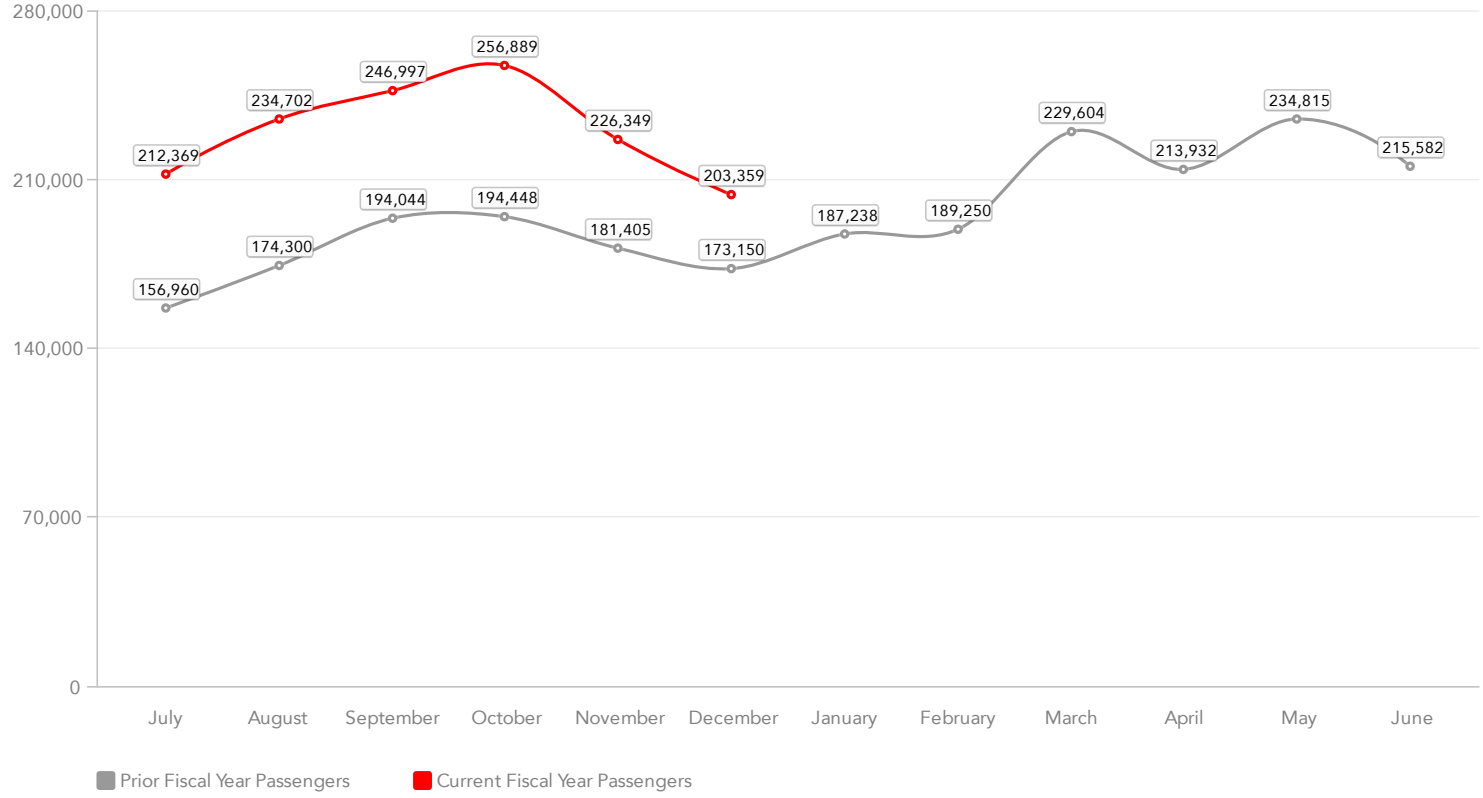
Total Passengers	155,742	25,235	9,730	5,908	4,567	1,169	209,095	209,095
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Complaints per 1,000 Passengers	0.1	0.5	0.1	0.0	0.7	0.0	0.0	0.2

Attachment A

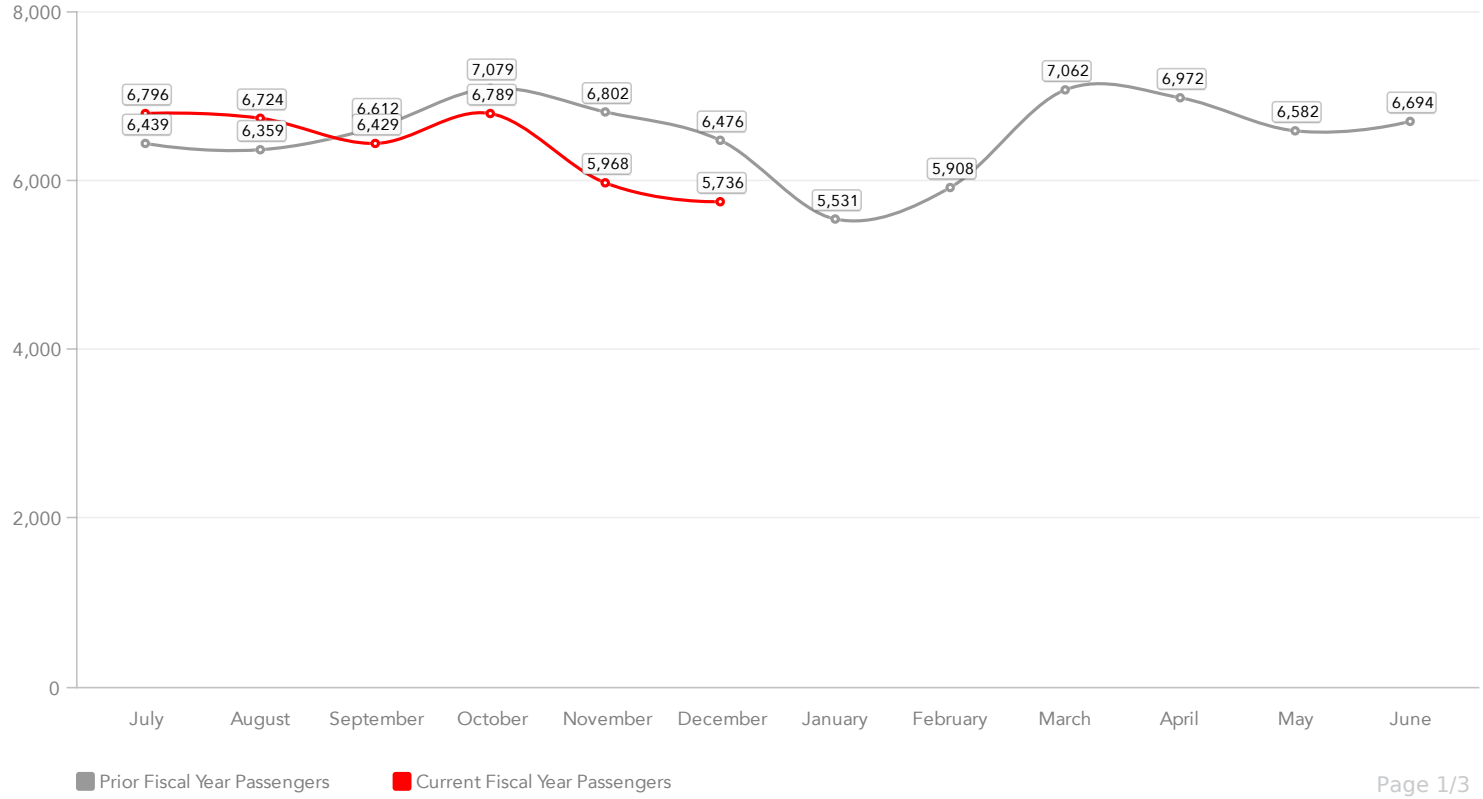
FISCAL YEAR	MONTH
2023	All

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month



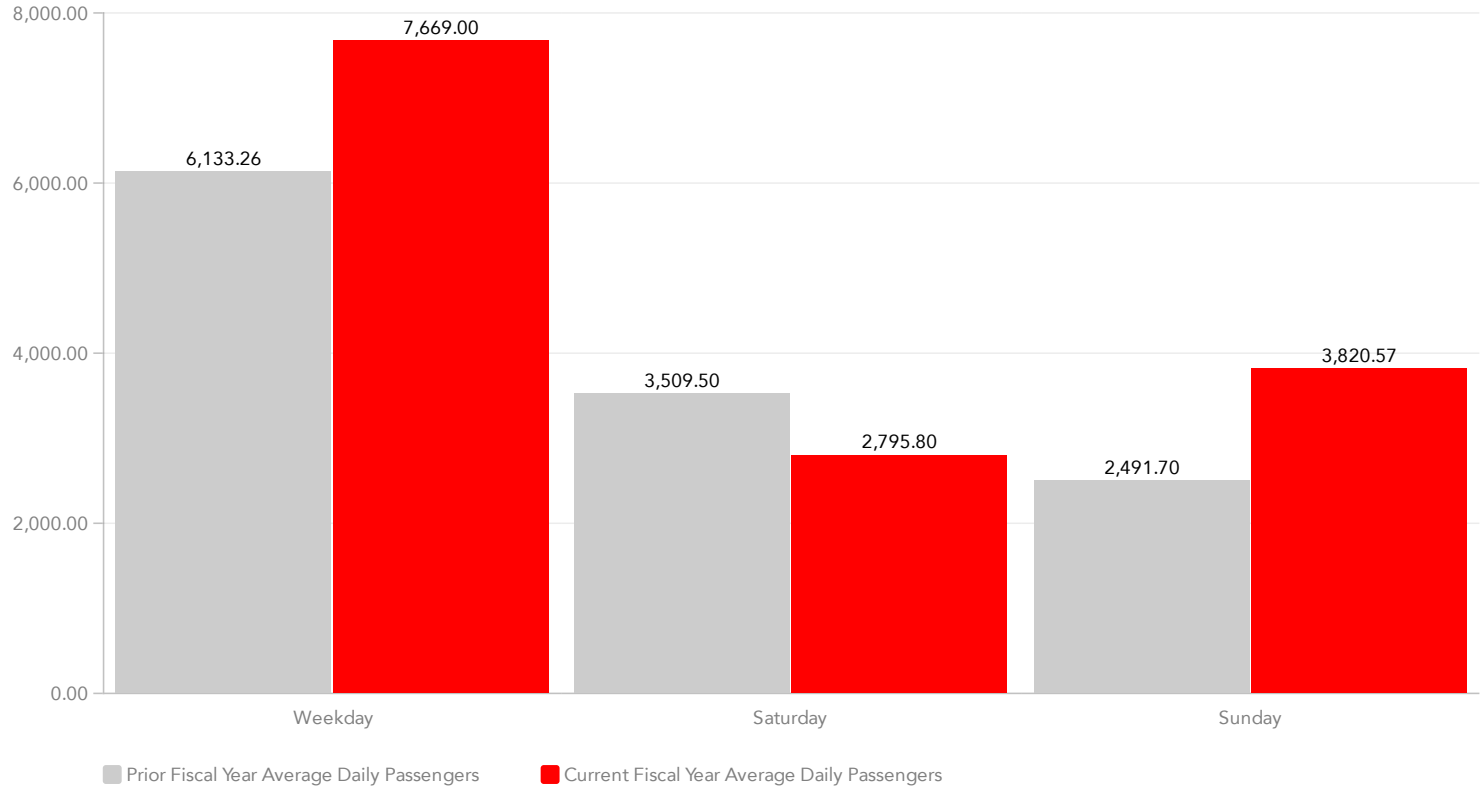
Item 4b

Monthly Comparison

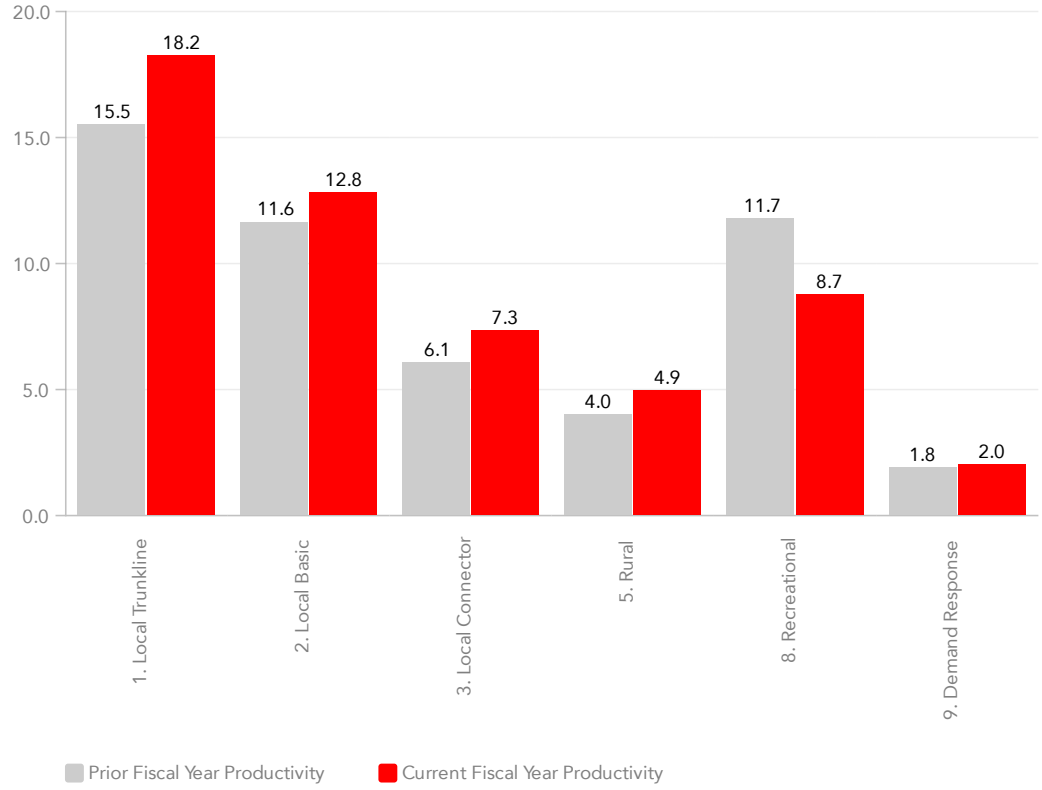
MONTH

Dec

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

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

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, February 6, 2023 at 10:00 A.M.

Roll Call

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

Absent: **Director Moulton-Peters**

Director Casissa was in attendance as a non-voting member until agenda item six, at which point he began voting in Vice President Colbert's absence.

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

1. Open Time for Public Expression

Administrative Assistant & Board Secretary Kate Burt announced that the Board received comments on agenda items one, five, six, seven, and eight from a member of the public via the District's online public comment form. The comments were shared with the Board before the Board meeting.

At President Rice's request, Ms. Burt read aloud the public comment received on agenda item one. The comment asked if outside advertisements are allowed on vehicles contracted to Marin Airporter and MV Transportation. Advertisements are currently allowed on Golden Gate Transit's contracted vehicles. General Manager Nancy Whelan responded that while the commenter is correct in that Golden Gate Transit's contracted vehicles do display advertisements, staff have found that it is not cost-effective to advertise on vehicles contracted to Marin Airporter and MV Transportation, due to the amount of administrative work required.

2. Board of Directors' Matters

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

3. General Manager's Report

   a. General Manager's Oral Report

   b. Monthly Monitoring Report: November 2022

i. Item 3b – Staff Report

General Manager Nancy Whelan reported on grants recently awarded to the District, including the Metropolitan Transportation Commission (MTC)'s One Bay Area Grant 3 (OBAG 3), MTC's Transit Performance Initiative Program, and Regional Measure 3. Ms. Whelan reviewed how the funds will be distributed and implemented.

{Director Moulton-Peters present at 10:07 AM}

Ms. Whelan stated that the District's November 2022 ridership was 86 percent of what it was in November 2019. She contrasted the ridership figure to other Bay Area transit operators' November 2019 and November 2022 ridership. She compared the total number of November 2022 riders across eighteen Bay Area transit operators.

In November 2022, overall ridership was 12 percent lower than October 2022, and 23 percent higher than November 2021.

In November 2022, ridership on fixed route services was at over 88 percent of November 2019 levels (comparable to the 90 percent of pre-COVID levels in the previous month, October 2022). Marin Access' November 2022 ridership was at 43 percent of its November 2019 ridership, 12 percent below November 2021, and ten percent below October 2022.

Director Moulton-Peters referenced a KQED interview with Jeffrey Tumlin, Director of Transportation at the San Francisco Municipal Transportation Agency (SFMTA). In the interview, Mr. Tumlin mentioned the benefits of the dedicated bus lanes on Van Ness Avenue in San Francisco. Director Moulton-Peters said Marin County residents may be less familiar with the dedicated bus lanes on Van Ness Avenue. She suggested that when Ms. Whelan presents on the issue of transit signal priorities and temporary use lanes on Highway 101, she should talk about the benefits of the dedicated bus lanes on Van Ness Avenue.

Director Moulton-Peters announced she has joined Director Rodoni on the Board of Directors of the Golden Gate Bridge Highway and Transportation District (GGBHTD). She said she is very pleased about it, and she is looking forward to discussions about commute and recreation-based services, which differ from transit-dependent services for the District's riders.

Director Moulton-Peters thanked the Board for their support, and announced she is now a Commissioner with the Metropolitan Transportation Commission (MTC). She stated she is looking forward to representing the District.

President Rice thanked Ms. Whelan for her report and asked if the Regional Measure 3 funds directed at Richmond Bridge Access Improvements will help increase bus service. She asked if GGBHTD will add service to the east end of the Richmond Bridge. She noted that the opening of a third lane would be helpful, although there are improvements that need to be made on the west side of the bridge. President Rice emphasized the importance of bus service on the Richmond Bridge and acknowledged the challenges that have been faced.

Director Moulton-Peters suggested that President Rice should invite MTC to present on their Richmond-Forward Bridge Project, as the Board has not heard about it in a while. The project includes transit improvements on the east side of the Richmond Bridge, which would enable more transit across the bridge.

Director Rodoni added that funding has primarily been directed at the east side of the Richmond Bridge. GGBHTD is investigating demand before adding more buses. He noted that the District uses different methods when adding services.

4. Consent Calendar
   a. Minutes for January 9, 2023 Board Meeting
   b. First Amendment with Transdev Services, Inc. for Operations of Marin Access Services and Programs (#1165)

Recommended Action: Approve.

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

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

Noes: None

Absent: None

Abstain: None

5. Update on San Rafael Transit Center Replacement Project

   Staff Report

General Manager Nancy Whelan refreshed the Board on the progress of the San Rafael Transit Center (SRTC) Replacement Project. Marin Transit provides most of the service that operates through the SRTC, and most of the riders that travel through the SRTC are utilizing the District's services. The Environmental Impact

Report (EIR) has been finalized. Ms. Whelan introduced Director of Planning Cathleen Sullivan.

Ms. Sullivan introduced Adam Dankberg from Kimley-Horn, who is a Project Manager for the SRTC Replacement Project.

Mr. Dankberg explained why a new SRTC is needed. He provided a history and timeline of the SRTC Replacement Project. Mr. Dankberg described how they have engaged the public. He outlined the different analyses that have been used.

Mr. Dankberg provided a diagram of the plan they decided upon, which is called the Move Whistlestop Alternative. The existing SRTC will be used until the new site is ready, at which point the old SRTC site will be sold to raise proceeds for the cost of the project. Mr. Dankberg reviewed the amenities and benefits of the Move Whistlestop Alternative.

The new SRTC is estimated to be ready for use in winter or spring of 2027.

Mr. Dankberg listed the next steps and provided sample images of the project.

Director Sackett expressed appreciation for the presentation. She asked what tools were used when forecasting the future of the project.

Mr. Dankberg stated they have not made quantitative predictions, such as route-by-route data forecasts. They took service level predictions into consideration when deciding upon the size of the new SRTC. The City of Ran Rafael also included forward-looking analysis as part of their general plan update. That analysis projected ridership growth, which was used as a datapoint to ensure that the new facility could handle expected future needs.

Director Sackett noted that when the SRTC Replacement Project started, it was primarily a Golden Gate Transit project, whereas now it is centered on the District, given the use and ridership. Director Sackett suggested the project should have multi-modal features.

Director Sackett asked if the bike parking at the new SRTC would be secure.

Mr. Dankberg answered that they are expecting to provide class-one bike lockers, the quantity of which they are still determining.

Director Sackett if the City of San Rafael has provided any input that has led to changes in the plan.

Mr. Dankberg said they received feedback from the City of San Rafael on the Draft EIR. They took time to address the city's feedback before moving onto the Final EIR. That feedback impacted the layout of the site, in addition to the environmental documents. Prior to the release of the Final EIR, they presented to the City of San Rafael and received feedback from Councilmembers, including interest in the Community Design Advisory Group, which they have considered.

Director Bushey added the City of San Rafael is looking toward the future, and the project is very important to the city, as it is the entryway to San Rafael. The City is interested in the design and integration with surrounding streets and would like to provide feedback. Director Bushey said they should consider the regional transportation corridors on Second and Third Street. She stated the City is involved and interested, and she hopes the City will continually be consulted.

Vice President Colbert thanked Mr. Dankberg for his report. He asked if Mr. Dankberg knew when the Technical Advisory Committee would reconvene.

Mr. Dankberg said the next meeting date has not yet been set, and they are beginning the preliminary engineering tasks.

President Rice asked what the anticipated lifespan of the new SRTC is.

Mr. Dankberg said they expect the new SRTC to function through 2050, though it may be variable as Mr. Dankberg's team selects specific design elements.

President Rice noted that it is hard to tell what the future holds for public transportation and the types of vehicles that will be used in the future. She said that she heard that one of the challenges of the new SRTC would be adaptability.

President Rice asked how many riders who travel through the SRTC are San Rafael residents, and she wondered where in San Rafael those riders reside.

Mr. Dankberg said they did an analysis of passenger data and found that about half of passengers had an origin or destination in Downtown San Rafael, although they did not study where those passengers lived.

Mr. Dankberg added that they are designing the new SRTC with flexibility in mind. For example, all of the bus bays are straight bays, which allows for greater flexibility in fleet sizing. Mr. Dankberg stated that they are in the early stages of designing the customer service facility, however flexibility will be incorporated. They are also considering sustainability.

Second Vice President Lucan thanked Mr. Dankberg for his presentation. Second Vice President Lucan asked if the prospective future development of the existing SRTC site would be under the purview of GGBHTD.

Mr. Dankberg answered that it would be, to some extent, as GGBHTD owns the majority of the existing SRTC site. There is a portion that is owned by Caltrans. As the site is in the City of San Rafael, the city would also be involved. The project's EIR did not include the future development of the existing SRTC, so that process would require its own approval. Mr. Dankberg clarified that they have identified that the existing site no longer serves a public transportation need and they plan to develop it to help pay for the new SRTC. There has been no determination made as far as what the ultimate development would look like.

Second Vice President Lucan asked if there have been future-oriented discussions regarding the new development. He explained that while he was on the Sonoma-Marin Area Rail Transit (SMART) Board of Directors, they found it took a long time to sell property. He said that he hopes they are planning.

President Rice called for public comment.

Linda Jackson from the Aging Action Initiative stated that she was excited, as she was a planner on an earlier part of the project. She noted that there is a significant aging population in Marin County. She said that the District has the potential to increase ridership as people decide that transit is a good option, however it needs to be a viable option. Ms. Jackson said the new shelters need to be better than the current ones, and more protective against weather. She added that there should be benches as well. She stated she thinks the design of the site is impactful. Ms. Jackson observed European transit centers that she believes are impressive. She asked how the new SRTC will be age-friendly.

Kevin Carroll stated that in the past, taxi cabs would sit on the SMART train tracks before the tracks were operational. Then, the taxi cabs were moved to Tamalpais Avenue. Mr. Carroll asked if the plan for the new SRTC includes space for taxi cabs, as some public transportation riders may use them, and he believes there should be a space for seniors to access taxi cabs.

Mr. Dankberg stated his team is actively discussing solutions for senior mobility with the District and the Community Design Advisory Group. He said the design for the new SRTC includes a pick-up and drop-off zone, which would allow for taxi cabs. He added that taxi staging is still being decided upon.

President Rice thanked Mr. Dankberg and said she is looking forward to future discussions. She emphasized the importance of the project.

Recommended Action: Discussion Item.

6. Set the Public Hearing for the June 2023 Service Changes

Staff Report

General Manager Nancy Whelan introduced the presentation as a continuation of an agenda item from the January 9, 2023 Board of Director's meeting.

Director of Operations & Service Development Robert Betts reviewed the recommended action. He gave an overview of the January 9 Board presentation. He summarized recent fixed route ridership trends and explained the objectives of many of the proposed service changes. He reviewed the actions being taken to address the changing conditions.

Mr. Betts outlined the service change proposal, and listed the impacts that the proposal would have. He explained the proposal's timeline.

Mr. Betts explained the proposed changes for Routes 22, 23/23x, 29, 35, 49, 71, 219, 251, 257, 645, and 651.

{Director Sackett exited at 10:58 AM}

Mr. Betts described staff's plans for digital, print, and in-person rider education.

{Vice Present Colbert exited at 11:04 AM}

President Rice expressed appreciation for the detail in Mr. Betts' report. She asked which routes and which riders would see the largest changes, in terms of frequency, origins, and destinations.

Mr. Betts answered that Novato will have significant changes, as riders may need to take a different route to arrive at their destination. He provided examples, including Route 251, Route 49, Route 257, Route 35, and Route 645. He explained that there will be new timed transfers. He emphasized the importance of rider education. In Tiburon and areas of Larkspur, where staff are proposing reductions in hours and frequency, there will be education on alternative options.

President Rice stated that if Directors have questions after the meeting, or between future meetings, Directors should reach out to Mr. Betts.

President Rice said Mr. Betts should report on origin and destination changes when educating people in the future. She suggested riders may focus on the lost coverage when they don't know alternative route options.

Director Casissa asked if staff plan to educate the school districts and students.

Mr. Betts answered that staff will be working with schools to provide education on the proposed changes, in addition to local cities and counties.

Director Casissa asked how much ridership on Route 219 has reduced.

Mr. Betts said that Route 219 is at 50 to 55 percent of pre-COVID 19 ridership. Most fixed route services are at 90 to 100 percent of pre-COVID 19 levels.

Director Casissa expressed appreciation for how the route changes were expressed with maps.

Second Vice President Lucan asked when the proposed changes will go into effect, and he wondered how that relates to local school calendars.

Mr. Betts answered that they are proposing to make the changes on June 11, 2023, which is almost the last week of school. To minimize impacts on the students, Route 645 and Route 651 will run through the end of the school year. The added service on Route 35 and Route 257 would start on June 11, which would supplement service for the remainder of the school year.

Director Bushey asked if passengers will need to offboard Route 35 at the SRTC and board Route 71 in order to continue their route as it was prior to June 11. She wondered how staff will alert the riders who need to switch routes before they start going in the wrong direction.

Mr. Betts said staff are currently working on rider education. He explained that staff have found it effective to be at the bus stops and engage with riders in English and Spanish. Staff will continue to post stop notices as well.

Director Bushey added that it is important to reach the riders before they arrive at the SRTC.

President Rice asked how Route 22's proposed adjustments would impact paratransit service.

Mr. Betts said that the proposed adjustments will impact paratransit service's hours of operation. Route 22 would stop running at 8:00 PM, meaning paratransit service would stop running at 8:00 PM in areas with no nearby fixed routes that run later. There will continue to be paratransit service after 8:00 PM in areas that are additionally served by later-running fixed routes.

President Rice asked how many riders utilize paratransit service after 8:00 PM. She noted that the proposed change in Route 22 also limits service at the College of Marin. She wondered if there are people utilizing the segment that is proposed to be cut out, during hours that will be cut. She added that College of Marin ridership has grown over time and nearby routes have been valuable.

Mr. Betts stated that staff will present a Title VI report that will go into detail on the proposed changes' potential impacts on riders, including minority and low-income riders. He said that some of President Rice's requested data may be included in the report.

Administrative Assistant & Board Secretary Kate Burt announced that Director Casissa will be voting in Vice President Colbert's absence.

Recommended Action: Set the public hearing to receive public comment on the June 2023 fixed route service changes for the March 6, 2023 Board Meeting.

M/s: Director Rodoni – Second Vice President Lucan

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

Noes: None

Absent: Vice Present Colbert, Director Sackett

Abstain: None

7. Marin Transit & Marin Access New Logo Implementation Plan

Staff Report

Director of Planning Cathleen Sullivan reported that staff have refreshed the District's logo, with the goal of modernizing it and increasing legibility. Staff have also refreshed the Marin Access logo to align with the new District logo. The logo is now live on the District's website, alongside a press kit as well as a brand and style guide. All capital infrastructure will be updated over time, according to a phased implementation plan. The plan was designed to minimize cost and staff time. Most updates on electronic materials have been made, and printed materials will be updated during their next scheduled printing. Logo implementation on some capital assets is still being determined. The cost estimates have not been finalized, although the costs are expected to fit into the

budget. There will be some time in which public logo representation will be inconsistent, however staff deem it worth implementing slowly.

Recommended Action: Discussion Item.

8. Return to In Person Marin Transit Board of Directors Meetings at the Marin County Civic Center's Board Chambers with Virtual Option

   Staff Report

General Manager Nancy Whelan reported that the State of California is expected to lift the state of emergency order on February 28, 2023, which will nullify the conditions of Assembly Bill (AB) 361. AB 2449 was passed, which allows for remote participation for Directors under limited circumstances.

Staff have spent several months determining how the District should run hybrid meetings despite technical and cost issues. The technical and cost issues have since been resolved, and access to a stable internet connection at the hybrid Board meeting location has been confirmed.

Moving forward, hybrid meetings will be held, with multiple ways for the public to participate. Directors will be able to participate under AB 2449's conditions.

Ms. Whelan reviewed the recommended action.

Recommended Action: Approve the return to in person board meetings at the Marin County Civic Center's Board Chambers beginning on March 6, 2023, under the rules of State Assembly Bill 2449 (AB 2449).

M/s: Director Moulton-Peters – Director Bushey

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

Noes: None

Absent: Vice Present Colbert, Director Sackett

Abstain: None

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

SINE DIE

_____
PRESIDENT

ATTEST:

_____
CLERK

711 Grand Ave, #110
San Rafael, CA 94901
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March 06, 2023

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

Subject: Contract with Maze and Associates for Independent Year End Audits

Dear Board Members:

Recommendation

Award contract and Authorize Board President to execute contract with Maze and Associates for Independent Year End Audits for three years with two additional option years.

Summary

Staff recommends that your Board approve a contract (#1169) with Maze and Associates to provide Independent Year End audits for fiscal years ending June 30, 2023, June 30, 2024, and June 30, 2025, with two optional one-year extensions. The contract includes performance of the federal single audit and preparing the Annual Comprehensive Financial Reports (ACFR) and National Transit Databased compliance audits (if required).

Background

On December 13, 2022, Marin Transit issued a Request for Proposals (RFP) to complete independent year end audits. Responses were due January 30, 2023. Marin Transit received six proposals from qualified firms. An evaluation panel was convened to review the proposals based on the criteria specified in the RFP and conducted four interviews in February 2023.

Discussion

The panel concluded that Maze and Associates possesses significant experience with governmental accounting, the transit industry, and compliance auditing. Moreover, this firm provided clear schedules and key staff members with deep experience with transit agency audits.

Marin Transit staff believe that Maze and Associates will effectively and efficiently provide comprehensive year end audit services and has the expertise to continue to improve the sophistication of Marin Transit's financial reporting.

Fiscal/Staffing Impact

The cost to Marin Transit for the services to be provided shall not exceed the maximum sum of $109,770, including direct non-salary expenses for the three base contract years. Table 1 shows contract maximums by fiscal year and option year pricing. In the first contract year, the new contract maximum is about 5% below the prior year costs though this is offset by a higher annual cost escalation. The audit expense is included in the District's 10 year financial plan and be budgeted by fiscal year under the accounting and audit fees line item.

Table 1: Contract Expense by Fiscal Year

Fiscal Year	Audit Year	Contract Maximum	General Audit	Single Audit**	ACFR Prep	NTD IAS-FF (if needed)
FY 22/23	FY23	$35,165	$24,055	$5,090	$4,360	$1,660
FY 23/24*	FY24	$36,571	$25,017	$5,294	$4,534	$1,726
FY24/25*	FY25	$38,034	$26,018	$5,506	$4,715	$1,795
Option Years						
FY 25/26*	FY26	$39,556	$27,059	$5,726	$4,904	$1,867
FY 26/27*	FY27	$41,138	$28,141	$5,955	$5,100	$1,942

* Contingent of budget approval and funding availability

** Includes three program areas

Respectfully Submitted,

Karina Sawin

Senior Accounting Analyst

Attachment A: Maze and Associates Independent Financial Audit Contract #1169

Attachment B: Engagement Letter

MARIN COUNTY TRANSIT DISTRICT
PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this 6th day of March , 2023, by and between the MARIN COUNTY TRANSIT DISTRICT, hereinafter referred to as "District" and Maze & Associates, hereinafter referred to as "Contractor."

RECITALS:

WHEREAS, District desires to retain a person or firm to provide the following service: Independent Financial Audit Services; and

WHEREAS, Contractor warrants that it is qualified and competent to render the aforesaid services;

NOW, THEREFORE, for and in consideration of the Contract made, and the payments to be made by District, the parties agree to the following:

1. SCOPE OF SERVICES:
Contractor agrees to provide all of the services described in **Exhibit A** attached hereto and by this reference made a part hereof.

2. **FURNISHED SERVICES**:
The District agrees to:

A. Guarantee access to and make provisions for the Contractor to enter upon public and private lands as required to perform their work.

B. Make available all pertinent data and records for review.

C. Provide general bid and Contract forms and special provisions format when needed.

3. **FEES AND PAYMENT SCHEDULE**:
The fees and payment schedule for furnishing services under this Contract shall be based on the rate schedule which is attached hereto as **Exhibit B** and by this reference incorporated herein. Said fees shall remain in effect for the entire term of the Contract. Contractor shall provide District with his/her/its Federal Tax I.D. number prior to submitting the first invoice.

4. **MAXIMUM COST TO DISTRICT**:
In no event will the cost to District for the services to be provided herein exceed the maximum sum of **$109,770** including direct non-salary expenses for the three base years. Table 1 shows contract maximums by fiscal year and option year pricing. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to District may be amended by written notice from District to reflect that reduction.

Table 1: Contract maximums by Fiscal Year:

FISCAL YEAR	Audit Year	Contract Maximum[1]	General Audit	Single Audit[2]	ACFR Prep	NTD IAS-FF (if needed)[3]
FY22/23	FY23	**$35,165**	$24,055	$5,090	$4,360	$1,660
FY23/24	FY24	**$36,571**	$25,017	$5,294	$4,534	$1,726
FY24/25	FY25	**$38,034**	$26,018	$5,506	$4,715	$1,795
Option Years						
FY25/26[4]	FY26	**$39,556**	$27,059	$5,726	$4,904	$1,867
FY26/27[4]	FY27	**$41,138**	$28,141	$5,955	$5,100	$1,942

5. **TIME OF CONTRACT**:
This Contract shall commence on March 6, 2023, and shall terminate on December 31, 2025. Certificate(s) of Insurance must be current on day Contract commences and if scheduled to lapse prior to termination date, must be automatically updated before final payment may be made to Contractor. The final invoice must be submitted within 30 days of completion of the stated scope of services.

6. INSURANCE:

Commercial General Liability:

The Contractor shall maintain a commercial general liability insurance policy in the amount of $1,000,000 ($2,000,000 aggregate). The District shall be named as an additional insured on the commercial general liability policy.

Commercial Automobile Liability:

Where the services to be provided under this Contract involve or require the use of any type of vehicle by Contractor, Contractor shall provide comprehensive business or commercial automobile liability coverage, including non-owned and hired automobile liability, in the amount of $1,000,000.00.

Workers' Compensation:

The Contractor acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. If Contractor has employees, a copy of the certificate evidencing such insurance, a letter of self-insurance, or a copy of the Certificate of Consent to Self-Insure shall be provided to the District prior to commencement of work.

Errors and Omissions, Professional Liability or Malpractice Insurance.

Contractor may be required to carry errors and omissions, professional liability or malpractice insurance.

All policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless District specifically consents to a "claims made" basis. The insurer shall supply District adequate proof of insurance and/or a certificate of insurance evidencing coverages and limits prior to commencement of work. Should any of the required insurance policies in this Contract be cancelled or non-renewed, it is the Contractor's duty to notify the District immediately upon receipt of the notice of cancellation or non-renewal.

If Contractor does not carry a required insurance coverage and/or does not meet the required limits, the coverage limits and deductibles shall be set forth on a waiver, **Exhibit C**, attached hereto.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of this Contract. In addition to any other available remedies, District may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

7. ANTI DISCRIMINATION AND ANTI HARASSMENT:
Contractor and/or any subcontractor shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee or volunteer of the Marin County Transit District based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Contractor and/or any subcontractor understands and agrees that Contractor and/or any subcontractor is bound by and will comply with the anti discrimination and anti harassment mandates of all Federal, State and local statutes, regulations and ordinances.

8. **SUBCONTRACTING**:
The Contractor shall not subcontract nor assign any portion of the work required by this Contract without prior written approval of the District except for any subcontract work identified herein. If Contractor hires a subcontractor under this Contract, Contractor shall require subcontractor to provide and maintain insurance coverage(s) identical to what is required of Contractor under this Contract and shall require subcontractor to name Contractor and Marin County Transit District as an additional insured under this Contract for general liability. It shall be Contractor's responsibility to collect and maintain current evidence of insurance provided by its subcontractors and shall forward to the District evidence of same.

9. ASSIGNMENT:

The rights, responsibilities and duties under this Contract are personal to the Contractor and may not be transferred or assigned without the express prior written consent of the District.

10. LICENSING AND PERMITS:

The Contractor shall maintain the appropriate licenses throughout the life of this Contract. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.

11. BOOKS OF RECORD AND AUDIT PROVISION:

Contractor shall maintain on a current basis complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids, all income and all expenditures. The books and records shall be original entry books with a general ledger itemizing all debits and credits for the work on this Contract. In addition, Contractor shall maintain detailed payroll records including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items. These documents and records shall be retained for at least five years from the completion of this Contract. Contractor will permit District to audit all books, accounts or records relating to this Contract or all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. Any audit may be conducted on Contractor's premises or, at District's option, Contractor shall provide all books and records within a maximum of fifteen (15) days upon receipt of written notice from District. Contractor shall refund any monies erroneously charged.

12. WORK PRODUCT/PRE-EXISTING WORK PRODUCT OF CONTRACTOR:

Any and all work product resulting from this Contract is commissioned by the Marin County Transit District as a work for hire. The Marin County Transit District shall be considered, for all purposes, the author of the work product and shall have all rights of authorship to the work, including, but not limited to, the exclusive right to use, publish, reproduce, copy and make derivative use of, the work product or otherwise grant others limited rights to use the work product.

To the extent Contractor incorporates into the work product any pre-existing work product owned by Contractor, Contractor hereby acknowledges and agrees that ownership of such work product shall be transferred to the Marin County Transit District.

13. TERMINATION:

A. If the Contractor fails to provide in any manner the services required under this Contract or otherwise fails to comply with the terms of this Contract or violates any ordinance, regulation or other law which applies to its performance herein, the District may terminate this Contract by giving five (5) calendar days written notice to the party involved.
B. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.
C. Either party hereto may terminate this Contract for any reason by giving thirty (30) calendar days written notice to the other parties. Notice of termination shall be by written notice to the other parties and be sent by registered mail.
D. In the event of termination not the fault of the Contractor, the Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract so long as proof of required insurance is provided for the periods covered in the Contract or Amendment(s).

14. APPROPRIATIONS:

The District's performance and obligation to pay under this Contract is contingent upon an annual appropriation by the Marin County Transit District Board of Directors, the State of California or other third party**.** Should the funds not be appropriated District may terminate this Contract with respect to those payments for which such funds are not appropriated. District will give Contractor thirty (30) days' written notice of such termination. All obligations of District to make payments after the termination date will cease.

Where the funding source for this Contract is contingent upon an annual appropriation or grant from the Marin County Transit District Board of Directors, the State of California or other third party, District's performance and obligation to pay under this Contract is limited by the availability of those funds. Should the funding source for this Contract be eliminated or reduced, upon written notice to Contractor, District may reduce the Maximum Cost to District identified in section 4 to reflect that elimination or reduction.

15. RELATIONSHIP BETWEEN THE PARTIES:

It is expressly understood that in the performance of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent Contractor and not as officers, employees or agents of the District. Contractor shall be solely responsible to pay all required taxes, including but not limited to, all withholding social security, and workers' compensation.

16. AMENDMENT:

This Contract may be amended or modified only by written Contract of all parties.

17. ASSIGNMENT OF PERSONNEL:
The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to District, as is evidenced in writing.

18. JURISDICTION AND VENUE:
This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

19. INDEMNIFICATION:
Contractor agrees to indemnify, defend, and hold District, its employees, officers, and agents, harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees arising from any and all claims and losses to anyone who may be injured or damaged by reason of Contractor's negligence, recklessness or willful misconduct in the performance of this Contract.

20. COMPLIANCE WITH APPLICABLE LAWS:
The Contractor shall comply with any and all Federal, State and local laws and resolutions: including, but not limited to the County of Marin Nuclear Free Zone and Living Wage Ordinance Copies of any of the above-referenced local laws and resolutions may be secured from the Contract Manager referenced in section 21. In addition, the following NOTICES may apply:

1. **Pursuant to California Franchise Tax Board regulations, District will automatically withhold 7% from all payments made to vendors who are non-residents of California.**

2. **Contractor agrees to meet all applicable program access and physical accessibility requirements under State and Federal laws as may apply to services, programs or activities for the benefit of the public.**

3. **For Contracts involving any Federal Transit Administration grant funds, Exhibit D must be attached. Exhibit D provides all Federal Transit Administration Contract Provisions relevant to this Contract.**

4. **For Contracts involving any State or Federal grant funds, Exhibit E must be attached. Exhibit E shall consist of the printout results obtained by search of the System for Award Management at www.sam.gov.**

Exhibit E - Debarment Certification

By signing and submitting this Contract, the Contractor is agreeing to abide by the debarment requirements as set out below.

- The certification in this clause is a material representation of fact relied upon by District.
- The Contractor shall provide immediate written notice to District if at any time the Contractor learns that its certification was erroneous or has become erroneous by reason of changed circumstances.
- Contractor certifies that none of its principals, affiliates, agents, representatives or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:
    - re not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
    - Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
    - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
    - Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.
- The Contractor agrees by signing this Contract that it will not knowingly enter into any subcontract or covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- Any subcontractor will provide a debarment certification that includes the debarment clause as noted in preceding bullets above, without modification.

21. NOTICES:

This Contract shall be managed and administered on District's behalf by the Department Contract Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be given to District at the following location:

Contract Manager:	Lauren Gradia, Director of Finance and Capital Programs
Dept./Location:	Marin Transit, 711 Grand Avenue, Suite 110, San Rafael, CA 94901
Telephone/Email:	415-226-0861 | lgradia@marintransit.org

Notices shall be given to Contractor at the following address:

Contractor:	Maze & Associates
Address:	3478 Buskirk Avenue, Suite 215 Pleasant Hill, CA 94523
Telephone No.:	925-930-0902

22. ACKNOWLEDGEMENT OF EXHIBITS

☒ ***Check applicable Exhibits***

			CONTRACTOR'S INITIALS
EXHIBIT A.	☒	**Scope of Services**	
EXHIBIT B.	☒	**Fees and Payment**	
EXHIBIT C.	☒	**Insurance Reduction/Waiver**	
EXHIBIT D.	☐	**Federal Transit Administration Contract Provisions**	
EXHIBIT E.	☐	**Contractor's Debarment Certification**	
EXHIBIT F.	☐	**Subcontractor's Debarment Certification**	

IN WITNESS WHEREOF, the parties have executed this Contract on the date first above written.

CONTRACTOR

By: _____

Name: _____

Title: _____

APPROVED BY

MARIN COUNTY TRANSIT DISTRICT:

By:_____

COUNTY COUNSEL REVIEW AND APPROVAL ***(required if template content has been modified)***

County Counsel: _____ Date: _____

EXHIBIT A

SCOPE OF SERVICES

The Auditor will perform services using the most current version of each of the following:

- Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants;
- The standards applicable to financial audits contained in the Government Auditing Standards issued by the Comptroller General of the United States;
- The provisions of the Single Audit Act as amended;
- The provisions of U. S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and Non-Profit Organizations;
- State of California Transportation Development Act (TDA);
- Special District and Transit District Reporting Requirements, as specified by the California State Controller.

Task 1: Independent Audit

The Auditor will be expected to audit all revenues and expenditures of Marin Transit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller of the United States. The auditor will be required to assist with implementation of Governmental Accounting Standards Board statements as applicable. The audit firm will render their auditors' report on the basic financial statements. The auditor will also prepare: Management's Discussion and Analysis; and a supplemental schedule fully identifying all Marin Transit revenues by source including the original source on pass through funds from Golden Gate Transit.

Task 2: Federal Single Audit

The audit firm will perform a Single Audit on the expenditures of federal grants in accordance with 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance (formerly* OMB Circular A-133) and render the appropriate audit reports on Internal Control over Financial Reporting based upon the audit of Marin Transit's financial statements in accordance with *Government Auditing Standards* and the appropriate reports on compliance with Requirements Applicable to each Major Program, Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with 2 CFR 200. The single audit report will include appropriate schedule of expenditures of federal awards, footnotes, findings and questioned costs, including reportable conditions and material weaknesses, and follow up on prior audit findings where required.

The audit firm shall issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Prior to issuance of the final management letter, the auditor shall deliver a draft copy to Marin Transit for review and management's responses.

Task 3: Annual Comprehensive Financial Report

The auditor shall complete an Annual Comprehensive Financial Report (ACFR) for submittal to the Government Finance Officers Association Certificate for Achievement of Excellence in Financial Reporting Program: https://www.gfoa.org/coa-award. This report will be completed with assistance from Marin Transit staff. Marin Transit staff will be responsible for compiling the Statistical Section of the report and assisting in the document set-up.

Deliverables for Tasks 1,2 & 3

The auditor shall prepare and submit four (4) copies of the preliminary draft of findings and recommendations, material weaknesses identified as a result of the evaluation in internal control systems, a summary of all instances of noncompliance with federal and state compliance requirements, and an identification of total amounts questioned. The preliminary draft should be submitted no later than October 30 of each year unless otherwise authorized by the General Manager.

Concurrent with submittal of the preliminary draft the auditor shall conduct an exit conference with the General Manager, and other appropriate personnel to review the preliminary draft and discuss findings.

At the conclusion of the ACFR the auditor shall provide:

- One (1) unbound reproducible master of each auditor prepared report
- An electronic file of each auditor prepared report, in word or unlocked PDF
- Ten (10) bound copies of each final auditor prepared report

The auditor will be required to present audit to a Board Ad Hoc committee and may be required to attend a minimum of one Board of Directors meeting for the purpose of discussing the audit and its conclusions.

Task 4: National Transit Database (NTD) Independent Auditor Statement for Federal Funding Allocation Data (IAS-FFA)

If required, Auditor will apply the agreed-upon procedures prescribed by the FTA, to the data contained in the Federal Funding Allocation Statistics Form (FFA-10). . Transit last had an IAS-FD preformed in 2014.

Such procedures, which were specified by the Federal Transportation Administration (FTA) in the Declarations section of the 2022 Reporting Manual and were agreed to by the District, were applied to assist the specified parties in evaluating whether the District complied with the procedures specified by the FTA and that the information included in the National Transit Database (NTD) report Federal Funding Allocation Marin Statistics Form (FFA-10) is presented in conformity with the requirements of the Uniform System of Accounts (USOA) and Records and Reporting System; Final Rule, as specified in 49 CFR Part 630, Federal Register, December 2007 and as presented in the 2022 Reporting Manual

The NTD IAS-FFA services represent agreed-upon procedures under AICPA attestation standards. Attachment D defines the terms of the NTD IAS-FFA services according to AICPA attestation standards.

FEES AND PAYMENT SCHEDULE (required)

DISTRICT shall pay CONTRACTOR as follows:

(1) BASE CONTRACT FEE. DISTRICT shall pay CONTRACTOR an all-inclusive maximum price a contract fee according to the table below. The price includes all expense reimbursements. Payments will not exceed the annual contract maximum during the term of the contract. CONTRACTOR shall submit requests for payment via invoice net 30 days following provision of services.

FISCAL YEAR	Audit Year	Contract Maximum[1]	General Audit	Single Audit[2]	ACFR Prep	NTD IAS-FF (if needed)[3]
FY22/23	FY23	**$36,165**	$24,055	$5,090	$4,360	$1,660
FY23/24	FY24	**$36,571**	$25,017	$5,294	$4,534	$1,726
FY24/25	FY25	**$38,034**	$26,018	$5,506	$4,715	$1,795
Option Years						
FY25/26[4]	FY26	**$39,556**	$27,059	$5,726	$4,904	$1,867
FY26/27[4]	FY27	**$41,138**	$28,141	$5,955	$5,100	$1,942

1) Maximum Contract is the addition of project components
2) Single Audit pricing is based on the number of major programs and is shown based on three major programs
3) The NTD work will only be done (and paid for) if required by FTA for the audit year
4) Option years will require a contract amendment

The Contactor can invoice for fees no more than monthly based work completed and billed according to the rate schedule included in the contractor proposal (not to exceed the contract maximum) or on completion of each task.

(2) MILEAGE. DISTRICT shall not pay CONTRACTOR for travel by private, leased or hired vehicles as required by this Contract.

(3) TRAVEL COSTS. DISTRICT shall not pay CONTRACTOR for meals, lodging, or other travel costs not included in this Contract.

(4) AUTHORIZATION REQUIRED. Services performed by CONTRACTOR and not authorized in this Contract shall not be paid for DISTRICT. Payment for additional services shall be made to CONTRACTOR by DISTRICT if, and only if, this Contract is amended by both parties in advance of performing additional services.

(5) MAXIMUM CONTRACT AMOUNT. The maximum amount payable to Contractor under this Contract for this period shall not exceed $109,770.

EXHIBIT "C"

INSURANCE REDUCTION/WAIVER (if applicable)

CONTRACTOR:_____

CONTRACT TITLE:_____

Contractor's professional liability insurance may be provided, in part, by self-insurance or large deductible as long as contractor provides: (1) evidence to the District that contractor has segregated amounts in a special insurance reserve fund meeting the contract's insurance requirements and restricted specifically to this project or (2) contractor's general insurance reserves are adequate to provide the necessary coverage and the Marin County Transit District may conclusively rely thereon.

This statement shall accompany all requests for a reduction/waiver of insurance requirements. Please check the box

if a waiver is requested or fill in the reduced coverage(s) where indicated below:

	Check Where Applicable	***Requested Limit Amount***	***CAO Use Only***
General Liability Insurance	☐	**$**	
Automobile Liability Insurance	☐	**$**	
Workers' Compensation Insurance	☐		
Professional Liability Deductible	☐	**$**	

Please set forth the reasons for the requested reductions or waiver.

Contract Manager Signature: _____

Date: _____

_____

MAZE & ASSOCIATES

February 21, 2023

Marin County Transit District
Lauren Gradia
Director of Finance and Capital Programs
711 Grand Avenue, Ste. 110
San Rafael, CA 94901

We are pleased to confirm our understanding of the services we are to provide for the Marin County Transit District as of and for the year ended June 30, 2023.

Audit Scope and Objectives

The services we have been engaged to provide are outlined below, but we are also available to provide additional services at your request:

1) Audit of the basic financial statements, assistance in the preparation of the District's Annual Comprehensive Financial Report, review of Management's Discussion & Analysis, and issuance of our Memorandum on Internal Control.

2) Testing for compliance with the Single Audit Act and applicable laws and regulations and issuance of our report thereon (one tested program).

3) Preparation of the Annual Comprehensive Financial Report (ACFR).

4) NTD IAS-FF, If needed

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

If the District's financial statements are accompanied by supplementary information other than RSI, we will subject the supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

Accountancy Corporation
3478 Buskirk Avenue, Suite 215
Pleasant Hill, CA 94523

T 925.930.0902
F 925.930.0135
E maze@mazeassociates.com
W **mazeassociates.com**

In connection with our audit of the basic financial statements, we will read the other information accompanying the financial statements and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the accompanying supplementary information when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance, but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Governmental Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of cash, investments and certain other assets and liabilities by correspondence with selected customers, funding sources, creditors and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill the District for responding to this inquiry.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures - Internal Control

We will obtain an understanding of the District and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and the Council internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the District has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each major program. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement, identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes in conformity with GAAP and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and the related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management's responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Management's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). Management is also responsible for providing us with (1) access to all information of which management is aware is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. We understand that the District will provide us with the Closing Checklist information required for our audit and that the District is responsible for the accuracy and completeness of that information. At the conclusion of our audit, we will require certain written representations from management about responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that it complies with applicable laws, regulations, contracts, agreements and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings must be made available for our review.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Maze & Associates, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent will be a separate engagement. With regard to an exempt offering document with which Maze & Associates is not involved, you agree to clearly indicate in the exempt offering document that Maze & Associates is not involved with the contents of such offering document.

Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. Management agrees to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. Management also agrees to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that: (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). Management agrees to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the representation letter that: (1) management is responsible for presentation of the supplementary information in accordance with GAAP; (2) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining of a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits or other studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. Management will be required to acknowledge in the management representation letter our assistance with the preparation of the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide prior to their issuance and have accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report to you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is our property and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Maze & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

We will retain audit documentation for this engagement for seven years after the report release date pursuant to state regulations. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June 2023 and to issue our reports no later than November 2023. David Alvey is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Maze & Associates' independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are billed based on our contract with the District. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the District's account becomes thirty days or more overdue and may not be resumed until the District's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

These fees are based on anticipated cooperation from District personnel, the completion of schedules and data requested on our Checklists by District personnel, preparation of audit confirmations we request by District personnel, location of any documents selected by us for testing, and the assumption that there will be no unexpected increases in work scope, such as new Single Audit Act major programs, new debt issues, etc., or delays which are beyond our control, as discussed on the Fees Attachment to this letter. If significant additional time is necessary, we will discuss it with District management and arrive at a new fee before we incur any additional costs.

We understand you will provide us with basic workspace sufficient to accommodate the audit team assigned to your audit. We understand the basic workspace will be equipped with a telephone and direct Internet access, preferably a temporary network outside of your network, a public IP address and a wired connection. We understand you will also provide us with access to a fax machine and read only access to your general ledger system.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Our most recent peer review report accompanies this letter.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements, which, if the financial statements include information other than RSI and supplemental information, will also address other information in accordance with AU-C 720, *The Auditor/s Responsibilities Relating to Other Information Included in Annual Reports*. Our reports will be addressed to the District Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with District management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

The *Government Auditing* Standards report on internal control over financial reporting and on compliance and other matters will state that (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

*****

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return the entire copy to us.

Maze + Associates

Maze & Associates

RESPONSE:

This letter correctly sets forth the understanding of the District.

By: _____

Title: _____

Date: _____

Marin County Transit District
Engagement Letter
Fees Attachment
June 30, 2023

Our fees for the work described in the attached engagement letter will be as follows, unless they are adjusted for one or more of the items below.

	Service	2023
1)	Comprehensive Annual Financial Report	$24,055
2)	Single Audit Act Report (1 program)	5,090
3)	Annual Report of Financial Transactions preparation for the City	4,360
4)	NTD Policy Manual, If needed	1,660
	Total Fees	$35,165

2023 Fees – Our fees are based on our proposal to the District dated January 30, 2023.

PDF Copies of Reports – print to PDF copies of the above reports are provided at no charge. These report copies are high quality, but do not include any bookmarks or hyperlinks and the file sizes may be large, depending on the length of the report. If you would like a higher quality PDF file with bookmarks and hyperlinks in the table of contents, we have listed three options below. Please contact us for more information on the specifics of these options. **Please contact us if you would like us to prepare one of the following three options** for your ACFR, or if you'd like a quote for the preparation of a file for another type of report. In addition, should you decide on one of the following options, please let us know at least a week in advance.

1. WEB PDF Annual Comprehensive Financial Report - $810
2. CAMERA READY PDF Annual Comprehensive Financial Report - $1,125
3. INDIVIDUAL PDF Annual Comprehensive Financial Report PAGES - $215

Additional Services - The above fees are for audit and assurance services described in the accompanying engagement letter. They do not include fees for assisting with closing the books nor providing other accounting services. Should the District require assistance beyond audit services we will provide a cost estimate before proceeding.

Report Finalization - Our fee is based on our understanding that all information and materials necessary to finalize all our reports will be provided to us before we complete our year-end fieldwork in your offices. In the case of Annual Comprehensive Financial Reports, this includes all the materials and information required to print the Annual Comprehensive Financial Report. As in the past, we will provide final drafts of all our reports before we leave your offices. We will schedule a Final Changes Meeting with you for a date no more than two weeks after we complete our fieldwork. At that meeting, we will finalize all reports for printing. After that date, report changes you make and changes required because information was not received timely will be billed at our normal hourly rates.

Post-Closing Client Adjusting Entries - The first step in our year-end audit is the preparation of financial statement drafts from your final closing trial balance. That means any entries you make after handing us your closing trial balance must be handled as audit adjustments, or in extreme cases, by re-inputting the entire trial balance, even if the amounts are immaterial. If you make such entries and the amounts are in fact immaterial, we will bill you for the costs of the adjustments or re-input at our normal hourly rates.

Recurring Audit Adjustments - Each year we include the prior year's adjusting entries as new steps in our Closing Checklist, so that you can incorporate these entries in your closing. If we are required to continue to make these same adjustments as part of this year's audit, we will bill for this service at our normal hourly rates.

Annual Comprehensive Financial Report Printing - As a convenience, we can send your Annual Comprehensive Financial Report to a printer we use locally. We do not charge for delivering camera-ready print masters to any printer of your choice and delivering the Annual Comprehensive Financial Reports or BFS to you. However, we will bill you for any additional time spent on the Annual Comprehensive Financial Report printing at our normal hourly rates. This includes changes after the report goes to the printer, obtaining, reviewing and / or delivering printer's proofs, etc.

We can also help with Annual Comprehensive Financial Report design, including covers, tabs, dividers, color choices, bindings, organization charts, maps, etc. We will estimate these costs for you before proceeding.

Single Audit Act - Additional programs will each cost $5,090 in 2023, unless there are other factors which add to that program's cost; in that case, we will provide a cost estimate before proceeding.

Grant Programs Requiring Separate Audit - Grant programs requiring separate audits represent a significant increase in work scope, and fees for these audits vary based on the grant requirements. If you wish us to determine and identify which programs are subject to audit, we will bill you for that time at our normal hourly rates.

Changes in District Personnel - Our experience is that changes and /or reductions in Finance Department staff can have a pronounced impact on costs of performing the audit. If such changes occur, we will meet with you to assess their impact and arrive at a new fee before we begin the next phase of our work. However, we reserve the right to revisit this subject at the conclusion of the audit, based on your actual performance and our actual costs.

www.CoughlanNapaCPACo.com
Company@CoughlanNapaCPACo.com

Report on the Firm's System of Quality Control

February 9, 2021

To Maze & Associates Accountancy Corporation and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

190 Camino Oruga, Suite 1 • Napa, CA 94558 • telephone: 707.255.0677 • fax: 707.255.0687
Member: American Institute of CPAs • California, Hawaii, & Oregon Societies of CPAs

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Maze & Associates Accountancy Corporation in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Maze & Associates Accountancy Corporation has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Coughlan Napa CPA Company, Inc.

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Director
Supervisor District 4

Maribeth Bushey
Director
City of San Rafael

Fred Casissa
Alternate
Town of Corte Madera

March 6, 2023

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

Subject: Purchase of Passenger Information and Vehicle Tracking System

Dear Board Members:

Recommendation

Authorize General Manager to complete the purchase of a three-year software agreement with Swiftly, Inc. at an amount not to exceed $300,000 and approve Budget Amendment #2023-05.

Summary

Staff recommends that your Board authorize the General Manager to complete a software purchase with Swiftly, Inc., of a supplemental computer automated dispatch and automatic vehicle location (CAD/AVL) system. The system is designed to enhance our service reliability and to improve the integrity of the real-time vehicle location and route tracking data that Marin Transit makes publicly available. In addition, the investment will allow more tools to assist with route planning and development of our schedules and timetables.

Transit riders of Marin County depend not only on Marin Transit's services, but also on the information and data that we provide about those services. Staff have identified a number of improvements needed to our current real-time transit data feed that will provide passengers with enhanced information and more accurate and reliable data.

Background

In 2010, your Board approved the procurement of the GMV Syncromatics system to be installed on all Marin Transit revenue vehicles. This system allowed the District, and its passengers, to track transit vehicles in real-time and get updated stop-level arrival predictions. In evaluating the District's current and emerging needs, operations staff have concluded that the functionality and the accuracy of the data published by the current system could be greatly enhanced and improved with further investments in software technology.

The recommended Swiftly enhancements will offer the District and its riders the following benefits:

1. **Enhanced real-time vehicle predictions**. The software has the ability to auto-correct incorrect trip or vehicle assignments that will improve the completeness and accuracy of the next arrival predictions for riders.
2. **Trip Cancellation and Detours.** The software will allow District staff and our contractors to cancel missed trips or put a route on detour in real-time. This information will then flow to the rider though digital outlets including Google Maps, the Transit App, and the District's website.
3. **Trip Run Times Analysis**. The software will give the Marin Transit scheduling team insights on how to adjust the stop-to-stop runtimes in the published schedule to increase on-time performance. This is done by monitoring historic data and giving suggestions for updating schedules.

The current Syncromatics platform does not provide the District with these capabilities. This incremental "add-on" software will allow the District to retain the current onboard vehicle hardware investments while improving the overall performance of the system. The inclusion of Swiftly services will provide a more accurate transit feed, enhanced rider information, improved insight on our service performance, and an overall improved public image.

Fiscal / Staffing Impact

The total cost of the procured system for a three-year period will not exceed the amount of $300,000. This cost is based on the specific features purchased and a per vehicle cost. This amount will include three service years, initial startup costs, and ongoing support from the Swiftly team. The system will be capitalized and funded with a combination of Measure AA sales tax funding and local property tax revenue. Budget amendment 2023-05 adds $300,000 to the capital project - On Board Vehicle Equipment (OC) for the purchase.

Respectfully Submitted,

Robert Betts
Director of Operations and Service Development

Attachment A: Marin Transit Swiftly Order Form

Swiftly Order Form

Customer	Marin County Transit District
Quote Date	2/17/2023 — Pricing Valid for 30 Days
Quote Number	Mar-44974
Effective Date of Service	3/15/2023
Contract Term	The exact service term (the 'Initial Term'): 36 Months (3/15/2023 - 3/14/2026).
Billing Terms	Upfront
Renewal Term Pricing	The annual cost shall increase by up to 10% for each one year 'Renewal Term'.
Marketing Terms	Willingness to work with Swiftly to develop a case study, mutually agreeable press release, and ability to use your agency as a reference (website, presentations, etc.).
"Included" Products	Products specified as "Included" on the tables below are included at no cost to the Customer through Golden Gate Transit contract No. 2021-D-029 through June 30, 2023. If Golden Gate Transit does not renew the "Included" products by June 30, 2023, Customer will lose access to all "Included" products below effective July 1, 2023.

Annual Fees

PRODUCT	NUMBER OF VEHICLES	LIST ANNUAL PRICE PER VEHICLE	ANNUAL COST PER VEHICLE	TOTAL COST PER YEAR
Connect with Passengers				
Real-time Passenger Predictions + Live Operations	79	$730	$612.00	$48,348.00
Service Adjustments	79	$550	$450.00	$35,550.00
Connect with Staff				
Run-times	49	$365	$306.00	$14,994.00
Run-times	30	$365	$306.00	Included
Discount to reflect existing Syncromatics Autoassigner contract. If Syncromatics discontinues payment for Swiftly's Autoassigner, Customer will be provided a prorated invoice to cover the remainder of the term.				*-$9,500.00*
			TOTAL ANNUAL COST	**$89,392.00**
			Software Sales Tax — 0%	$0
			TOTAL ANNUAL INCREASE AFTER YEAR 1	0%

One-Time Fees

SERVICE / PRODUCT	QTY	LIST PRICE PER VEHICLE	COST PER VEHICLE	TOTAL COST
Swiftly Implementation Services	79	$405	$338.00	$26,702.00
			TOTAL ONE-TIME COST	**$26,702.00**

Billing Table	Annual Term	Billing Date	Amount Due
	3 YEAR TOTAL Due	**3/15/2023**	**$294,878**

Swiftly

Swiftly Order Form (Signature Page)

Payment Terms: Due Net 30. Invoice sent separately. All fees are non-refundable and non-cancellable without Swiftly's written consent.
Pricing: The pricing contained herein contains discounts based on number of products purchased and number of vehicle licenses. Any subsequent change to either of these pricing parameters will result in any discount being reduced or removed entirely.
SMS & Voice Limits: Up to a combined 5,000 SMS and voice calls are included per month for US customers only. Each additional 5,000 combined SMS and voice calls per month costs $125.
Sales Tax: If your agency is not tax exempt, sales tax may be added to this purchase order.
Terms of Use: By signing below, Customer agrees that this Order Form is subject to, and Customer is bound by, the Swiftly SaaS Terms of Service attached (the "Swiftly Terms"). Unless otherwise specifically stated in an Addendum, in the event of a conflict between the Addendum and the Swiftly Terms, the Swiftly Terms shall govern.

Customer:	**Swiftly, Inc.**
Signature	Signature
Name	**Rob Gaffney** Name
Title	**CFO** Title
Date	Date
Address	**2261 Market Street #4151** **San Francisco, CA 94114** Address
Billing Contact Name	
Billing Email	
Billing Phone	

Order Details

• We use a Software as a Service (SaaS) model with annual subscriptions per product. There are no hosting or maintenance fees.
• Subscriptions include unlimited users within your agency.
• We believe in data access and availability. As long as your agency is a paying customer, you will have easy access to download up to three years data from the modules you purchase.
• Every time we update the platform or launch or a new feature, your agency will automatically have access to that feature so long as you have paid for that module. Since the system is cloud-based, you will never need to download or re-install new software. Simply login and you'll see the new feature!
• We pride ourselves on having the best support team in the industry. Always feel free to reach out with questions, comments, or suggestions on how we can better serve you. We typically respond to inquiries within 24 hours.

Technical Requirements

Swiftly's Dashboard:
• The core Swiftly dashboard is hosted in the cloud – you do not need to install or download any software.
• You can access the software from any computer, anywhere, anytime.
• Swiftly works on the latest version of any browser.

Swiftly Software as a Service Terms and Conditions

These Software as a Service Terms and Conditions (together with any applicable Order Form issued hereunder, the "Agreement"), effective as of the date set forth on an applicable Order Form ("Effective Date"), is between Swiftly, Inc., a Delaware corporation, with an address at 2261 Market Street #4151, San Francisco, CA 94114-1612 ("Swiftly"), and the Customer named in such Order Form ("Customer"). Swiftly and Customer agree as follows:

1. SERVICES

1.1 License. Subject to the terms and conditions of this Agreement, Swiftly (a) will use commercially reasonable efforts to host, operate and maintain the services as set forth on the Order Form, which may include the Swiftly platform (the "Platform"), the Swiftly API (the "API"), and/or other services offered by Swiftly (collectively, the "Services"), (b) grants Customer a non-exclusive, non-transferable, non-sublicensable right and license to access and use the Services and (c) grants Customer a non-exclusive, non-sublicensable and non-transferable license to use (i.e., to download and display locally) Content solely for purposes of using the Services. For clarity, unless otherwise specified by Swiftly in writing, any and all rights or licenses granted by Swiftly to Customer shall only apply to Customer and not Customer's affiliates, including, without limitation, any parent, subsidiary, or other entity controlled by or under common control with Customer.

1.2 Access and Account Setup. Upon execution of an Order Form, Swiftly will provide Customer with a unique login and password to access the Services web pages which are hosted and maintained by Swiftly. Customer shall be responsible for the acts or omissions of any person who accesses the Services using logins provided to or created by Customer. Swiftly reserves the right to modify or discontinue any part of the Services at any time by giving thirty (30) days' prior written notice to Customer, provided that in the event such modification or discontinuance materially reduces the functionality of the Services, Customer may terminate this Agreement upon at least thirty (30) days' prior written notice to Swiftly, and Swiftly shall provide Customer with a pro-rated refund of any pre-paid fees for Services not performed by the effective date of termination. From time to time, Swiftly personnel may log in to the Service under Customer's account in order to maintain or improve the Service, including providing Customer assistance with technical or billing issues. Customer hereby acknowledges and consents to such access.

1.3 Service Availability. Swiftly will use commercially reasonable efforts to maintain the Service availability to send and receive data, subject to downtimes resulting from maintenance, repairs and upgrades. Swiftly will attempt to notify Customer electronically via the Service in advance of any planned downtime. Notwithstanding the foregoing, Swiftly will not be liable for any failures in the Service or any other problems which are related to (a) the Customer Content (b) outages to any telecommunications or public Internet backbones, networks or servers, or other equipment or service outside of Swiftly's facilities or control.

1.4 Service Support. Swiftly will provide Customer with e-mail support for Customer's use of the Service during Swiftly's regular business hours. Customer agrees that Swiftly is not responsible

to provide support for any issues resulting from problems, errors or inquiries related to Customer's systems or hardware.

1.5 Customer Content. As used herein, the term "Content" includes, without limitation, information, data, text, photographs, software, scripts, graphics, and interactive features generated, provided, or otherwise made accessible on or through the Services, including without limitation all Customer Content (as defined below). All Content created through or submitted to the Services by Customer (collectively "Customer Content") is the sole responsibility of Customer. Customer acknowledges and agrees that Swiftly will not assume any, and hereby disclaims all, responsibility and liability for Customer Content and any modifications thereto. Customer hereby grants Swiftly a worldwide, non-exclusive, perpetual, royalty-free, fully paid-up license to use, reproduce, perform, display, modify, and distribute the Customer Content.

1.6 Use Restrictions. Except as expressly permitted in this Agreement, Customer shall not directly or indirectly (a) use any of Swiftly's Confidential Information (defined below) to create any service, software, documentation or data that is similar or competitive to any aspect of the Services, (b) disassemble, decompile, reverse engineer or use any other means to attempt to discover any source code of the Services, or the underlying ideas, algorithms or trade secrets therein, (c) encumber, sublicense, transfer, rent, lease, time-share or use the Services in any service bureau arrangement or otherwise for the benefit of any third party, (d) copy, harvest, scrape, distribute, manufacture, adapt, create derivative works of, translate, localize, port or otherwise modify any aspect of the Services, (e) use or allow the transmission, transfer, export, re-export or other transfer of any product, technology or information it obtains or learns pursuant to this Agreement (or any direct product thereof) in violation of any export control or other laws and regulations of the United States or any other relevant jurisdiction, (f) interfere or attempt to interfere with the proper working of the Services or any activities conducted on the Services, (g) remove any copyright patent, trademark, or other intellectual property notices, information, and restrictions contained in any Content accessed through the Services, or (h) permit any third party to engage in any of the foregoing proscribed acts.

1.7 Limitations. Swiftly will not be responsible or liable for any failure in the Services resulting from or attributable to (a) Customer use of the Services not in accordance with this Agreement or any relevant documentation provided by Swiftly, (b) failures in any telecommunications, network or other service or equipment outside of Swiftly's or its service providers' facilities, (c) Customer's or any third party's products, services, negligence, acts or omissions, (d) any force majeure or other cause beyond Swiftly's reasonable control, or (e) unauthorized access, breach of firewalls or other hacking by third parties. In particular, Swiftly makes no representations or warranties and disclaims any and all liability with respect to any third party products and services (collectively, "Third Party Materials") that Swiftly acquires pursuant to or at the direction of Customer. Customer acknowledges that it is solely responsible for deciding which Third Party Materials it requires Swiftly to purchase on its behalf, and Customer shall look solely to the manufacturer of such Third Party Materials in the event of any defect in the material or workmanship of such Third Party Materials. All such Third Party Materials shall be delivered directly to Customer and at no time shall Swiftly have possession of such Third Party Materials.

2. PROPRIETARY RIGHTS

2.1 Subject to the rights and licenses expressly granted hereunder, Customer shall retain all rights, title and interest (including all intellectual property and proprietary rights) in and to the Customer Content. Subject to the limited rights and licenses expressly granted hereunder, Swiftly (and its licensors) shall retain all rights, title and interest (including all intellectual property and proprietary rights) in and to the Services, the Platform, the API, all Content (excluding the Customer Content), all Swiftly trademarks, names, logos, all copies, modifications and derivative works thereof, and all rights to patent, copyright, trade secret and other proprietary or intellectual property rights therein. Additionally, all Customer (a) suggestions for correction, change or modification to the Services, (b) evaluations, and (c) other feedback, information and reports provided to Swiftly hereunder (collectively, "Feedback"), will be the property of Swiftly, and Customer shall and hereby does assign any rights in such Feedback to Swiftly. Customer agrees to assist Swiftly, at Swiftly's expense, in obtaining intellectual property protection for such Feedback, as Swiftly may reasonably request.

3. CONFIDENTIALITY

3.1 Definition. Each party agrees that the business, technical and financial information, including without limitation, the Services, the Platform, and the API, and all software, source code, inventions, algorithms, know-how and ideas and the terms and conditions of this Agreement, designated in writing as confidential or disclosed in a manner that a reasonable person would understand the confidentiality of the information disclosed, shall be the confidential property of the disclosing party and its licensors ("Confidential Information"). For the avoidance of doubt, any and all data provided to Customer through the Services (other than Customer Content) shall be considered Swiftly's Confidential Information. Confidential Information does not include information that (a) is previously rightfully known to the receiving party without restriction on disclosure, (b) is or becomes known to the general public, through no act or omission on the part of the receiving party, (c) is disclosed to the receiving party by a third party without breach of any separate nondisclosure obligation, or (d) is independently developed by the receiving party.

3.2 Confidentiality. Except for the specific rights granted by this Agreement, the receiving party shall not access, use or disclose any of the disclosing party's Confidential Information without its written consent, and shall use at least the standard of care used to protect its own Confidential Information, but not less than reasonable care to protect the disclosing party's Confidential Information, including ensuring that its employees and contractors with access to such Confidential Information (a) have a need to know for the purposes of this Agreement and (b) have been apprised of and agree to restrictions at least as protective of the disclosing party's Confidential Information as this Agreement. Each party shall be responsible for any breach of confidentiality by its employees and contractors. Each party may disclose only the general nature, but not the specific terms, of this Agreement without the prior consent of the other party; provided that either party may provide a copy of this Agreement or otherwise disclose its terms in connection with any legal or regulatory requirement, financing transaction or due diligence inquiry.

3.3 Required Disclosure. Nothing herein shall prevent a receiving party from disclosing any Confidential Information as necessary pursuant to any applicable court order, law, rule or regulation; provided that prior to any such disclosure, the receiving party shall use reasonable efforts to (a) promptly notify the disclosing party (to the extent legally permitted) in writing of such requirement to disclose and (b) cooperate with the disclosing party in protecting against or minimizing any such disclosure or obtaining a protective order.

4. PAYMENTS; TAXES

4.1 Customer shall pay to Swiftly fees as set forth in an applicable Order Form in accordance with the terms therein. Past due amounts shall bear a late payment charge, until paid, at the rate of 1.5% per month or the maximum amount permitted by law, whichever is less. All payments are exclusive of federal, state, local and foreign taxes, duties, tariffs, levies, withholdings and similar assessments, and Customer agrees to bear and be responsible for the payment of all such charges, excluding taxes based upon Swiftly's net income.

5. LIMITED WARRANTY AND DISCLAIMERS

5.1 General. Each party represents and warrants that: (a) it has full power and authority, and has obtained all approvals, permissions and consents necessary, to enter into this Agreement and to perform its obligations hereunder; (b) this Agreement is legally binding upon it and enforceable in accordance with its terms; (c) the execution, delivery and performance of this Agreement does not and will not conflict with any agreement, instrument, judgment or understanding to which it is a party or by which it may be bound; and (d) it will perform its obligations hereunder in accordance with all applicable laws.

5.2 Customer. Customer represents and warrants that (a) Customer has all rights to grant the licenses to Swiftly set forth herein, including without limitation to Customer Content, without infringement or violation of any applicable laws or third party rights, including without limitation, any privacy rights, publicity rights, copyrights, trademarks, contract rights, or any other intellectual property or proprietary rights, and (b) Customer shall not make available through the Services any Content that is disparaging, obscene, offensive, or otherwise inappropriate or that contains any viruses or any other harmful code.

5.3 Third-Party Software and Hardware. Swiftly assigns to Customer all of the vendors' and manufacturers' warranties and indemnities relating to any third-party hardware and software to the extent Swiftly is permitted by the vendors and manufacturers to make such assignments to Customer. Such assignment is subject to all of the terms and conditions imposed by the vendors and manufacturers with respect thereto. No other warranty is provided for any such third party software and hardware. Customer agrees to contact such vendors or manufacturers directly in the event of any failure or defect with such hardware.

6. DISCLAIMERS

6.1 EXCEPT AS PROVIDED IN SECTION 5.1 HEREIN, TO THE FULLEST EXTENT PERMITTED BY LAW, SWIFTLY HEREBY DISCLAIMS (FOR ITSELF AND ITS SUPPLIERS) ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, ORAL OR WRITTEN, WITH RESPECT TO THE

SERVICES, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF TITLE, NON-INFRINGEMENT, QUIET ENJOYMENT, INTEGRATION, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, RELIABILITY, OR THAT THEIR OPERATION WILL BE UNINTERRUPTED OR ERROR-FREE, AS WELL AS ALL WARRANTIES ARISING FROM COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

7. INDEMNIFICATION

7.1 Customer. Customer agrees to defend against and hold Swiftly harmless from any claim by a third party that arises from or is related to (a) any Customer Content, (b) Customer's use of the Services in violation of this Agreement, and to indemnify Swiftly for settlement amounts or damages, liabilities, costs and expenses (including reasonable attorneys' fees) awarded and arising out of such claims.

7.2 Swiftly. Swiftly agrees to (a) defend against and hold Customer harmless from any claim by a third party that Services infringe a valid U.S. patent (issued as of the Effective Date), or any copyright or trade secret, of such third party and (b) indemnify Customer for settlement amounts or third party damages, liabilities, costs and expenses (including reasonable attorneys' fees) awarded and arising out of such claim. If any part of the Services become or, in Swiftly's opinion, is likely to become the subject of any injunction preventing its use as contemplated herein, Swiftly may, at its option (1) obtain for Customer the right to continue using the Services or (2) replace or modify the Services so that such services become non-infringing. If (1) and (2) are not reasonably available to Swiftly, Swiftly may terminate this Agreement upon written notice to Customer and refund to Customer a pro-rated amount of any pre-paid fees. Swiftly shall have no liability or obligation hereunder with respect to any claim to the extent based upon (i) any use of the Services not strictly in accordance with this Agreement or in an application or environment or on a platform or with devices for which it was not designed or contemplated, (ii) modifications, alterations, combinations or enhancements of the Services not created by or for Swiftly, (iii) any Customer Content, or (iv) Customer's continuing allegedly infringing activity after being notified thereof. The foregoing states the entire liability of Swiftly, and Customer's exclusive remedy, with respect to any actual or alleged violation of intellectual property rights by the Services, any part thereof or its use or operation.

7.3 Procedures. Any claim for indemnification hereunder requires that (a) the indemnified party provides prompt written notice of the claim and reasonable cooperation, information, and assistance in connection therewith, and (b) the indemnifying party shall have sole control and authority to defend, settle or compromise such claim. The indemnifying party shall not make any settlement that requires a materially adverse act or admission by the indemnified party without the indemnified party's written consent (such consent not to be unreasonably delayed, conditioned or withheld). The indemnifying party shall not be liable for any settlement made without its prior written consent.

8. LIMITATION OF LIABILITY

8.1 EXCEPT FOR ANY BREACH OF SECTION 3 (CONFIDENTIALITY) OR LIABILITIES TO THIRD PARTIES PURSUANT TO SECTION 7 (INDEMNIFICATION), IN NO EVENT SHALL EITHER PARTY

BE LIABLE CONCERNING THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF THE FORM OF ANY CLAIM OR ACTION (WHETHER IN CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE), FOR ANY (A) INTERRUPTION OF USE, LOSS OR INACCURACY OF DATA, LOSS OF, OR COST OF PROCURING SUBSTITUTE TECHNOLOGY, GOODS OR SERVICES, (B) INDIRECT, PUNITIVE, INCIDENTAL, RELIANCE, SPECIAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF BUSINESS, REVENUES, PROFITS AND GOODWILL OR (C) DAMAGES, IN THE AGGREGATE, IN EXCESS OF THE AMOUNTS PAID TO IT (IN THE CASE OF SWIFTLY) OR PAID AND PAYABLE BY IT (IN THE CASE OF CUSTOMER) HEREUNDER DURING THE SIX (6) MONTHS PRECEDING SUCH CLAIM, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THESE LIMITATIONS ARE INDEPENDENT FROM ALL OTHER PROVISIONS OF THIS AGREEMENT AND SHALL APPLY NOTWITHSTANDING THE FAILURE OF ANY REMEDY PROVIDED HEREIN. FOR CLARITY, CUSTOMER AGREES THAT SWIFTLY SHALL HAVE NO LIABILITY FOR ANY THIRD PARTY MATERIALS.

9. TERM AND TERMINATION

9.1 Term. Unless otherwise specified in an applicable Order Form or terminated as provided herein, this Agreement shall commence on the Effective Date and shall continue for one (1) year from the Effective Date. The term shall automatically renew for successive one (1) year terms, with an annual price increase of 10% unless either party notifies the other party of its intent not to renew at least thirty (30) days prior to the end of the then current term.

9.2 Termination. This Agreement may be earlier terminated by either party (a) if the other party materially breaches a provision of this Agreement and fails to cure such breach within thirty (30) days after receiving written notice of such breach from the non-breaching party (ten (10) days in the case on non-payment).

9.3 Effects of Termination. Upon any expiration or termination of this Agreement, all corresponding rights, obligations and licenses of the parties shall cease, except that all obligations that accrued prior to the effective date of termination (including without limitation, all payment obligations) shall survive. The provisions of Sections 2 (Proprietary Rights), 3 (Confidentiality), 7 (Indemnification), 6(Disclaimers), 8 (Limitation of Liability), 10 (General Provisions) and this Section 9.3 shall survive.

10. GENERAL PROVISIONS

10.1 Entire Agreement. This Agreement constitutes the entire agreement, and supersedes all prior negotiations or agreements (oral or written), between the parties regarding the subject matter hereof. Any inconsistent or additional terms on any related purchase order, confirmation or similar form, even if signed by the parties hereafter, shall have no effect under this Agreement.

10.2 Publicity. Customer hereby consents to inclusion of its name and logo in client lists and marketing materials that may be published as part of Swiftly’s marketing and promotional efforts. From time to time upon Swiftly’s request, Customer agrees it will provide reasonable cooperation and assistance in connection with such efforts (such as, for example, by acting as

a reference, issuing press releases and writing testimonials and case studies with statements attributed to a named employee of Customer).

10.3 Modification and Waiver. No change, consent or waiver under this Agreement will be binding on either party unless made in writing and physically signed by an authorized representative of both parties. The failure of either party to enforce its rights under this Agreement at any time for any period will not be construed as a waiver of such rights, and the exercise of one right or remedy will not be deemed a waiver of any other right or remedy.

10.4 Severability. If any provision of this Agreement is determined to be illegal or unenforceable, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable.

10.5 Governing Law. This Agreement shall be governed by and construed under the laws of the State of California and the United States without regard to conflicts of laws provisions thereof. Exclusive jurisdiction and venue for actions related to this Agreement will be the state and federal courts located in San Francisco County, California, and both parties consent to the jurisdiction of such courts with respect to any such actions.

10.6 Remedies. Except as specifically provided otherwise herein, each right and remedy in this Agreement is in addition to any other right or remedy, at law or in equity. Each party agrees that, in the event of any breach or threatened breach of Section 3, the non-breaching party will suffer irreparable damage for which it will have no adequate remedy at law. Accordingly, the non-breaching party shall be entitled to seek injunctive and other equitable remedies to prevent or restrain such breach or threatened breach, without the necessity of posting any bond.

10.7 Notices. All notices under this Agreement will be in writing and delivered to the parties at their respective addresses stated herein or at such other address designated by written notice. Notices will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by email or facsimile; the day after being sent, if sent for next day delivery by recognized overnight delivery service; or upon receipt, if sent by certified or registered mail, return receipt requested.

10.8 Force Majeure. In the event that either party is prevented from performing, or is unable to perform, any of its obligations under this Agreement due to any cause beyond its reasonable control, the affected party shall give written notice thereof to the other party and its performance shall be extended for the period of delay or inability to perform due to such occurrence.

10.9 Assignment. This Agreement and the rights and obligations hereunder may not be assigned, in whole or in part, by Customer without Swiftly's written consent. This Agreement shall be binding upon, and inure to the benefit of, the successors, representatives and permitted assigns of the parties hereto.

10.10 Independent Contractors. The parties shall be independent contractors under this Agreement, and nothing herein will constitute either party as the employer, employee, agent or

representative of the other party, or both parties as joint venturers or partners for any purpose.

11. INVENTORY PURCHASES

11.1 F.O.B. Shipping Point. All hardware (GPS, Accessories, etc.) is sold F.O.B. shipping point.

11.2 Sales Tax. Inventory purchases may result in sales tax. If Customer is not tax exempt, sales tax may be added to the invoice.

11.3 Warranty. Swiftly warrants to Customer that the GPS tracker and accessories provided by Swiftly (the "Product") contained in the original packaging will be free from physical defects in materials and workmanship for a period of ONE (1) YEAR from the date of purchase by the original purchaser ("Warranty Period"). If a defect arises and a valid claim is received within the Warranty Period, then as your sole remedy (and Swiftly' sole liability), Swiftly will at its option and sole discretion: 1) replace the Product with a new product that is functionally equivalent to the original, or 2) issue a credit for the price of such Product, in each case within 30 days following receipt of the returned Product.

To obtain warranty service, please contact Swiftly at (415) 483-9777 or support@goswift.ly to speak with a service agent or open a service request. Please be prepared to identify the specific Product (including its serial number) and the nature of the problem. If you ship the Product for repair or replacement, we recommend that the Product must be insured, and shipped freight prepaid and securely packaged. You must call for a Return Material Authorization Number ("RMA Number") before shipping any Product, and include the RMA Number and a description of the problem you are experiencing with the Product. Any claim under this Limited Warranty must be submitted to Swiftly before the end of the Warranty Period.

This Limited Warranty does not cover any physical defects or problems that arise out of or as a result of: (a) maintenance or repairs, modifications, alterations or tampering by anyone who is not an authorized representative of Swiftly; (b) accident, abuse, misuse, transport, neglect, liquid contact, fire or other external causes; (c) operation, handling, storage, installation, testing or use not in accordance with any instructions provided by Swiftly and related to use or operation of the Product; (d) damage caused by use with another product; or (e) Acts of God including lightning, flood, tornado, earthquake or hurricane, in each case as determined by Swiftly.

This Limited Warranty gives you specific legal rights and you may also have other rights, which vary from state to state. To exercise your rights under this Limited Warranty, please contact Swiftly at:

MAIL
2261 Market Street #4151
San Francisco, CA 94114-1612

EMAIL
support@goswift.ly

PHONE
(415) 483-9777

GPS Tracker & Accessory Warranty: Swiftly will provide a repair or replace warranty for GPS Trackers & Accessories for up to one (1) year from the ship date.

CCPA ADDENDUM
This CCPA Addendum (this "Addendum") dated as of April 13, 2020 is incorporated into and forms a part of the Master Services Agreement (the "Agreement") entered into by and between Swiftly, Inc. ("Service Provider") and the Customer ("Customer").

The parties acknowledge and agree that Swiftly, Inc. is a service provider for the purposes of the California Consumer Privacy Act ("CCPA") and is receiving personal information from Customer pursuant to the Agreement for a business purpose. Service Provider shall not sell any such personal information. Service Provider shall not retain, use or disclose any personal information provided by Customer pursuant to the Agreement except as necessary for the specific purpose of performing the services for Customer pursuant to the Agreement, or otherwise as set forth in the Agreement or as permitted by the CCPA. The terms "personal information," "service provider," "sale," and "sell" are as defined in Section 1798.140 of the CCPA. Service Provider certifies that it understands the restrictions of this paragraph.

711 Grand Ave, #110
San Rafael, CA 94901
ph: 415.226.0855
marintransit.org

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Director
City of San Rafael

Fred Casissa
Alternate
Town of Corte Madera

March 6, 2023

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

Subject: Purchase of Staff Car

Dear Board Members:

Recommendation

Authorize General Manager to complete the purchase of a Chevrolet Bolt EV for an amount not to exceed $48,000.

Summary

Staff recommends that your Board authorize the General Manager to purchase a 2023 Chevrolet Bolt to replace a 2002 Toyota Prius Sedan that was retired in 2020.

Staff depends on non-revenue vehicles for transportation in the support of service monitoring, bus stop maintenance, marketing, capital projects, and meeting with various boards and agencies throughout the region. Previously, staff relied on two vehicles. One is a 2018 Ford Connect Van currently in service, purchased to provide cargo capacity for transporting materials. The other was a 2002 Prius Sedan that Marin Transit depended on for eight years since its purchase from the county in 2012. The car was beyond its useful life when it was retired in 2020 and a replacement vehicle is needed to ensure appropriate staff transportation.

Background

Previously your board approved the purchase of a Hyundai Kona EV SEL in May 2020 for staff use. The District was unable to complete the purchase due to COVID-19 related supply chain issues.

In evaluating the District's needs, staff reviewed several vehicle options and determined the 2023 Chevrolet Bolt EV (see attachment A) is now the most suitable option. The Bolt is fully electric which is consistent with the goal of a zero-emission fleet and has an EPA-estimated range of 259 miles per charge. Its seating capacity is similar to the Prius and accommodates up to 5 passengers while its collapsible seats and cargo volume provides the versatility of an SUV.

This purchase is within the General Manager's purchase authority and will be made according to Marin Transit's procurement policies. Staff will compare prices through multiple dealers and the dealer with the lowest price will be selected.

Fiscal/Staffing Impact

The staff car purchase is included in the District's approved FY2022/23 budget as capital project NR – Staff Car. The total cost of the purchase order will not exceed the budgeted amount of $48,000. The district will utilize zero emission grants available from Marin Clean Energy (MCE), the Bay Area Air Quality Management District (BAAQMD), and the Transit Authority of Marin. The project is funded with Measure AA local sales tax resources.

Respectfully Submitted,

Keith Green

Keith Green
Capital Analyst

Attachment A: Vehicle Description and Seating Layout

VEHICLE SPECIFICATIONS

- **200 hp Electric Motor**
- **64 kWh Lithium-ion Polymer Battery**
- **150 kW electric powertrain**
- **Portable charge cable (120 V/240V) : Plug into 240-V wall outlet – no charging box required**
- **e-Pedal**
- **17” x 7” Aluminum-alloy wheels**
- **Air bag system**
- **1-Speed Automatic Transmission**
- **Exterior Chalk White Paint Type**
- **Interior Cloth –Black**
- **WHEELBASE: 102.4 in**
- **LENGTH: 163.2 in**
- **WIDTH: 69.5 in**
- **HEIGHT: 63.4 in**
- **CARGO VOLUME: 16.6 cu ft.**
- **CURB WEIGHT: 3,589 lbs**

711 Grand Ave, #110
San Rafael, CA 94901
ph: 415.226.0855
marintransit.org

Board of Directors

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Supervisor District 2

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Stephanie Moulton-Peters
Director
Supervisor District 3

Dennis Rodoni
Director
Supervisor District 4

Maribeth Bushey
Director
City of San Rafael

Fred Casissa
Alternate
Town of Corte Madera

December 5, 2022

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 2022/23

Dear Board Members:

Recommendation

Accept report.

Summary

As part of the District's service monitoring process, staff have prepared a quarterly performance report alongside the quarterly financial report. Attached is the report for the second quarter of FY 2022/23.

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 https://marintransit.org/service-performance-and-reports in addition to the monthly reports.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Asher Butnik
Transit Planner

Attachment A: Quarterly Performance Report for FY 2022/23 Q2

Attachment B: FY 2023 Q2 (October – December) Marin Transit Outreach and Travel Training

Quarterly Performance Report for FY 2022/23 Q2

This report summarizes the operational performance of Marin Transit services for the second quarter of FY 2022/23 from October 1, 2022 through December 31, 2022. The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A and Measure AA.

Report Format

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

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

Performance Goals

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 and Connect programs.

Table 1: Productivity and Subsidy Goals by Service Typology

Service Typology	Routes	Unlinked Passenger Trips per Hour (at or above)	Subsidy per Passenger Trip (at or below)
Local Trunkline	35, 36, 71	20	$5.00
Regular Local	17, 22, 23, 23X, 29, 49	18	$7.25
Local Connector	219, 228, 233, 245, 251, 257	8	$10.00
Supplemental	613, 619, 625, 645, 651, 654	20 per trip	$3.25
Rural	61, 68	6	$13.25
Recreational	66 (Muir Woods Shuttle)	25	$3.25
Demand Response	Local DAR, Novato DAR, Dillon Beach/Tomales DAR, Point Reyes DAR	2	$38.50

marin transit

Performance Summary

In the second quarter of FY 2022/23, Marin Transit carried a total of 705,090 passengers systemwide. This represents an increase of 24% in ridership compared to the second quarter of the previous fiscal year. On fixed-route transit services, Marin Transit carried 659,097 riders. This is an increase of 26% compared to the second quarter of FY 2021/22. The Yellow Bus program carried 27,500 passengers. This represents an increase of 15% compared to the second quarter of the previous fiscal year. Marin Access services carried 18,493 trips on demand response and mobility management programs. This reflects a decrease of 9% compared to the second quarter of the last fiscal year. The tables at the end of this report provide a breakdown of all route-level statistics.

Local Trunkline (Routes 35, 36, and 71)

In the second quarter of FY 2022/23, Local Trunkline services carried 293,010 passengers. This represents an increase of 29% compared to the second quarter of the prior fiscal year. Routes 35 and 36 had an average of 24 and 20 passengers per revenue hour, respectively, meeting the productivity target of 20 passengers per revenue hour. No Local Trunkline routes met their subsidy target of $5.00 per passenger. Local Trunkline service accounted for 32% of fixed route service in revenue hours and 44% of fixed route ridership in the second quarter of FY2022/23.

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

Local Basic services carried a total of 220,476 passengers during the second quarter of this fiscal year. This represents an increase of 25% compared to the second quarter of the prior fiscal year. Route 23X had an average of 23 passengers per revenue hour, meeting the productivity target of 18 passengers per revenue hour. Route 23X also had an average subsidy per passenger of $7.22, meeting the $7.25 subsidy per passenger target. No other Local Basic routes met the performance target of 18 passengers per hour or the subsidy target of $7.25 per passenger. Local Basic routes represented 33% of fixed route revenue hours and 33% of fixed route ridership in the second quarter of FY2022/23.

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

During the second quarter of the fiscal year, Local Connector services carried 85,166 total passengers. This represents an increase of 27% over the second quarter of the last fiscal year. Routes 233, 245, 251, and 257 all met the productivity target of 8 passengers per revenue hour. Routes 219 and 228 did not meet the productivity target, and no Local Connector route met the subsidy target of $10.00 per passenger. Local Connector routes accounted for 22% of fixed route service in revenue hours and provided 13% of fixed route ridership in the second quarter of FY 2022/23.

Supplemental School (Routes 613, 619, 625, 645, 651, and 654)

Supplemental School routes carried 23,952 passengers in the second quarter of FY 2022/23. This represents a 40% increase from the second quarter of prior fiscal year. Routes 613, 625, and 654 had an average of 26, 20, and 27 passengers per trip, respectively, meeting the productivity target of 20 passengers per trip. No other Supplemental School routes met the productivity target of 20 passengers per trip, and none met the subsidy target of $3.25 per passenger. Supplemental School routes accounted for 2% of fixed route service in revenue hours and provided 4% of fixed route ridership in the second quarter of FY 2022/23.

Rural (West Marin Stagecoach Routes 61 and 68)

In the second quarter of the fiscal year, the two Stagecoach routes carried 21,938 passengers. This represents a 1% increase from the second quarter of the prior fiscal year. Route 68 had an average of 7 passengers per revenue hour, meeting the productivity target of 6 passenger per revenue hour. Route 61 did not meet the productivity target of 6 passengers per hour, and neither route met its subsidy goal of $13.25 per passenger. Stagecoach routes accounted for 9% of fixed route service in revenue hours, and ridership represented 3% of fixed route ridership in the second quarter of FY2022/23.

Yellow Bus

In the second quarter of FY 2022/23, the Ross Valley School District yellow bus service carried 27,500 passengers. This represents an increase of 15% compared to the second quarter of the prior year. This program has no established service targets.

Recreational (Route 66-Muir Woods Shuttle)

The Muir Woods Shuttle currently runs weekend/holiday-only service in the off-peak season, and daily service in the peak season (summer), which ended in the first quarter of this fiscal year. In the second quarter of FY 2022/23, the Muir Woods Shuttle carried 14,555 passengers. This represents an increase of 8% over the second quarter of FY 2021/22. It did not meet its productivity goal of 25 passengers per revenue hour nor its subsidy goal of $3.25 per passenger. The Muir Woods Shuttle accounted for 2% of fixed route service in revenue hours, and ridership represented 2% of fixed route ridership in the second quarter of FY2022/23.

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 2022/23, local paratransit carried 13,032 passengers. The service productivity average of 2.0 passengers per hour did meet the 2.0 standard. The number of passengers represents a 9% decrease in ridership compared to the prior fiscal year. With a subsidy per passenger of $84.53, the service did not meet the subsidy target of $38.50 per passenger.

The Novato Dial-a-Ride service carried 672 passengers. The service productivity average of 2.2 passengers per hour did meet the 2.0 standard. Ridership was 11% lower than in the previous fiscal year. The service did not meet the subsidy target of $38.50 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 79 passengers, a 41% decrease compared to the prior year. The service productivity average of 1.2 passengers per hour did not meet the 2.0 passengers per hour target. The service did not meet the subsidy target of $38.50 per passenger.

In July 2016, Marin Transit added a new general public dial-a-ride service between Point Reyes Station and Novato. The service currently runs twice per month on the first and third Monday. In the second quarter of the fiscal year, the service carried 14 passengers, a 78% decrease compared to the prior fiscal year. At 0.4 passengers per hour, the rural dial-a-ride did not meet its 2.0 productivity target. The service did not meet its subsidy target of less than $38.50 per passenger.

The Volunteer Driver Program completed 2,883 trips in the second quarter of FY 2022/23. This represents an 11% increase compared to the previous fiscal year.

The Catch-a-Ride program provided 979 one-way trips. This represents an increase of 3% compared to the prior year.

Marin Transit launched the on-demand microtransit pilot program called Marin Transit Connect in May of 2018. In July 2020, Marin Transit expanded the Connect service area from limited areas of Northern and Downtown San Rafael to 2.5 sq. miles surrounding all of Marin's SMART rail stations and introduced an updated on-demand Connect pilot. This program carried a total of 834 passengers in the second quarter of FY 2022/23, a 43% decrease from the prior year. There are currently no board-adopted performance targets for the Connect service. At the beginning of FY 2019/20, staff provided a one-year evaluation report of the previous Connect pilot program that suggested performance targets of 4.0 passengers per hour and $15.00 per passenger trip. Connect performance continued to improve in FY 2019/20. At this time, the program has 6.2 passengers per revenue hour, exceeding the suggested target of 4.0. However, the program is not meeting the suggested $15.00 per passenger subsidy target, primarily due to low utilization from first-last mile commuters. Commuters were the largest rider group prior to the COVID-19 pandemic and have significantly reduced their travel due to the post COVID travel demand changes.

Community Engagement

Staff perform various activities on an ongoing basis to engage the community and share information about Marin Transit and Marin Access programs and services. In the second quarter, the focus of these efforts was on establishing and growing our relationships with community partners to improve our ability to connect with riders and the general public. Our efforts helped staff to begin to rebuild connections with Marin Access riders following the decline in outreach during the COVID-19 pandemic and to strengthen and broaden community connections in advance of potential upcoming service changes.

The attached report details community engagement efforts for several different audiences including: community members, general public riders, and Marin Access riders. In the second quarter in FY 2022/23, staff completed four events including two focused on the community as a whole in the Canal area of San Rafael, and two focused on Marin Access populations. Overall, we reached 76 community members. All events had Spanish translation services available. This is an increase compared to the same period of the previous year, when only two events focused on Marin Access populations were completed virtually. Staff anticipate the number of events and community engagement opportunities to continue to grow in the third quarter as we continue to bring back in person engagement events and engage the community around service changes.

Ridership Trends

The District continues to experience a steady rebound in ridership; all services have resumed and ridership has reached roughly 87% of pre-pandemic levels. However, ridership recovery has not been spread evenly across Marin Transit programs. Fixed route ridership recovery has continued to grow each quarter and was at 89% of pre-pandemic levels in Q2, whereas Marin Access services were at only 45% of pre-COVID ridership levels in Q2. As of Q1, Marin Access ridership had plateaued around half of pre-pandemic, but has since started to decline. Marin Transit staff are actively working on outreach to

Marin Access riders and community organizations to determine why ridership recovery has stalled, and are discussing ways that Marin Access programs can be altered to better serve their riders.

The increase in systemwide ridership compared to the second quarter of FY 2021/22 is both a reflection of how steep ridership fell at the beginning of the pandemic and of how strong ridership growth has been. Marin Transit has experienced stronger growth than most other agencies across the US. According to the National Transit Database, nationwide bus ridership was 9% higher during the second quarter of FY 2022/23 than the prior year, compared to Marin Transit's 26% increase over the prior year (fixed route services).

Regionally, Marin Transit fixed route services continue to perform well compared to other North Bay transit agencies. In the second quarter of FY 2022/23, Golden Gate Transit carried 309,645 passengers on its fixed route bus service, representing less than half of Marin Transit's fixed route ridership (659,097), while SMART carried only 158,311 passengers. Comparably to Marin Transit, Golden Gate Transit experienced a 28% increase in fixed route bus ridership in this quarter compared to the second quarter of FY2021/22, and SMART experienced a 104% increase in ridership compared to the second quarter of last year.

Marin Transit's increase in fixed route ridership this quarter was comparable to most other Bay Area transit agencies that provide local transit services. Comparing to other Countywide peer agencies, Napa Valley Transportation Authority (VINE), SamTrans, and Solano County Transit (SolTrans) experienced a 22%, 26%, and 74% increase in ridership, respectively, relative to the second quarter of FY 2021/22.

Demand for Marin Access mobility management and demand response programs decreased by 9% during the second quarter of FY 2022/23 compared to the second quarter of the prior year. Throughout the COVID recovery, ridership increases on demand response services have lagged behind fixed route services, but this is the first quarter where ridership on demand response services has decreased compared to the prior year. Even with vaccines, seniors and people with disabilities remain more susceptible to severe effects from COVID than the general population and continue to be more cautious with their travel and activities. In addition, day programs are not holding as much in person programming as before the pandemic. It remains to be seen whether demand response ridership will continue to stagnate, or whether recovery will pick up in the following quarters.

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

Table 2: Factors Impacting Ridership Comparison

Factor		FY 2021/22 Q2	FY 2022/23 Q2	Impact
Days Operated	Weekdays	66	65	--
	Weekends & Holidays	35	36	--
	Muir Woods Shuttle	34	32	--
Service Disruptions (cancelled/missed service)		111	412	▼▼▼
Rainfall (inches)		20	12	▲▲
Gas Prices		$4.53	$5.17	▲

Due to the national labor shortage, Marin Transit's operating contractors have had difficulty hiring new drivers, which has led to a significant amount of missed service on the Supplemental School routes and the Muir Woods Shuttle. These routes were initially suspended during COVID, and even though they have been restored to service for over a year, there is still difficulty in hiring enough new drivers. The District continues to work and communicate with its contractors and the schools served by Supplemental School routes to minimize missed service and ensure as many students can get to and from their classes on time as possible.

QUARTER
Q2 FY2023

Fixed-Route

Fixed-Route Passenger Statistics by Route

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
1. Local Trunkline	35	149,368	▲24.1%	6,111	▲7.7%	24.4	▲3.2
	36	67,441	▲21.6%	3,381	▲0.3%	19.9	▲3.5
	71	76,201	▲48.8%	5,177	▲4.2%	14.7	▲4.4
	Rollup	**293,010**	**▲29.1%**	**14,669**	**▲4.7%**	**20.0**	**▲3.8**
2. Local Basic	17	46,538	▲1.8%	3,651	▲0.2%	12.7	▲0.2
	22	42,410	▲61.9%	3,558	▲22.1%	11.9	▲2.9
	23	45,901	▲20.2%	2,759	▼0.8%	16.6	▲2.9
	23X	14,681	▲7.4%	650	▼0.9%	22.6	▲1.8
	29	11,238	▲34.6%	649	▲1.9%	17.3	▲4.2
	49	59,708	▲31.5%	4,002	▲4.9%	14.9	▲3.0
	Rollup	**220,476**	**▲24.2%**	**15,268**	**▲5.7%**	**14.4**	**▲2.2**
3. Local Connector	219	7,659	▼10.6%	1,547	▼1.4%	5.0	▼0.5
	228	15,789	▲27.5%	2,328	▼3.3%	6.8	▲1.6
	233	10,020	▲59.8%	1,081	▲5.1%	9.3	▲3.2
	245	10,993	▲18.3%	1,084	▲2.1%	10.1	▲1.4
	251	23,519	▲24.9%	2,363	▼1.1%	10.0	▲2.1
	257	17,186	▲44.8%	1,924	▼0.5%	8.9	▲2.8
	Rollup	**85,166**	**▲26.7%**	**10,327**	**▼0.6%**	**8.2**	**▲1.8**
4. Supplemental	613	8,283	▲138.5%	176	▲24.4%	47.0	▲22.5
	617	0	▼100.0%	0	▼100.0%		
	619	5,041	▲37.4%	171	▼3.6%	29.5	▲8.8
	625	1,913	▲170.6%	80	▲74.7%	24.0	▲8.5
	645	2,673	▲8.1%	180	▲133.3%	14.8	▼17.2
	649	0	▼100.0%	0	▼100.0%		
	651	4,797	▲9.3%	160	▲1.8%	30.0	▲2.1
	654	1,245	▲120.4%	48	▼3.4%	25.7	▲14.4
	Covid	0		0			
	Rollup	**23,952**	**▲39.9%**	**816**	**▲16.0%**	**29.4**	**▲5.0**
5. Rural	61	4,768	▼29.1%	1,367	▼41.9%	3.5	▲0.6
	68	17,170	▲14.5%	2,640	▲0.4%	6.5	▲0.8
	Rollup	**21,938**	**▲1.0%**	**4,007**	**▼19.5%**	**5.5**	**▲1.1**
6. Partnership Services	122	0		0			
	622	0	▼100.0%	0	▼100.0%		
	Rollup	**0**	**▼100.0%**	**0**	**▼100.0%**		
7. Yellow Bus	Hdn Valley	3,179	▲82.9%	48	▲1,500.0%	66.2	▼513.1
	White Hill	24,321	▲9.2%	291	▲9,612.0%	83.5	▼7,342.2
	Rollup	**27,500**	**▲14.5%**	**339**	**▲5,556.0%**	**81.0**	**▼3,921.5**
8. Recreational	66	14,555	▲8.2%	1,001	▲9.3%	14.5	▼0.1
	Rollup	**14,555**	**▲8.2%**	**1,001**	**▲9.3%**	**14.5**	**▼0.1**
Rollup		**686,597**	**▲25.1%**	**46,426**	**▲0.7%**	**14.8**	**▲2.9**

* Change compared to same quarter of prior year

Fixed-Route

Fixed-Route Financial Statistics by Route

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
1. Local Trunkline	35	$1,117,053	▲20.0%	$128,262	▲16.4%	$6.62	▼$0.20	11.5%	▼0.4%
	36	$624,071	▲13.1%	$59,606	▲13.1%	$8.37	▼$0.62	9.6%	▼0.0%
	71	$974,265	▲12.0%	$75,750	▲35.0%	$11.79	▼$4.11	7.8%	▲1.3%
	Rollup	**$2,715,389**	**▲15.4%**	**$263,617**	**▲20.4%**	**$8.37**	**▼$1.03**	**9.7%**	**▲0.4%**
2. Local Basic	17	$515,546	▲22.4%	$40,794	▼10.2%	$10.20	▲$1.98	7.9%	▼2.9%
	22	$495,463	▲48.1%	$42,373	▲55.2%	$10.68	▼$1.05	8.6%	▲0.4%
	23	$491,110	▲9.9%	$39,466	▲6.5%	$9.84	▼$0.89	8.0%	▼0.3%
	23X	$116,970	▲9.0%	$11,047	▲0.8%	$7.21	▲$0.17	9.4%	▼0.8%
	29	$117,252	▲12.8%	$9,477	▲24.8%	$9.59	▼$1.95	8.1%	▲0.8%
	49	$569,751	▲28.1%	$44,465	▲18.8%	$8.80	▼$0.18	7.8%	▼0.6%
	Rollup	**$2,306,092**	**▲24.1%**	**$187,622**	**▲13.2%**	**$9.61**	**▲$0.07**	**8.1%**	**▼0.8%**
3. Local Connector	219	$220,127	▲22.4%	$6,872	▼17.9%	$27.84	▲$7.83	3.1%	▼1.5%
	228	$321,761	▲20.1%	$14,128	▲16.0%	$19.48	▼$1.17	4.4%	▼0.2%
	233	$148,875	▲29.6%	$8,215	▲50.9%	$14.04	▼$3.41	5.5%	▲0.8%
	245	$153,498	▲26.2%	$7,919	▲10.4%	$13.24	▲$0.93	5.2%	▼0.7%
	251	$333,330	▲22.6%	$16,790	▲10.6%	$13.46	▼$0.18	5.0%	▼0.5%
	257	$271,693	▲23.5%	$13,120	▲34.8%	$15.05	▼$2.67	4.8%	▲0.4%
	Rollup	**$1,449,283**	**▲23.2%**	**$67,044**	**▲15.4%**	**$16.23**	**▼$0.41**	**4.6%**	**▼0.3%**
4. Supplemental	613	$38,115	▲36.3%	$2,750	▲57.1%	$4.27	▼$3.28	7.2%	▲1.0%
	617	$0	▼100.0%	$0	▼100.0%				
	619	$37,952	▲9.7%	$1,766	▼10.2%	$7.18	▼$1.72	4.7%	▼1.0%
	625	$16,268	▲89.4%	$883	▲99.2%	$8.04	▼$3.48	5.4%	▲0.3%
	645	$36,452	▲153.4%	$1,042	▲11.0%	$13.25	▲$7.81	2.9%	▼3.7%
	649	$0	▼100.0%	$0	▼100.0%				
	651	$31,642	▲14.0%	$1,975	▲1.5%	$6.18	▲$0.30	6.2%	▼0.8%
	654	$8,874	▲7.9%	$566	▲13.6%	$6.67	▼$7.00	6.4%	▲0.3%
	Covid	$0		$0					
	Rollup	**$169,303**	**▲28.1%**	**$8,982**	**▲13.3%**	**$6.69**	**▼$0.56**	**5.3%**	**▼0.7%**
5. Rural	61	$201,011	▼29.8%	$4,271	▼29.3%	$41.26	▼$0.40	2.1%	▲0.0%
	68	$391,015	▲23.3%	$12,436	▲6.5%	$22.05	▲$1.69	3.2%	▼0.5%
	Rollup	**$592,026**	**▼1.9%**	**$16,707**	**▼5.7%**	**$26.22**	**▼$0.74**	**2.8%**	**▼0.1%**
6. Partnership Services	122	$0		$0					
	622	$0	▼100.0%	$0	▼100.0%				
	Rollup	**$0**	**▼100.0%**	**$0**	**▼100.0%**				
7. Yellow Bus	Hdn Valley	$24,888	▼75.4%	$13,615	▲70.3%	$3.55	▼$50.10	54.7%	▲46.8%
	White Hill	$151,068	▲49.2%	$105,301	▲2.5%	$1.88	▲$1.95	69.7%	▼31.8%
	Rollup	**$175,955**	**▼13.1%**	**$118,917**	**▲7.4%**	**$2.07**	**▼$1.74**	**67.6%**	**▲12.9%**
8. Recreational	66	$219,378	▲8.9%	$1,574	▼95.2%	$14.96	▲$2.43	0.7%	▼15.6%
	Rollup	**$219,378**	**▲8.9%**	**$1,574**	**▼95.2%**	**$14.96**	**▲$2.43**	**0.7%**	**▼15.6%**
Rollup		**$7,627,428**	**▲15.1%**	**$664,464**	**▲8.4%**	**$10.14**	**▼$0.82**	**8.7%**	**▼0.5%**

* Change compared to same quarter of prior year

Marin Access

Marin Access Passenger Statistics by Service

Typology	Route	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
9. Demand Response	**Dillon DAR**	79	▼41.0%	65	-	1.2	▼0.8
	Local Para	13,032	▼9.4%	6,413	▼20.3%	2.0	▲0.2
	MTC	834	▼43.2%	134	▼44.8%	6.2	▲0.2
	Novato DAR	672	▼11.0%	300	▼17.8%	2.2	▲0.2
	PtReyesDAR	14	▼78.1%	32	-	0.4	▼1.6
	Reg Para	1,090		975		1.1	
	Rollup	**15,721**	**▼6.4%**	**7,918**	**▼9.5%**	**2.0**	**▲0.1**
Catch-A-Ride	**CAR_Gen**	562	▼2.3%	0			
	CAR_LowInc	417	▲11.2%	0			
	Rollup	**979**	**▲3.1%**	**0**			
Volunteer Driver	**VolDrvr**	2,407	▲9.9%	2,770	▼3.1%	0.9	▲0.1
	VolDvrWM	476	▲15.5%	731	▲1.2%	0.7	▲0.1
Rollup		**19,583**	**▼3.8%**	**11,418**	**▼7.4%**	**1.7**	**▲0.1**

Marin Access Financial Statistics by Service

Typology	Route	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
9. Demand Response	**Dillon DAR**	$8,627	▲53.5%	$195	▼12.3%	$106.72	▲$66.46	2.3%	▼1.7%
	Local Para	$1,125,090	▲1.8%	$23,769	▼25.9%	$84.51	▲$9.87	2.1%	▼0.8%
	MTC	$135,985	▼5.5%	$5,201	▼36.4%	$156.82	▲$64.41	3.8%	▼1.9%
	Novato DAR	$39,482	▼18.2%	$1,938	▼10.0%	$55.87	▼$5.21	4.9%	▲0.4%
	PtReyesDAR	$4,196	▲54.1%	$34	▼67.6%	$297.29	▲$256.40	0.8%	▼3.0%
	Reg Para	$141,807		$13,849		$117.39		9.8%	
	Rollup	**$1,455,186**	**▲11.4%**	**$44,987**	**▲5.2%**	**$89.70**	**▲$14.52**	**3.1%**	**▼0.2%**
Catch-A-Ride	**CAR_Gen**	$39,601	▼5.4%	$2,385	▼14.9%	$66.22	▼$1.71	6.0%	▼0.7%
	CAR_LowInc	$23,252	▲11.4%	$1,770	▼3.4%	$51.52	▲$0.73	7.6%	▼1.2%
	Rollup	**$62,853**	**▲0.2%**	**$4,155**	**▼10.4%**	**$59.96**	**▼$1.20**	**6.6%**	**▼0.8%**
Volunteer Driver	**VolDrvr**	$19,933	▼31.5%	$0		$8.28	▼$5.00	0.0%	-
	VolDvrWM	$8,019	▼19.1%	$0		$16.85	▼$7.22	0.0%	-
Rollup		**$1,545,992**	**▲9.8%**	**$49,142**	**▲3.7%**	**$76.44**	**▲$9.61**	**3.2%**	**▼0.2%**

* Change compared to same quarter of prior year

Systemwide Total

Systemwide Passenger Statistics Summary

	Passengers	%Change*	Revenue Hours	%Change*	Productivity (pax/hr)	Change*
Values	706,180	▲24.0%	57,844	▼1.0%	12.2	▲2.5

Systemwide Financial Statistics Summary

	Operating Cost	%Change*	Passenger Revenue	%Change*	Average Subsidy	Change*	Farebox Recovery	Change*
Values	$9,173,419	▲14.1%	$713,606	▲8.0%	$11.98	▼$0.98	7.8%	▼0.4%

* Change compared to same quarter of prior year

FY 2023 Q2 (October – December) Marin Transit Outreach and Travel Training

Reporting Month: October 2022

Date(s)	Event	Description	Attendees
10/19/2022	Canal Community Resilience Council	The Canal Community Resilience Council aims to ensure Canal residents are able to participate in the decisions that affect them. The community is concerned about housing, transportation, emergency preparedness, climate change, safety, and other issues. This council is an opportunity to engage with other community members, city/county representatives, and others to create solutions that address community concerns. English & Spanish.	25

Reporting Month: November 2022

Date(s)	Event	Description	Attendees
11/16/2022	Canal Community Resilience Council	The Canal Community Resilience Council aims to ensure Canal residents are able to participate in the decisions that affect them. The community is concerned about housing, transportation, emergency preparedness, climate change, safety, and other issues. This council is an opportunity to engage with other community members, city/county representatives, and others to create	25

FY 2023 Q2 (October – December) Marin Transit Outreach and Travel Training

		solutions that address community concerns. English & Spanish.	
11/21/2022	Marin Access Community Event	Vehicle demo at MCTD office for proposed vans for Marin Access programs. This event was a drop-in session that offered riders and community partners the opportunity to see the proposed vehicles and see a demo of the boarding process with the lift. Staffed by MCTD staff & members of the Transdev team with assistance available in English & Spanish.	6
11/22/2022	Marin Access Navigating Transit Presentation / Event	Outreach to Marin Access & general public riders during Rollin' Root event at Walnut Place in West Marin with an emphasis on rural Dial-A-Ride programs. Outreach performed by MCTD staff with assistance available in English & Spanish.	20

Reporting Month: December 2022

Date(s)	Event	Description	Attendees
No outreach or travel training performed			

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March 06, 2023

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

Subject: Marin County Transit District Second Quarter FY2022/23 Financial Report

Dear Board Members:

Recommendation

Accept report and approve associated budget amendment.

Summary

The quarterly report is an opportunity for your Board to review the District's financial status and to provide fiscal and operational accountability. This report represents all financial transactions for the District through the second quarter of Fiscal Year 2022/23.

Background

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

Discussion

Second quarter operations and capital expenses and revenues were consistent with the Board-adopted budget (Attachment A). Transit operations revenues and expense were about 5% below budget primarily due to lower paratransit demand. Capital expenditures were less that 50% of the capital budget due to delays to large budgets for vehicle purchases and Rush Landing construction that are planned for the second half of the fiscal year. Marin Transit total FY2022/23 expenditures through Q2 exceeded revenues by $1.2 million due to the planned expenditure of capital reserves on the purchase of the vehicle parking facility at 3010/3020 Kerner Blvd.

Transit Operating Expenses

FY 2022/23 transit operating expenditures through the second quarter (Attachment A, Page 1) are $18.4 million, which is 46 percent of the annual

budget of $40.5 million. With these expenditures, Marin Transit delivered 50 percent of budget fixed route service hours and 32 percent of budgeted local paratransit service hours as identified in Table 1.

Transit Operating Revenues

Marin Transit's FY2022/23 operating revenues through the second quarter (Attachment A, Page 1) are $18.6 million or 44 percent of the annual budget of $42.3 million.

Capital Budget

Through the second quarter, Marin Transit's expenditures in the Capital Budget (Attachment A, Page 1) were $4.2 million or 29 percent of the $14.8 million budget. Capital revenues typically tie closely to expenditures as they tend to be on a reimbursement basis. This is not true this fiscal year due to the planned expenditure of capital reserve funds for facility projects. In the current period, the District, expended $3.4 million in property tax funds, from the capital reserve and from current year revenues, for the purchase of the parking facility ROW (Project FE). Attachment C includes a complete Capital Report for all major Marin Transit capital projects for the current period.

Table 1: FY2022/23 Year to Date (YTD) thru Second Quarter Service Operations

Service	Budgeted Annual Revenue Hours	YTD thru Q2 Actual Revenue Hours	% of Annual
Regular Local and Trunk Line	114,200	58,970	52%
Community Shuttles	42,000	20,762	49%
School Supplemental Service	5,000	1,322	26%
Muir Woods Shuttle	6,500	3,366	52%
West Marin Stagecoach Service	17,000	8,191	48%
Fixed Route Subtotal	**184,700**	**92,611**	**50%**
Rural Dial A Ride	400	193	48%
Transit Connect	6,500	1,825	28%
Novato Dial-A-Ride	2,400	692	29%
Local Paratransit Service	43,000	13,828	32%
Regional Paratransit Service	5,000	1,946	39%
Yellow School Bus Service	5 buses	5	-
Service	**Annual Estimated Trips**	**YTD thru Q2 Actual Trips**	**% of Annual**
Catch A Ride	3,700	1,927	52%
Volunteer Driver	10,000	5,064	51%

Source: Marin Transit

Fiscal/Staffing Impact

None

Respectfully Submitted,

Lauren Gradia

Director of Finance and Capital Programs

Attachment A: FY2022/23 Second Quarter Financial Report

Attachment B: FY2022/23 Budget Amendments

Attachment C: Capital Project Reports

Attachment A

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

(In Whole Numbers)

	FY22 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue					
Vehicle Operations	36,862,258	42,272,132	42,272,132	18,628,440	44.07%
Capital	5,967,701	9,999,380	10,845,820	2,709,754	24.98%
Total Revenue	42,829,959	52,271,512	53,117,951	21,338,194	40.17%
Expenses					
Vehicle Operations	33,374,771	40,451,999	40,451,999	18,405,270	45.50%
Capital	10,631,869	13,099,380	14,758,051	4,202,642	28.48%
Total Expenses	44,006,640	53,551,379	55,210,050	22,607,911	40.95%
Expenditures	44,006,640	49,220,186	55,210,050	22,607,911	40.95%
Net Revenue Over Expenditures	(1,176,681)	(1,279,867)	(2,092,099)	(1,269,717)	60.69%

Attachment A

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

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

	FY22 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Fare Revenue	2,931,085	3,246,145	3,246,145	1,622,834	49.99%
Advertising & Other Revenue	553,176	203,500	203,500	189,908	93.32%
Fee for Service	1,622,415	1,538,331	1,538,331	681,453	44.30%
Interest	3,027	25,700	25,700	56,444	219.63%
Measure A	0	1,170,797	1,170,797	900,490	76.91%
Measure AA	7,956,597	12,350,558	12,350,558	2,806,459	22.72%
Measure B	808,354	950,000	950,000	603,316	63.51%
Property Taxes	5,341,685	5,245,000	5,245,000	2,645,784	50.44%
Redevelopment Area (RDA) Fees	62,935	44,100	44,100	40,208	91.17%
State Transit Assistance (STA)	2,601,124	3,012,985	3,012,985	1,544,849	51.27%
Transit Development Act (TDA)	6,565,228	11,411,858	11,411,858	4,205,929	36.86%
Other State	32,156	32,300	32,300	6,722	20.81%
FTA Funds	8,115,859	4,925,943	4,925,943	5,033,286	102.18%
National Park Service	290,824	564,914	564,914	290,759	51.47%
Cost Center Revenue Transfers	(22,206)	(2,450,000)	(2,450,000)	(2,000,000)	81.63%
Total Revenue	36,862,258	42,272,132	42,272,132	18,628,441	44.07%
Salaries and Benefits	2,592,222	3,182,288	3,182,288.00	1,437,474	45.17%
Consultant Services	397,541	621,484	621,484.00	96,264	15.49%
Professional Service-Legal	135,851	150,000	150,000	31,733	21.16%
Security and Maintenance	381,099	400,564	400,564	116,113	28.99%
Customer Service	782,340	672,695	672,695	126,842	18.86%
Mobility Management Support Programs	3,942	102,731	102,731	1,499	1.46%
Grants to External Agencies	591,935	525,000	525,000	0	0.00%
Office Supplies	318,788	410,191	410,191	223,687	54.53%
Covid Cleaning and Supplies	105,550	0	0	4,004	100.00%
General Insurance	88,026	115,000	115,000	89,141	77.51%
Contract Service Operation	24,814,294	30,495,780	30,495,780	14,511,120	47.58%
Membership & Prof Development	44,580	85,500	85,500	46,879	54.83%
Mileage and Travel	5,095	25,000	25,000	7,752	31.01%
Marketing	56,060	162,620	162,620	15,844	9.74%
Communication	196,614	248,487	248,487	166,703	67.09%
Fuel	2,997,168	3,735,285	3,735,285	1,609,241	43.08%
Utilities	36,723	66,050	66,050	22,148	33.53%
Vehicle Leases	26,640	26,210	26,210	11,795	45.00%
Office - Rental and Overhead	119,034	183,960	183,960	91,156	49.55%
Cost Center Transfers	(318,732)	(756,847)	(756,847)	(204,125)	26.97%
Total Expenses	33,374,771	40,451,999	40,451,999	18,405,270	45.50%
Net Revenue Over Expenditures	3,487,488	1,820,133	1,820,133	223,171	12.26%

Attachment A

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

Detail - Administration		FY22 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Interest	4070400	3,027	25,700	25,700	56,444	219.62%
Redevelopment Fees	4079950	27,505	24,100	24,100	19,489	80.86%
Residual ABX 126	4079954	35,430	20,000	20,000	20,719	103.59%
PropTax-CurrntSecured	4080101	4,553,967	4,676,000	4,676,000	2,338,000	50.00%
County Fee-SV2557Admin Basic Tax	4080102	(59,808)	(65,000)	(65,000)	(31,397)	48.30%
Property Tax-Unitary	4080103	45,468	40,000	40,000	0	0.00%
PropTax-CurrntUnSecur	4080104	83,978	82,500	82,500	654	0.79%
Educ Rev Augm Fund-Redist	4080105	551,990	420,000	420,000	302,233	71.96%
PropTax-Supp CY SECR	4080106	155,358	85,000	85,000	26,461	31.13%
PropTax-Supp Unsecured	4080107	3,396	1,500	1,500	2,355	157.00%
PropTax-Redemtion	4080108	2,559	2,000	2,000	3,202	160.08%
Property Tax-Prior Unsecured	4080109	4,777	3,000	3,000	4,277	142.56%
National Park Service	4089901	153	150	150	0	0.00%
Other State	4119940	216	300	300	206	68.76%
Total Revenue		5,408,016	5,315,250	5,315,250	2,742,643	51.60%
Transfers						
Property Tax Transfer	4700001	(1,343,479)	(3,633,135)	(3,633,135)	(248,009)	0.00%
Total Transfers		(1,343,479)	(3,633,135)	(3,633,135)	(248,009)	0.00%
Net Revenue		4,064,537	1,682,115	1,682,115	2,494,634	72.53%
Expense						
Salaries	5010200	1,496,824	2,044,287	2,044,287	1,027,197	50.24%
Employee Benefits	5020000	1,095,399	1,138,001	1,138,001	410,277	36.05%
Consultant Services	5030301	138,680	212,180	212,180	53,410	24.80%
Professional Svcs - Legal	5030303	135,851	150,000	150,000	29,167	19.44%
Prof Svcs - Accounting and Audit	5030305	39,867	45,000	45,000	(1,823)	(4.05)%
Office Supplies	5049901	7,099	13,800	13,800	3,224	23.36%
Small Furn/Equip	5049902	7,001	10,600	10,600	1,673	15.78%
Software	5049903	93,898	92,700	92,700	66,727	71.98%
Copier Suppl & Srvc	5049904	7,903	10,300	10,300	3,629	35.23%
Postage	5049905	1,124	3,500	3,500	0	0.00%
Computers	5049906	15,931	22,800	22,800	3,346	14.67%
COVID- Supplies and Cleaning	5049911	2,704	0	0	295	0.00%
Communication - Phone	5050201	38,574	35,600	35,600	14,593	40.99%
Insurance - Gen Liability	5060301	88,026	115,000	115,000	89,141	77.51%
Membership & Prof Development	5090101	44,580	85,500	85,500	46,879	54.82%
Mileage and Travel	5090202	5,095	25,000	25,000	7,752	31.00%
Marketing	5090801	5,440	14,000	14,000	3,461	24.72%
Office Rental	5121200	119,034	183,960	183,960	91,156	49.55%
Total Expense		3,347,174	4,202,228	4,202,228	1,850,104	41.86%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	(2,263,258)	(3,315,440)	(3,315,440)	(1,297,905)	39.14%
Cost Center Transfer Overhead	5100101	(496,732)	(722,907)	(722,907)	(280,737)	38.83%
Total Transfers		(2,759,990)	(4,038,346)	(4,038,346)	(1,578,642)	39.09%
Total Expense		587,184	163,882	163,882	180,305	110.02%

Attachment A

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

Detail- Local		FY22 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Special Fares - Paid By Another Agency	5122871	437,028	(446,871)	561,475	249,425	44.42%
Advertising Revenue	4060301	232,513	83,500	83,500	118,439	141.84%
Lease of Property	4070301	320,663	120,000	120,000	71,469	59.55%
Local Government Payments	4090101	0.00	0.00	0	20,000	0.00%
Measure A Sales Tax	4092001	0	680,000	680,000	680,000	99.99%
Measure AA - Sales Tax	4092005	3,709,895	6,309,950	6,309,950	1,511,613	23.96%
State Transit Assistance -Population Based	4110101	1,041,124	1,452,985	1,452,985	734,849	50.57%
Transit Develoment Act (TDA)	4110102	6,565,228	11,411,858	11,411,858	4,205,929	36.85%
State Transit Assistance - Revenue Based	4110104	1,500,000	1,500,000	1,500,000	750,000	50.00%
SREC Credits	4119911	13,528	16,000	16,000	3,771	23.56%
Fed-FTA 5307 CARES	4139914	6,654,814	3,589,000	3,589,000	3,589,664	100.01%
National Park Service	4139951	290,671	564,764	564,764	290,759	51.48%
Fare Revenue	4140100	1,762,474	1,812,000	1,812,000	1,045,770	57.71%
Total Revenue		22,527,938	28,101,532	28,101,532	13,271,688	47.23%
Transfers						
Property Tax Transfer	4700001	200,441	128,135	128,135	154,425	0.00%
Program Revenue Transfer	4700002	44,431	80,000	80,000	40,000	0.00%
Total Transfers		244,872	208,135	208,135	194,425	0.00%
Net Revenue		22,772,810	28,309,667	28,309,667	13,466,113	47.57%
Expense						
Consultant Services	5030301	98,603	216,300	216,300	30,695	13.00%
Fare Processing Charges	5030310	21,821	22,000	22,000	9,606	43.66%
Customer Service	5030320	584,338	600,000	600,000	126,842	21.14%
Custodial Service	5030602	40,325	71,190	71,190	25,569	35.91%
Security Services	5030701	294,721	303,298	303,298	78,611	25.91%
Fuel	5040101	2,070,224	2,384,564	2,384,564	1,184,014	49.65%
Electrical Power	5040160	61,579	210,000	210,000	33,628	16.01%
Utilities (Facility)	5040180	26,160	36,050	36,050	16,143	44.78%
Small Furn/Equip	5049902	11,560	10,000	10,000	5,774	57.74%
Software	5049903	41,874	47,058	47,058	43,014	91.40%
COVID- Supplies and Cleaning	5049911	69,568	0	0	131	0.00%
Communication-MERA Radio	5050204	880	0	0	972	0.00%
Communication-AVL	5050205	104,803	138,981	138,981	106,347	76.51%
Communication-Data	5050206	2,212	13,871	13,871	1,090	7.86%
Purchased Transportation - In Report	5080101	17,518,227	21,779,865	21,779,865	10,701,900	49.13%
Marketing	5090801	32,612	92,520	92,520	8,476	9.16%
Total Expense		20,979,542	25,925,696	25,925,696	12,372,814	47.72%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	1,488,314	2,021,712	2,021,712	898,873	44.46%
Cost Center Transfer Overhead	5100101	304,955	346,259	346,259	194,426	56.15%
Total Transfers		1,793,269	2,367,971	2,367,971	1,093,300	46.17%
Total Expense		22,772,811	28,293,668	28,293,668	13,466,113	47.59%

Attachment A

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

Detail - Rural		FY22 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	0	325,387	325,387	55,080	16.92%
Measure AA - Sales Tax	4092005	664,630	1,131,141	1,131,141	726,516	64.22%
Fed-FTA 5311 Rural	4139920	228,695	297,303	297,303	148,652	50.00%
Fed-FTA 5311 CARES	4139923	304,048	0	0	246,000	0.00%
Fare Revenue	4140100	84,194	100,706	100,706	36,431	36.17%
Total Revenue		1,281,567	1,854,537	1,854,537	1,212,678	65.39%
Transfers						
Property Tax Transfer	4700001	1,072,698	600,000	600,000	13,191	2.20%
Total Transfers		1,072,698	600,000	600,000	13,191	2.20%
Net Revenue		2,354,265	2,454,537	2,454,537	1,225,869	49.94%
Expense						
Consultant Services	5030301	7,059	16,391	16,391	0	0.00%
Fuel	5040101	367,930	396,468	396,468	153,604	38.74%
Utilities (Facility)	5040180	37	0	0	60	0.00%
Small Furn/Equip	5049902	0	5,000	5,000	0	0.00%
COVID- Supplies and Cleaning	5049911	103	0	0	0	0.00%
Communication-AVL	5050205	12,454	15,000	15,000	11,824	78.82%
Purchased Transportation - In Report	5080101	1,843,963	1,814,694	1,814,694	982,296	54.13%
Marketing	5090801	5,379	20,600	20,600	3,908	18.97%
Total Expense		2,236,925	2,268,154	2,268,154	1,151,691	50.78%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	97,385	138,360	138,360	60,986	44.07%
Cost Center Transfer Overhead	5100101	19,954	44,345	44,345	13,191	29.74%
Total Transfers		117,339	182,706	182,706	74,178	40.60%
Total Expense		2,354,265	2,450,859	2,450,859	1,225,869	50.01%

Attachment A

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

Detail - Marin Access		FY22 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Measure A Sales Tax	4092001	0	165,410	165,410	165,410	100.00%
Measure AA - Sales Tax	4092005	2,767,189	4,159,467	4,159,467	481,579	11.57%
Measure B	4099950	808,354	950,000	950,000	603,316	63.50%
State Transit Assistance -Population Based	4110101	60,000	60,000	60,000	60,000	100.00%
State Prop Tx Relief HOPTR	4119910	18,412	16,000	16,000	2,745	17.15%
Fed-FTA 5307 Urbanized Area Formula	4139910	802,802	1,039,640	1,039,640	1,039,640	100.00%
Fed-FTA 5310 Mobility	4139915	80,146	0	0	9,330	0.00%
Fed-FTA 5310 CRRSAA	4139916	45,354	0	0	0	0.00%
Fare Revenue	4140100	219,082	318,964	318,964	99,800	31.28%
GGBHTD Payment for Local Paratransit	4601003	921,650	879,922	879,922	380,158	43.20%
GGBHTD Payment for Regional Paratransit	4601004	654,653	633,569	633,569	266,019	41.98%
Total Revenue		6,377,642	8,222,972	8,222,972	3,107,997	37.80%
Transfers						
Property Tax Transfer	4700001	48,134	455,000	455,000	71,154	15.64%
Program Revenue Transfer	4700002	(44,431)	(80,000)	(80,000)	(40,000)	50.00%
Total Transfers		3,703	375,000	375,000	31,154	8.31%
Net Revenue		6,381,344	8,597,972	8,597,972	3,139,151	36.14%
Expense						
Consultant Services	5030301	107,001	84,827	84,827	1,846	2.17%
Fare Processing Charges	5030310	1,173	0	0	374	0.00%
Customer Service	5030320	198,002	72,695	72,695	0	0.00%
Custodial Service	5030602	5,188	24,000	24,000	10,009	41.70%
Security Services	5030701	4,662	0	0	0	0.00%
Fuel	5040101	497,434	744,253	744,253	237,995	31.97%
Utilities (Facility)	5040180	10,525	30,000	30,000	5,944	19.81%
Small Furn/Equip	5049902	23	10,000	10,000	816	8.15%
Software	5049903	131,383	182,434	182,434	95,150	52.15%
COVID- Supplies and Cleaning	5049911	33,174	0	0	3,578	0.00%
Communication-MERA Radio	5050204	22,962	27,035	27,035	25,963	96.03%
Communication-Data	5050206	14,129	18,000	18,000	5,914	32.85%
Purchased Transportation - In Report	5080101	4,281,305	5,737,163	5,737,163	2,321,472	40.46%
Purchased Transportation - Regional	5080102	597,625	566,158	566,158	235,607	41.61%
Marketing	5090801	12,630	35,000	35,000	0	0.00%
Misc-Exp Transit User Training	5098001	3,942	12,731	12,731	1,499	11.77%
Gap Grant	5098002	0	90,000	90,000	0	0.00%
Total Expense		5,921,727	7,634,295	7,634,295	2,946,167	38.59%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	380,269	494,144	494,144	158,664	32.10%
Cost Center Transfer Overhead	5100101	77,917	158,376	158,376	34,319	21.66%
Total Transfers		458,186	652,520	652,520	192,983	29.58%
Total Expense		6,379,912	8,286,815	8,286,815	3,139,151	37.88%

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

Detail - Yellow Bus		FY22 Actual	Total Budget - Original	Total Budget - Revised	Current Period Actual	Percent Total Budget Used
Revenue						
Yellow Bus Fares - Paid by Another Agency	4030000	151,000	171,000	171,000	50,000	29.23%
Local Government Payments	4090101	46,112	24,840	24,840	15,276	61.49%
Measure AA - Sales Tax	4092005	814,883	750,000	750,000	86,752	11.56%
Fare Revenue - Yellow Bus	4140105	277,307	282,000	282,000	141,409	50.14%
Total Revenue		1,289,302	1,227,840	1,227,840	293,437	23.90%
Transfers						
Property Tax Transfer	4700001	0	0	0	9,239	-
Total Transfers		0	0	0	9,239	-
Net Revenue		261,591	1,309,761	1,309,761	302,676	23.89%
Expense						
Consultant Services	5030301	3,420	5,000	5,000	1,106	22.12%
Fare Processing Charges	5030310	10,206	19,786	19,786	4,695	23.72%
Custodial Service	5030602	1,767	2,076	2,076	842	40.55%
Small Furn/Equip	5049902	15	500	500	0	0.00%
Software	5049903	978	1,500	1,500	335	22.33%
Yellow Bus School Service	5080103	573,174	597,900	597,900	269,846	45.13%
Marketing	5090801	0	500	500	0	0.00%
Measure AA Yellow Bus Grants	5098008	591,935	525,000	525,000	0	0.00%
Leases and Rentals - Passenger Vehicles	5120401	26,640	26,210	26,210	11,795	45.00%
Total Expense		1,208,135	1,178,472	1,178,472	288,619	24.49%
Transfers						
Cost Center Salary/Benefit Transfers	5100100	60,141	59,297	59,297	11,557	19.49%
Cost Center Transfer Overhead	5100101	12,323	19,005	19,005	2,500	13.15%
Total Transfers		72,464	78,302	78,302	14,057	17.95%
Total Expense		1,280,599	1,256,775	1,256,775	302,676	24.08%

Marin Transit
FY2022/23 Q2 Budget Report
From 7/1/2022 Through 12/31/2022

Detail:Capital Budget

		Total Project Budget	Prior Year Expenditures	FY2022/23 Budget	FY2022/23 Revised	FY2022/23 Actual	Total Project Expenditures
EA	Replace 2 Artics with 4 - 40ft Electric	4,366,507	4,072,939	0	293,568	42,987	4,115,926
PD	Purchase 5 paratransit replacements	505,000	2,406	497,000	502,594	3,775	6,181
PE	Purchase 1 electric paratransit	677,208	0	677,208	677,208	0	0
PF	Purchase 5 paratransit replacements	515,000	0	515,000	515,000	3,305	3,305
HY	Hybrid Battery Replacements	300,500	0	250,000	630,000	1,035	1,035
NR	Staff Car	49,000	321	48,000	48,679	755	1,076
	Subtotal Vehicles	***6,413,215***	***4,075,666***	***1,987,208***	***2,667,049***	***51,856***	***4,127,523***
BN	Novato Bus Stop Shelters	61,115	1,063	60,215	60,052	1,551	2,614
BP	ADA Bus Stop Improvements	1,703,000	135,722	1,400,000	1,567,278	72,696	208,418
	Subtotal Bus Stop Improvements	***1,764,115***	***136,785***	***1,460,215***	***1,627,330***	***74,247***	***211,032***
FS	Facility - Rush Landing Improvements	2,800,000	748,814	1,537,957	2,051,186	79,719	828,533
FD	Facility - Kerner Improvements	1,100,000	996,220	130,000	103,780	125,737	1,121,957
FE	Facility- Parking Facility ROW	3,850,000	175,293	3,650,000	3,674,707	3,514,621	3,689,914
FG	Facility Maintenance Facility	20,000,000	0	300,000	300,000	0	0
FH	Facility - 3010/3020 Kerner Improvements	300,000	0		300,000	0	0
YF	Yellow Bus Parking Facility	3,000,000	0	3,000,000	3,000,000	0	0
	Subtotal Facility	***31,050,000***	***1,920,327***	***8,617,957***	***9,429,673***	***3,720,076***	***5,640,404***
OC	On Board Vehicle Equipment	250,000	0	250,000	250,000	0	0
	Subtotal Technology Projects	***250,000***	***0***	***250,000***	***250,000***	***0***	***0***
GG	Golden Gate Capital Costs (GG)	24,000	37,150	24,000	24,000	8,518	8,518
BM	Bus Stop Maintenance (BM)	160,000	212,962	160,000	160,000	53,181	53,181
VR	Major Vehicle Repairs (VR)	200,000	165,711	200,000	200,000	52,516	52,516
IF	Infrastructure Support (IF)	400,000	998,559	400,000	400,000	242,245	242,245
	Subtotal Ongoing Capital Expenses	***784,000***	***1,414,382***	***784,000***	***784,000***	***356,460***	***356,460***
	Total Expenditures	***40,261,330***	***6,132,778***	***13,099,380***	***14,758,052***	***4,202,641***	***10,335,419***

Attachment B

FY2022/23 Q2
Budget Amendments

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2023-01	12/5/2022	Roll forward of FY2022 Capital Project expenditures.	Capital	Capital	EA	5230101 Vehicles	$0	$293,568	$293,568
					PD	5230101 Vehicles	$497,000	$5,594	$502,594
					HY	5230101 Vehicles	$250,000	$50,500	$300,500
					NR	5230101 Vehicles	$48,000	$679	$48,679
					BN	5230104 Facilities	$60,215	($163)	$60,052
					BP	5230104 Facilities	$1,400,000	$167,278	$1,567,278
					FS	5230104 Facilities	$1,537,957	$513,229	$2,051,186
					FD	5230104 Facilities	$130,000	($26,220)	$103,780
					FE	5230104 Facilities	$3,650,000	$24,707	$3,674,707
		Total Change for 2023-01						$1,029,172	
2023-02	12/5/2022	Hybrid Refresh	Capital	Capital	HY	5230101 Vehicles	$300,500	$329,500	$630,000
						4139910 Fed- FTA 5307	$200,000	$284,000	$484,000
						4092006 Measure AA Cap	$100,500	$45,500	$146,000

Attachment B

Number	Board Authorization	Description	Function	Program	Project	GL	Original	Change	Final
2023-03	12/5/2022	Add 3010/3020 Kerner Improvement Project	Capital	Capital	FH	5230104 Facilities	$0	$300,000	$300,000

Capital Projects Report FY2022/23

This capital project report provides details for FY2022/23. Project descriptions and status are given for all major capital projects. Projects are grouped according to project type as shown below.

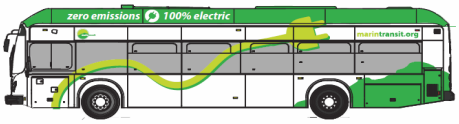
	Total Project Budgets	Total Expended FY2023	Total Project Expenditures	
Vehicles	$6,427,248	$51,856	$4,127,523	
Bus Stop Improvements	$364,115	$74,247	$211,032	
Facility	$10,525,000	$3,720,076	$5,640,404	
Technology Projects	$212,394	$0	$0	
Ongoing Capital Expenses	$697,000	$356,460	$356,460	(annual)
	$18,225,757	$4,202,639	$10,335,419	

VEHICLES

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

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

Funding: $2,656,800 Federal Section 5307
$1,338,882 State LCTOP
$370,825 Measure AA



Description: Purchase of four 40-foot Battery Electric Buses to replace three 60-foot Articulated buses beyond their useful life

Status: These vehicles will replace three 60-ft articulated buses in a seat for seat replacement. Board authorized the purchase of four 40ft Electric buses in October 2020. All vehicles have been delivered and are waiting for charging infrastructure to be put into service.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
EA	$4,366,507	$4,115,926	100%	Sep-22

VEHICLES

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

Concept: Purchase 5 Paratransit Replacements

Funding: $414,100 Federal 5307
$90,900 Measure AA

Description: Purchase 5 Paratransit Vehicles to replace vehicles beyond their useful life.

Status: Board authorized puchase of these vehicles in November 2021 but the vendor canceled order due supply chain issues. Board authorized new purchase to the board in November 2022, which included the 5 vehicles below. Delivery is estimated in July 2023.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
PD	$505,000	$6,181	30%	Dec-23

VEHICLES

Purchase 5 Paratransit Replacements **Total Project Budget** **$515,000**

Concept: Purchase 5 paratransit replacements

Funding: $412,000 Federal Section 5307
$103,000 Measure AA

Description: Replace 5 paratransit vehicles beyond their useful life

Status: This purchase was combined with the paratransit replacement above. Board authorized new purchase to the board in November 2022, which included the 5 vehicles below. Delivery is estimated in July 2023.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
PF	$515,000	$3,305	30%	Dec-23

VEHICLES

Purchase 1 Electric Paratransit **Total Project Budget** **$677,208**

Concept: Purchase One Eletric Paratransit

Funding: $677,208 Measure AA

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

Status: Marin Transit will replace one paratransit vehicle with an electric paratransit vehicle. Staff plans to bring this purchase to the Board for authorization in 2023.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
PE	$677,208	$0	0%	Mar-24

VEHICLES

Purchase Hybrid Battery (Replacement) **Total Project Budget** **$300,500**

Concept: Purchase replacement batteries for Hybrid buses

Funding: $246,410 Federal Section 5307
$54,090 Measure AA

Description: Purchase replacement batteries for Hybrid buses

Status: Board authorized contract to do this work in December 2022. As a preventive maintenance measure, the batteries on the 2015 Hybrid Buses will be refreshed.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
HY	$300,500	$1,035	0%	Jun-22

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VEHICLES

Staff Car **Total Project Budget** **$49,000**

Concept: Purchase an electric staff car

Funding: $2,000 Measure B
$2,000 CVRP Rebate
$45,000 State STA

Description: Purchase an electric staff car to replace a retired-active vehicle

Status: Board approved the purchase of a new electric staff car on May 4, 2020. This purchase was delayed due to limited vehicle availability. Staff plans to re-evaluate and bring this back to the board in early 2023.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Completion Date*
NR	$49,000	$1,076	0%	Jun-23

BUS STOP IMPROVEMENTS

Bus Stop Improvements - Novato Bus Shelters **Total Project Budget** **$61,115**

Concept: Replace Bus Shelters in Novato

Funding: $48,892 Federal Lifeline Program
$12,223 Measure AA

Description: Purchase up to eight shelters in Novato

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

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Completion Date*
BN	$61,115	$2,614	4%	Jun-23

County Wide Stop Improvements **Total Project Budget** **$1,703,000**

Concept: Complete construction of Bus Stop Improvements

Funding: $1,362,400 Federal
$340,600 Measure AA

Description: Design & Constrution for ADA Bus Stop Improvements

Status: A task order for final design was initiated through Marin Transit's general engineering services contract. Design and coordination with local jurisdictions is underway.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Completion Date*
BP	$1,703,000	$208,418	12%	Jun-24

ADMIN AND OPERATIONS FACILITY

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

Concept: Acquire property and develop a maintenance facility
Funding: $2,696,747 Measure AA/Capital Reserves
$103,253 FTA 5339

Description: Make improvements to Rush Landing Facility

Status: Marin Transit successfully completed the purchase of right of way at 600 Rush Landing Rd in Novato. Additional improvements are being constructed. Bus Charging infrastructure installation is underway as Phase 1. Phase 2 will include enhanced fencing and lighting.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FS	$2,800,000	$828,533	30%	Jun-23

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

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

Description: Capital Improvements at 3000 Kerner Blvd

Status: Marin Transit will perform modifications to 3000 Kerner to convert the space into a paratransit vehicle maintenance facility. Improvements include retrofitting warehouse space for effective use for vehicle maintenance and reconfiguration of office space. Marin Transit anticipates completion by December March 2023.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FD	$2,800,000	$1,121,957	40%	Mar-23

Facility - Kerner Parking ROW **Total Project Budget** **$3,850,000**

Concept: Purchase Parking Facility
Funding: $3,850,000 Capital Reserve
Description: Replace temporary leased parking with a permanent location
Status: Marin Transit closed on property at 3010/3020 Kerner Blvd in July 2022. A proje
is underway to redesign the property as a parking facility

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FE	$3,850,000	$3,689,914	100%	Jul-22

ADMIN AND OPERATIONS FACILITY

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

Concept: Purchase/Build Fixed Route Maintenance Facility
Funding: $20,000,000 Capital Reserve
Description: Purchase/Build Fixed Route Maintenance Facility
Status: Marin Transit is activetly looking for a site to purchase

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FG	$20,000,000	$0	0%	Jul-25

Facility - 3010/3020 Kerner Improvement **Total Project Budget $20,000,000**

Concept: Improvements to the 3010/3020 Kerner Parking Facility
Funding: $300,000 Capital Reserve
Description: Prepare site for vehicle parking and electric bus charging
Status: Board authorized contract for design of a new parking facility at 3000 Kerner Blvd in December 2022. Staff anticipates design completion in September 2023 and construction to begin in 2024

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
FH	$300,000	$0	0%	Dec-24

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

Concept: Identify and purchase property for vehicles
Funding: $3,000,000 Capital Reserve
Description: Replace temporary leased parking with a permanent location
Status: Marin Transit is evaluating and identifying opportunities for land acquisition.

Project ID	*Budget*	*Expended to Date*	*Percent Complete*	*Anticipated Completion Date*
YF	$3,000,000	$0	0%	NA

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TECHNOLOGY PROJECTS

TECHNOLOGY PROJECTS — **Total Project Budget** **$250,000**

Concept: District technology projects

Funding: $250,000 Measure AA

$0 Federal Section 5307

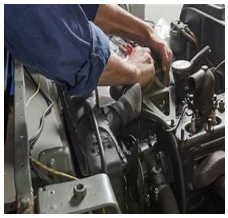
Projects:		Total Project Cost	Expended to Date
OC	On Board Vehicle Equipment	$250,000	$0

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

Status: Staff will begin equipment replacement in 2023

ONGOING CAPITAL EXPENSES

Ongoing Capital Expenses — **Annual Budget** **$784,000**



Concept: Ongoing capital expenses

Funding: $784,000 Measure A

Projects:		Total Project Budgets	Annual Budget	Expended in FY2023
GG	Golden Gate Capital Costs	$24,000	$24,000	$8,518
BM	Bus Stop Maintenance	$160,000	$160,000	$53,181
VR	Major Vehicle Repairs	$200,000	$200,000	$52,516
IF	Infrastructure Support	$400,000	$400,000	$242,245

Description: Ongoing capital costs associated with the Golden Gate operations

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

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March 6, 2023

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

Subject: Resolution #2023-03 of Local Support for Metropolitan Transportation Commission One Bay Area Grant 3 Program

Dear Board Members:

Recommendation

Adopt resolution of local support for Metropolitan Transportation Commission (MTC) One Bay Area Grant 3 (OBAG 3) program.

Summary

Staff requests that your Board approve the attached resolution (#2023-03) for local support of the FY 2022/23 OBAG 3 program funding. The OBAG 3 program guides how MTC distributes $375 million in federal transportation funding from the Federal Highway Administration to projects and programs that improve safety, spur economic development, and help the Bay Area meet climate change and air quality improvement goals.

On July 27, 2022, Marin Transit submitted an application to the Transportation Authority of Marin (TAM) for $1.6 million in OBAG 3 funding for a Transit Corridor Improvement project. This application was recommended to MTC by TAM. On January 25, 2023, MTC adopted OBAG 3 including full funding of the District's transit corridor improvements project. The project scored 91.3 out of 100 and had the third highest score in the region.

Project

The transit corridor improvements project will evaluate and make improvements to high ridership transit corridors in Marin County. Proposed improvements include enhanced passenger information, upgraded amenities at bus stops and transit priority improvements to make transit service faster, more reliable, and more accessible to riders. The project will prioritize ADA Accessibility improvements at high-ridership bus stops. Target corridors include Fourth Street and Lincoln Avenue in San Rafael, and South Novato Boulevard in Novato. Additionally, the project will include evaluation and implementation of Transit Priority Improvements including work with the City of San Rafael to purchase and install signal communication equipment for

transit signal priority and investigating other transit priority treatments with local jurisdictions. A project fact sheet is included as Attachment B.

Fiscal/Staffing Impact

Marin Transit will provide a 20% local match, exceeding the program requirement of at least 11.47% of the total project cost. Marin Transit will use a combination of local sales tax funds and the District's local property tax allocations to meet the local match requirement.

Respectfully Submitted,

Lauren Gradia
Director of Finance and Capital Programs

Attachment A: 2023-03 OBAG 3 Resolution of Local Support

Attachment B: Project Fact Sheet

Marin County Transit District
March 6, 2023 Board Meeting

RESOLUTION #2023-03

RESOLUTION OF LOCAL SUPPORT

Authorizing the filing of an application for funding assigned to MTC and committing any necessary matching funds and stating assurance to complete the project:

WHEREAS, Marin County Transit District (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for $1,600,000 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Block Grant Program (STP) funding, Congestion Mitigation and Air Quality Improvement Program (CMAQ) funding, Transportation Alternatives (TA) set-aside/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the Transit Corridor Improvements Project (herein referred to as PROJECT) for the One Bay Area Grant 3 Program (herein referred to as PROGRAM); and

WHEREAS, the United States Congress from time to time enacts and amends legislation to provide funding for various transportation needs and programs, (collectively, the FEDERAL TRANSPORTATION ACT) including, but not limited to the Surface Transportation Block Grant Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives (TA) set-aside (23 U.S.C. § 133); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to the FEDERAL TRANSPORTATION ACT, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the

PROGRAM; and

- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under the FEDERAL TRANSPORTATION ACT or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, APPLICANT agrees to comply with the

requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, General Manager, City Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

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 2022-23 OBAG 3 funds:

Project Name: ***Transit Corridor Improvements***
Amount of OBAG 3 funds requested: ***$1,600,000***
Short description of project: ***Provide local matching funds for the Transit Corridor Improvements project***
Contributing Sponsors (if applicable):

APPROVED AND PASSED this 6th day of March 2023

Agency Board Designee:

BY: _____

Attachment B

Marin Transit

Transit Corridor Improvements

July 2022

Goals:
- Improve operational efficiency on existing routes
- Upgrade passenger amenities at high ridership stops
- Improve passenger information at bus stops
- Make ADA accessibility improvements

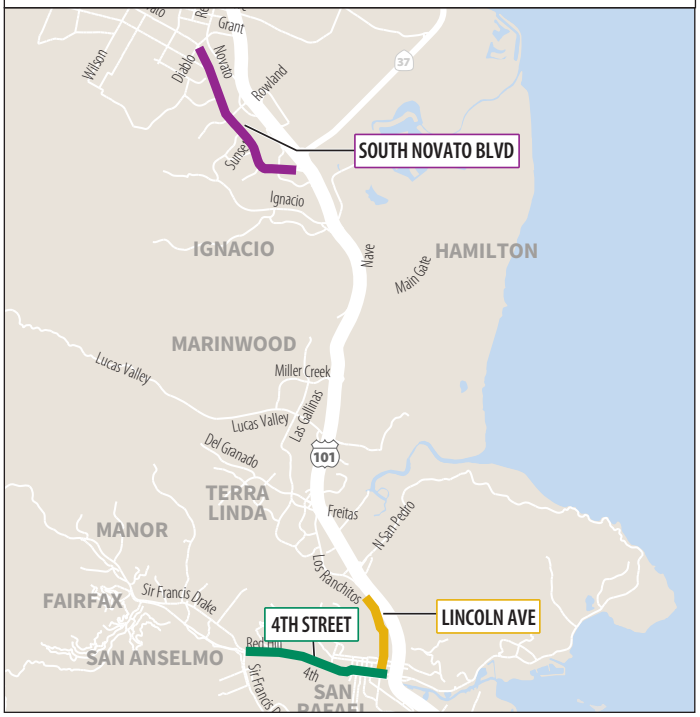
Federal Funding Request:	$1,600,000
Local Matching Funds:	$400,000
Total Project:	$2,000,000

Summary

Marin Transit will evaluate and make improvements to high ridership transit corridors in Marin County. Proposed improvements include enhanced passenger information, upgraded amenities at bus stops and transit priority improvements to make transit service faster, more reliable, and more accessible to riders.

Target Corridors:
- 4th Street, San Rafael
- Lincoln Ave, San Rafael
- South Novato Blvd, Novato

TARGET TRANSIT IMPROVEMENT CORRIDORS

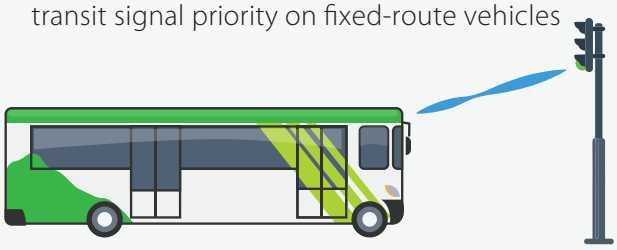


BUS STOP IMPROVEMENTS

- Renovate high-ridership stops to improve ADA Accessibility
- Upgrade stop amenities to tie in with street design at high ridership stops

TRANSIT PRIORITY IMPROVEMENTS

- Work with the City of San Rafael to purchase and install signal communication equipment for transit signal priority on fixed-route vehicles



- Evaluation of adding part-time dedicated carpool/transit lanes.

PASSENGER INFORMATION UPGRADES

- Installation of corridor-focused real time passenger information.
- Pilot of battery-powered e-paper signs
- Collaboration with local jurisdictions and businesses on kiosk designs

www.vixtechnology.com

711 Grand Ave, #110
San Rafael, CA 94901
ph: 415.226.0855
marintransit.org

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Maribeth Bushey
Director
City of San Rafael

Fred Casissa
Alternate
Town of Corte Madera

March 6, 2023

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

Subject: Conduct the Public Hearing for the June 2023 Service Changes

Dear Board Members:

Recommendation

Receive public comment and close the public comment period for the proposed June 2023 fixed route service changes.

Summary

Staff is asking your Board to receive public comments and feedback on the proposed fixed route services changes outlined in Attachment A to this letter. These changes will impact 12 of the District's 24 fixed route services, including discontinuation of four routes (23x, 251, 645, and 651). This proposal is a slightly updated from the proposal provided to your Board at your February Board of Directors meeting.

Comment from today's public hearing will be used to develop a final service change proposal for your Board's final consideration on April 3, 2023. If approved, the proposed service changes would be implemented on June 11, 2023.

Background

At your January 9, 2023 Board meeting, staff presented an overview of fixed route operations, including ridership trends, service level trends, and emerging challenges. While fixed route ridership has grown to 90% of pre-COVID conditions and service levels have remained steady throughout the pandemic, many factors have emerged (or returned) that are impacting our ability to deliver reliable service in the current environment. These include growing traffic congestion, driver and staffing shortages, and lack of a District-owned operations and maintenance facility.

Staff have been working collaboratively with our contractors and identified that a comprehensive adjustment to service, routing and schedules would support drivers needs and reduce the impacts to service from traffic. Staff developed a service change proposal that targets these needs and presented that to your

Board on February 6, 2023. At that meeting your Board also set a public hearing to be held at today's meeting.

Since the February meeting, staff have been working to educate riders on the service change proposal, obtain comments and feedback, and use that information to inform the original service change proposal and any updates needed to target the needs of our riders.

Outreach and Education Efforts

As outlined at your February Board meeting, staff initiated the outreach and education process on the 2023 service changes immediately following the approval of the public hearing. These efforts were done to inform riders and members of the public on the service change proposal and notify them of their options for providing feedback. This was done using a number of different communication channels including digital, print, and verbal communication and outreach. All materials were translated and available in both English and Spanish. Attachment B shows a list of all the outreach activities, which is summarized below:

- A dedicated webpage hosted on the District's website, www.marintransit.org/2023ServiceChanges, was released and offers a detailed explanation of the changes including the information shown in Attachment A.
- Informational videos were developed in English and Spanish and posted on our website and social media site that summarize the changes and offer resources for providing feedback.
- Staff hosted two virtual community forums offering members of the public an opportunity to learn more about the proposal, ask questions, and submit public comment.
- Staff attended multiple community events and educated stakeholders and riders about the proposal and how to submit public comments and feedback.
- Staff conducted in-person sessions at multiple high ridership bus stops throughout Marin County during the month of February to inform riders of the proposed service changes.
- Email notifications were sent to our distribution list, first notifying of the proposal, and then reminding riders of the public hearing and potential approval actions to be considered by the Board.
- Information was shared through newsletters, including those of Board members during the month.
- Direct email correspondence to all youth pass coordinators at the impacted public schools.
- A targeted social media campaign to notify subscribers of our Twitter and Facebook accounts. Information and messaging was also shared with our partners who offer similar digital communication through their channels to share.
- Posters and signs were displayed at over 100 bus stops, within our transit vehicles, and at other strategic locations where transit riders get their information. These print materials made reference to the District's website for more information and provided the proposal timeline and public hearing details.

Staff documented all the outreach events and estimated the number of views, interactions or attendees at each event or posting. Below is a summary of the outreach activity through February 28, 2023.

- 1,260 views (668 users) were made on the dedicated 2023 June Service Changes website (www.marintransit.org/2023servicechanges).
- 350 bus passengers were interacted with during the bus stop in-person events.

- 40 stakeholders or members of the public attended one of the virtual or in-person education events.
- 6,470 views to the Bilingual Facebook Ad with 1,384 clicks/engagement to learn more.
- 35 views were made to the videos online (15 in English / 10 in Spanish).
- 4,600 individuals were sent emails with 655 opening the correspondence.
- 30 posts were made to social media, with 40 likes or forwards.

A summary of all public comments received through Tuesday, February 28, 2023 on the service change proposal is included as Attachment C. In total, 57 comments were submitted from 49 individuals, 40 against the changes, 7 in support of the changes, and 10 not related to the changes. The table below shows a summary of these comments by Route.

Proposed Change	# of Comment Against	# of Comments in Support
Route 22 Alignment Change	0	0
Route 22 Schedule Change	5	0
Route 23x/23 Consolidation	3	1
Route 29 Alignment Change	0	3
Route 35 Alignment Change	2	0
Route 49 Alignment Change	3	2
Route 71 Schedule Change	0	0
Route 219/219f Alignment Change	14	0
Route 219/219f Schedule Change	3	1
Route 251 Cancellation	5	0
Route 257 Alignment Change	3	0
Route 257 Schedule Change	0	0
Route 645 Cancellation	1	0
Route 651 Cancellation	1	0
TOTAL	**40**	**7**
Not Related to Service Change	*10*	*0*

Service Change Proposal

The service change proposal staff is asking for public comment on and your Board's consideration for approval at the April 2, 2024 meeting is shown in Attachment A. This proposal is consistent with the proposal shared on February 6, 2023 when your Board set the public hearing, with a few minor changes. These changes are in response to comments received, and staff have determined they are operationally feasible and will not significantly impact or compromise the goals of the service change or the financial resources of the District. These include:

- **Removing the proposed cancellation of the 8:09 PM northbound weekday trip on Route 22.** After further discussions with the College of Marin and obtaining a better understanding of the evening class schedule and changes in enrollment, staff recommends maintaining service between the College of Marin and the San Rafael Transit Center until at least 8:30 PM.
- **Maintaining connectivity between the Hamilton neighborhood and existing Route 251 coverage.** Staff is recommending to extend select weekday peak hour trips and all weekend Route 257 trips into Hamilton.

The service change proposal is expected to have a change in total revenue service by 2.1%. However, due to the scale of the proposed changes on individual routes, namely Route 35 and 257, and the proposed cancellation of Routes 251, 645, and 651, this changes does constitutes a Major Service Change under the Marin Transit Service Change policy.

Title VI Analysis

Staff have completed a Title VI equity analysis to determine if low-income or minority populations would be disproportionately impacted by the changes. The full report is attached to this letter as Attachment D.

Cumulatively, the proposed service changes do not create a Disparate Impact on minority riders, nor do they create a Disproportionate Burden on low-income riders. This applies to both the proposed service increases and the proposed service decreases. The analysis was conducted based on the demographic make-up of Marin County residents along the affected routes, and considers all increases together as well as all decreases together.

In addition to looking at the cumulative effects of the proposed service changes in accordance with FTA guidelines, District staff also examined the effects of the proposed changes on individual routes and neighborhoods. This is not required by Title VI, but staff found it a useful way to illustrate impacts and benefits of the changes as a whole.

The proposed service changes were designed to re-allocate service between routes to improve conditions for the bus operators and improve operational efficiencies, not to directly cut service. In most cases, the level of service provided at the neighborhood level is unchanged as service switches from one route to another, or net changes are minimal relative to the scale of total service in the neighborhood. The main exceptions to this are:

- Manor neighborhood in Fairfax will see an expansion to all-day service rather than just peak-hour service;
- The Canal neighborhood of San Rafael will see a slight decrease (-5.8%) in the total number of weekday trips;

- Hamilton neighborhood of Novato, which will see a reduction in weekday midday service from the current four trips per hour in each direction on Routes 49 (2), 251 (1), and 257 (1), to three trips per hour on Routes 49 (2) and 257 (1);
- Areas of Larkspur and Corte Madera will see reduced span of service in the evening hours;
- Tiburon, which will see a decreased frequency of service on weekdays from every 20-30 minutes to every 35-40 minutes and a removal of coverage to the hills on two morning and two afternoon trips; and
- Paradise Dr in Corte Madera, which will see new weekday peak-hour service.

The route and neighborhood-level supplemental analysis has no bearing on the Title VI findings of the service change as a whole of no Disparate Impact or Disproportionate Burden.

Next Steps

Additional comments that are submitted between the development of this letter and the time of the public hearing on March 6, 2023, including comments received at the public hearing, will be considered prior to asking your Board to adopt a final service change proposal on April 3, 2023. Once approved, these changes are expected to be implemented on June 11, 2023.

Fiscal/Staffing Impact

The proposed service changes are expected to decrease overall service levels by approximately 2.1%, resulting in an annual estimated savings of $500,000 in purchased transportation costs and $40,000 in fuel costs. The implementation of the changes will only impact three weeks in the FY 2022/23 fiscal year and will not require a budget adjustment. The FY 2023/24 budget will use these new revenue hours as the baseline for estimating operations expenses. Marin Transit staff plan to bring your Board a Draft of the FY 2023/24 budget in May of 2024 and a final budget to your Board for approval in June of 2024.

Respectfully Submitted,

Robert Betts

Director of Operations & Service Development

Attachment A: Service Change Proposal

Attachment B: Public Outreach and Participation Summary

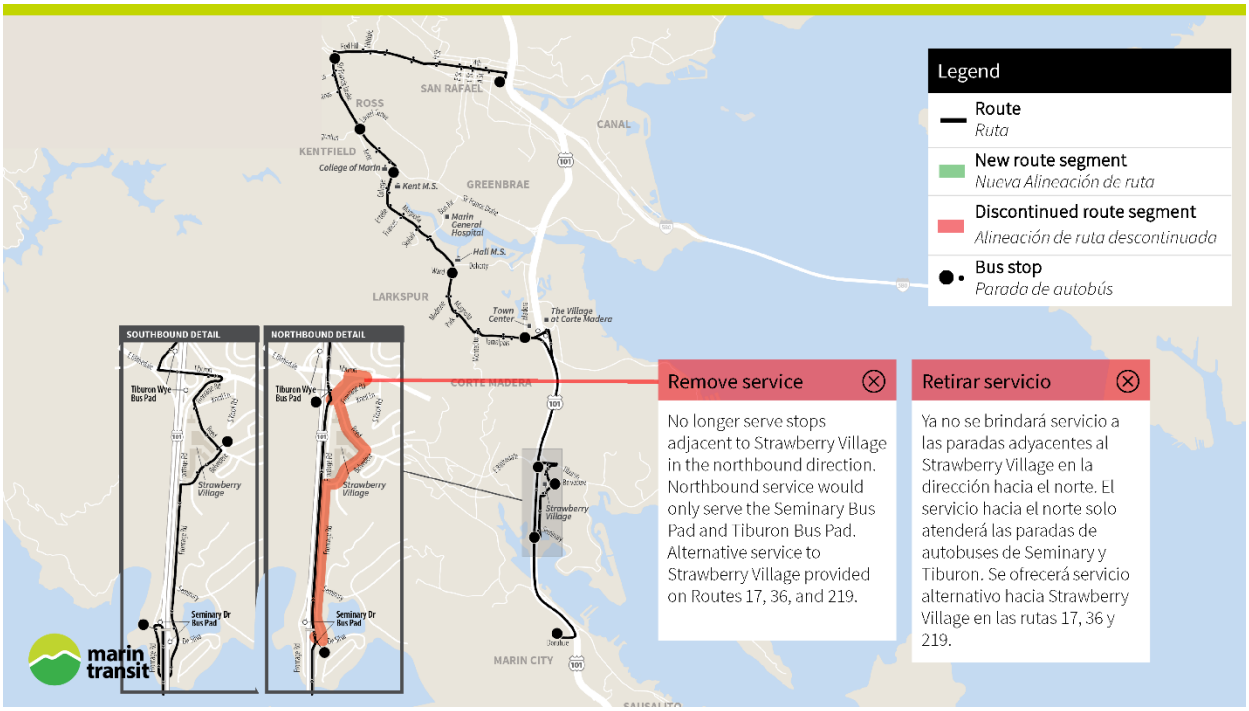
Attachment C: Public Comments Received Through February 28, 2023

Attachment D: Title VI Equity Analysis

Attachment E: Presentation

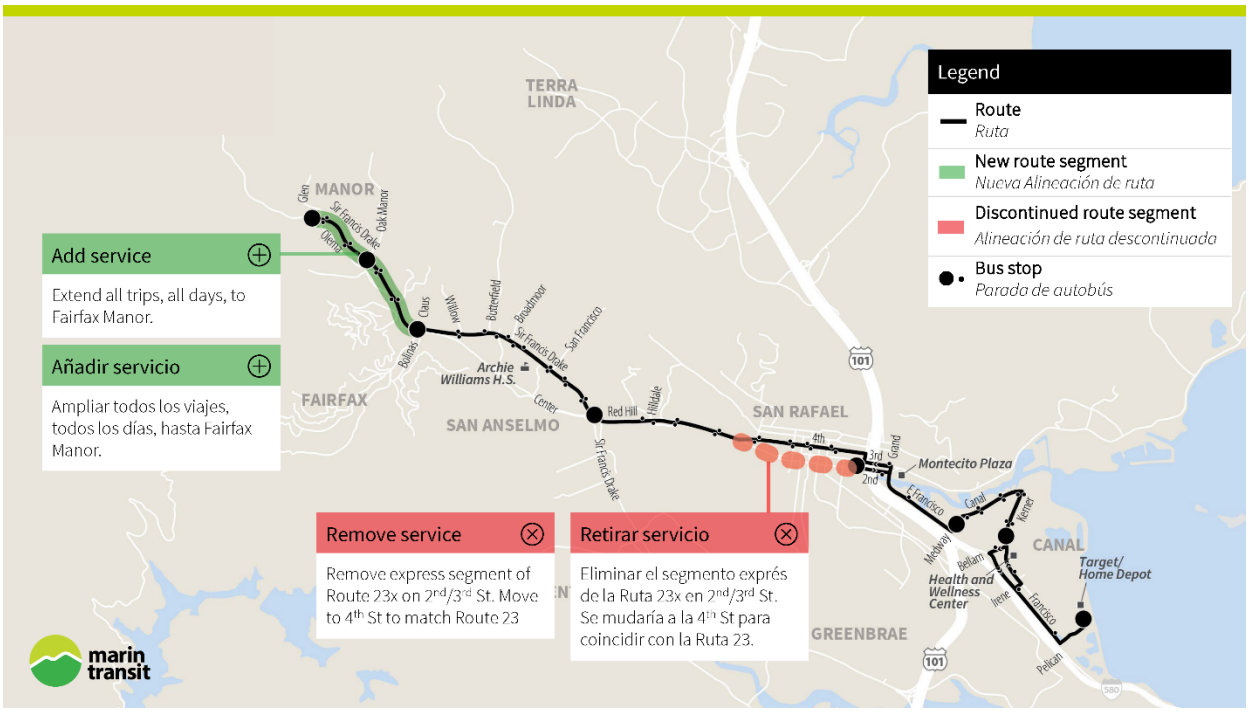
Route 22

Proposed Alignment Change:	Route 22 would no longer serve stops adjacent to Strawberry Village in the northbound direction.
Proposed Service Level Change:	The following weekday trips would be cancelled: • Southbound: 6:30p, 8:00p, 9:00p • Northbound: 9:09p, 10:09p The following weekend trips would be cancelled: • Northbound: 8:01p, 9:01p



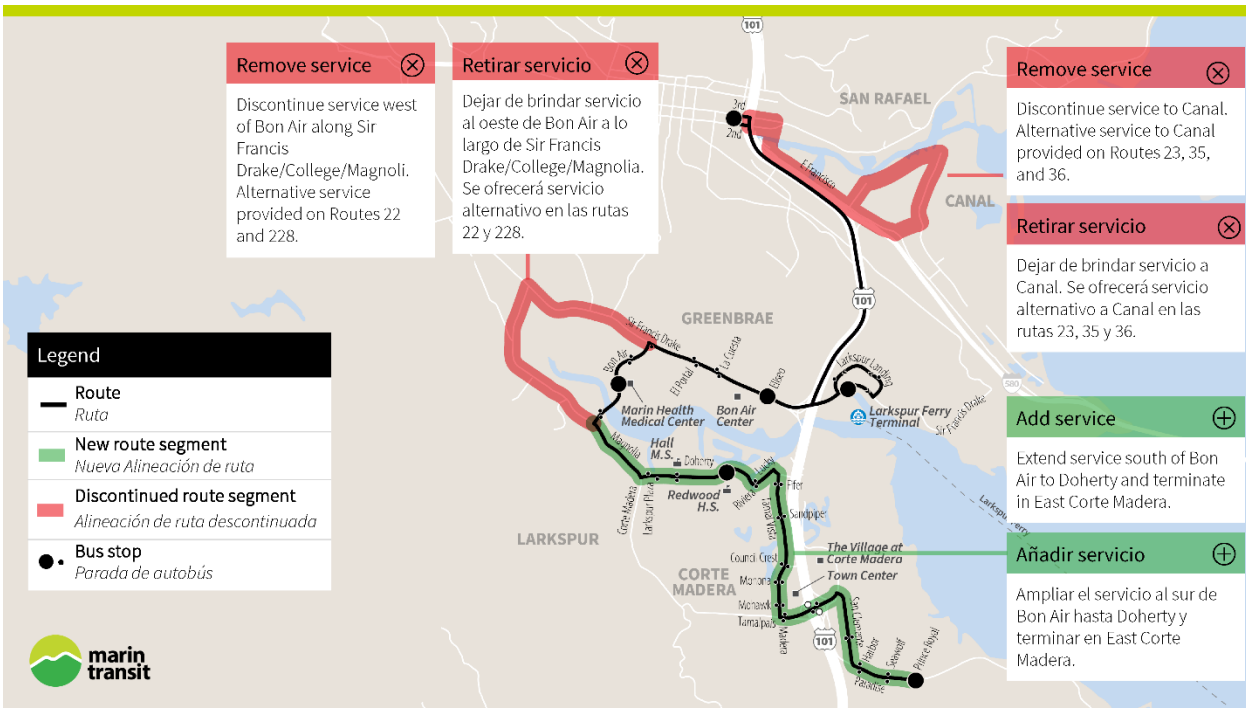
Route 23/23x

Proposed Alignment Change:	Route 23x would be discontinued and merged with Route 23 to form one route from Fairfax Manor to Shoreline Parkway. All trips would operate along this alignment and it would serve all stops (no express portions in between San Anselmo Hub and the San Rafael Transit Center)
Proposed Service Level Change:	Weekday peak hour service on Route 23 would be increased to operate every 30 minutes.



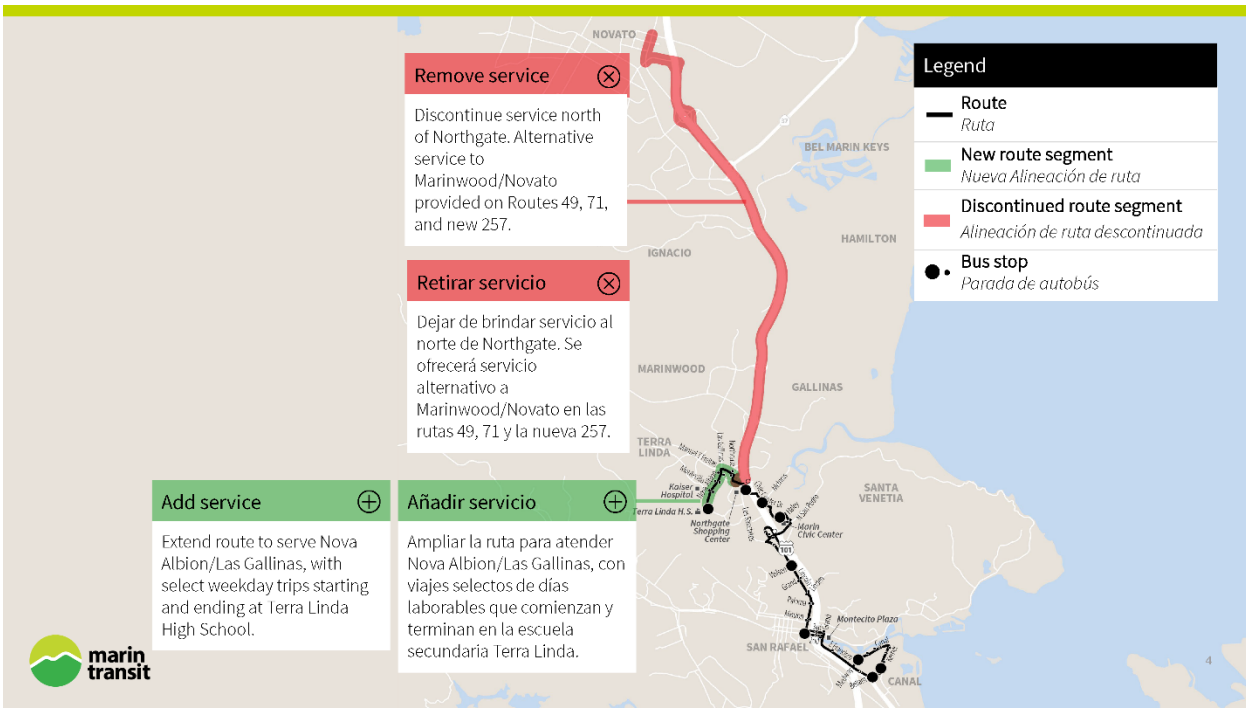
Route 29

Proposed Alignment Change:	Direct service to/from the Canal would be removed. Service west of Bon Air on Sir Francis Drake and along College Ave would be discontinued. Service would be extended south of Bon Air along Magnolia Ave, along Doherty, Tamal Vista, Tamalpais, San Clemente, and Paradis to East Corte Madera.
Proposed Service Level Change:	*No significant change*



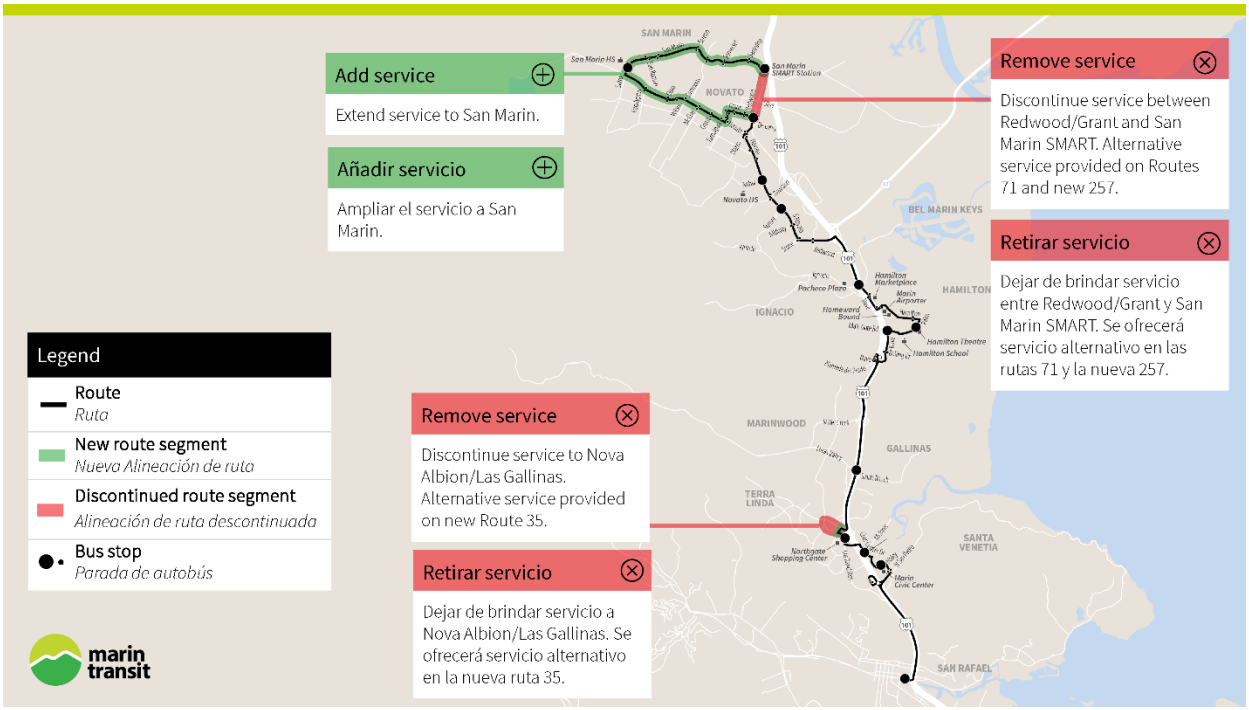
Route 35

Proposed Alignment Change:	Discontinue service north of Northgate. Extend the route within Northgate to serve Nova Albion/Las Gallinas, with select trips starting and ending at Terra Linda High School.
Proposed Service Level Change:	*No significant change*



Route 49

Proposed Alignment Change:	Extend the route to serve San Marin neighborhood via Grant and Novato Blvd. Extend to serve San Marin SMART. Discontinue service between Redwood/Grant and San Marin SMART on this route. See Route 257 proposal for added service in this corridor.
Proposed Service Level Change:	*No significant change*

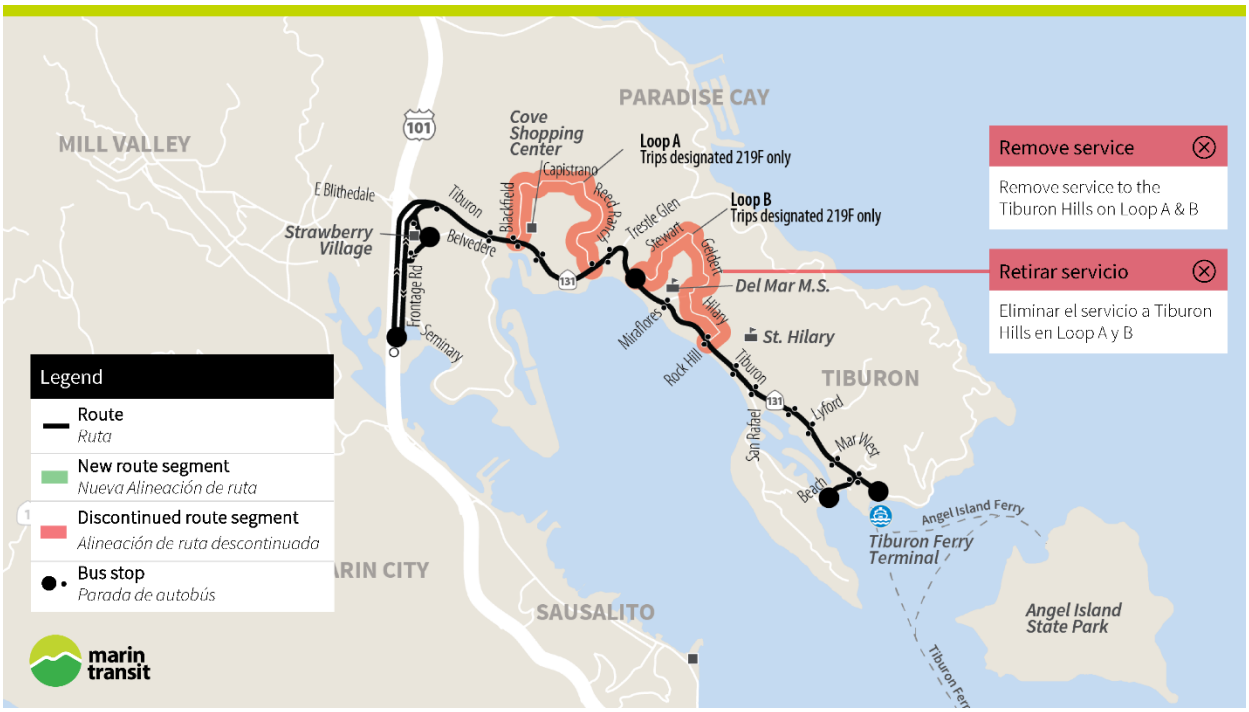


Route 71

Proposed Alignment Change:	*No significant change*
Proposed Service Level Change:	Add weekday mid-day service to create 30 minute frequency between 5:00 am and 6:00 pm.

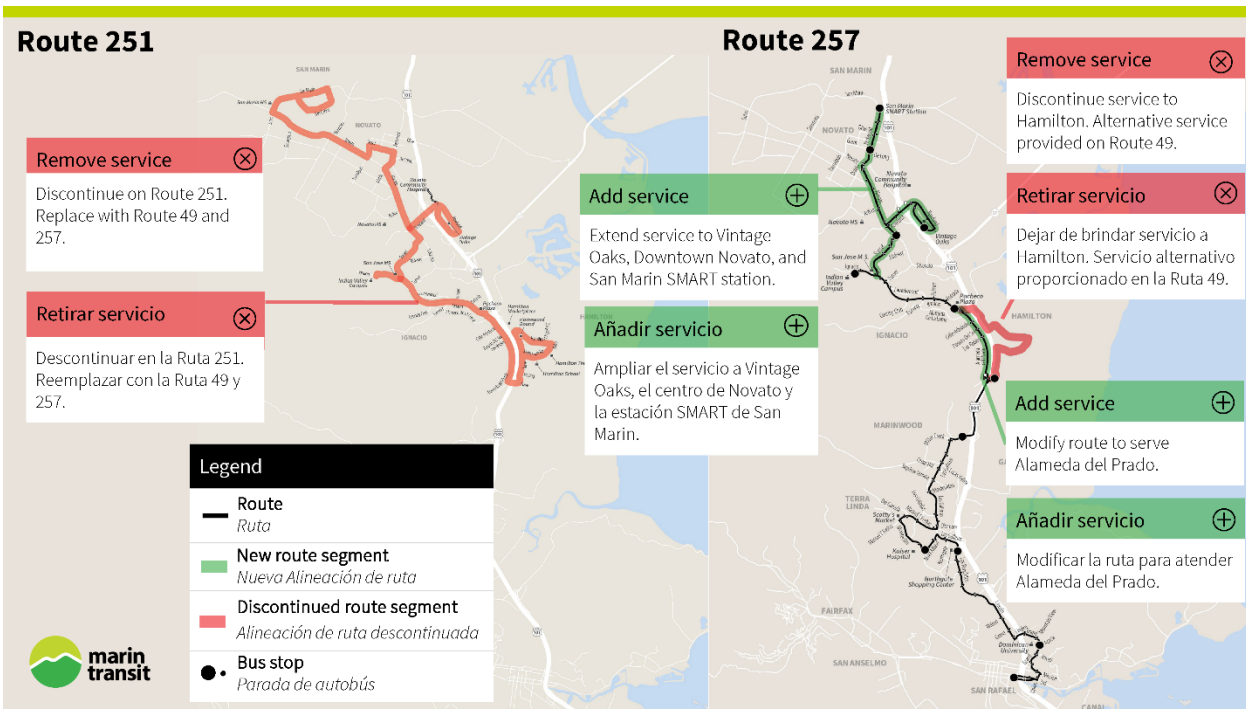
Route 219

Proposed Alignment Change:	Discontinue service on Loop A & Loop B into the Tiburon Hills
Proposed Service Level Change:	Reduce service frequency from every 20-30 minutes to every 35-40 minutes.



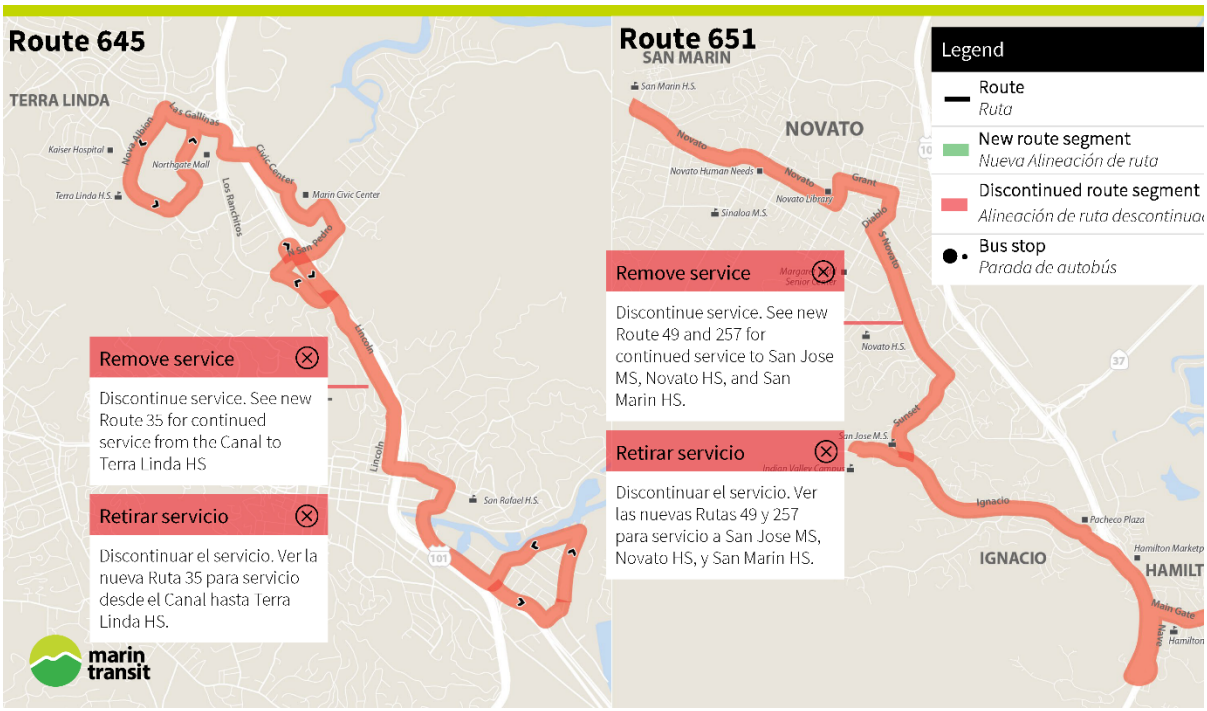
Route 251/257

Proposed Alignment Change:	Discontinue service on Route 251 and merge with Routes 49 and 257. Re-align service on Route 257 north of Alameda del Prado interchange to use Alameda del Prado instead of servicing Hamilton. Extend Route 257 north of Indian Valley Campus to serve existing 251 alignment to Downtown Novato. Continue service north of Redwood/Grant to the San Marin SMART station. *See new Route 49 for service to San Marin.* Continue to serve current 251 Hamilton stops on new Route 257 during weekday peak hours and weekends.
Proposed Service Level Change:	Increase weekday peak hour service within Novato only to every 30 minutes. Add 60 minute frequency weekend service on Route 257 within Novato only.



Route 645 / 651

Proposed Alignment Change:	Discontinue service. See new Route 35 for continued service from the Canal to Terra Linda HS. See new Route 49 and 257 for continued service to San Jose MS, Novato HS, and San Marin HS.
Proposed Service Level Change:	



February Outreach / In-Person
Marin Transit

Date	Event	Location	Description	# of Hours	Attendees	Interactions	Non-English Speakers	Translation Available	MT Staff
2/6/2023	Marin Transit Board Meeting	Zoom: https://us02web.zoom.us/j/87972683373	Reunion of the Marin Transit Boad of Directors for their monthly meeting. Staff annouced proposed service changes and allowed for public comments on item.	1	15	0	0	Yes	10
2/7/2023	Marin County Mobile Vaccine Unit & Food Pantry at Canal Alliance in San Rafael	91 Larkspur St, San Rafael, CA 94901	Outreach event for proposed June service changes in cooperation with Canal Alliance, the Marin County Mobile Vaccine Unit, and the San Rafael Food Pantry.	5	220	46	40	Yes	1
2/9/2023	San Rafael Transit Center	3rd & Hetherton, San Rafael, CA, 94901	Outreach event for proposed June service changes at the San Rafael Transit Center.	4	N/A	60	2	Yes	1
2/14/2023	Marin City	Marin City Hub- Donahue St & Terners Dr, Sausalito, CA 94965	Outreach event for proposed June service changes at the Marin City Hub.	4	N/A	51	1	Yes	2
2/15/2023	Fairfax	Broadway & Pacheco Avenue	Outreach event for proposed June service changes in downtown Fairfax	2	N/A	35	0	Yes	1
2/16/2023	Novato	Redwdood & Grant Transit Center	Outreach event for proposed June service changes at the Redwood & Grant Transit Station	3	N/A	64	0	Yes	1
2/17/2023	Canal-San Rafael, CA	Medwey Rd & Canal Street	Outreach event for proposed June service changes at in the Canal District	2	N/A	45	33	Yes	2
2/22/2023	Ross Valley	Center Blvd & Bridge Av	Outreach event for proposed June service changes at in the Canal District	2	N/A	54	2	Yes	1
2/15/2023	Canal Resilience Council Presentation	Zoom	Monthly meeting of Canal Alliance partners	2	26	11	4	Yes	1
2/22/2023	Marin Transit Virtual Community Forum (English)	Zoom	Virtual Community forum to share information about service changes in English language	2	3	0	0	Yes	6
2/23/2023	Marin Transit Virtual Community Forum (Spanish)	Zoom	Virtual Community forum to share information about service changes in Spanish language	2	1	0	1	Yes	4
2/21/2023	Transportation Authority of Marin Citizens Oversight Committee (COC)	TAM office and Zoom	Marin Transit staff presentation to TAM COC about Marin Transit, including service changes	2	24	10	0	No	2
2/23/2023	Tranpsortation Authority of Marin Board of Commissioners	Zoom	Marin Transit staff presentation to TAM Board about Marin Transit, including service changes	2	37	5	0	No	2
2/9/2023	Marin Mobility Consortium (MMC)	Zoom	Quarterly Marin Transit MMC meeting, staff presented on service changes.	2	15	5	0	No	4
2/28/2023	Paratransit Coordinating Council (PCC)	Zoom	Bi-monthly PCC meeting, staff presented on service changes	2	18	2	0	No	4

February Outreach / In-Person

Date	Social Media Channel	Description	Likes	Shares	Impressions
2/6/2023	Twitter	Stay in the loop with Marin Transit's latest updates! Get all the details on our proposed service changes and other exciting news in our latest E-Blast: https://mailchi.mp/marintransit/proposed-service-changes-and-other-updates?e=9f3f587165 #MarinTransit #MarinTransit2023ServiceChanges			59
2/8/2023	Twitter	Have a say in shaping the future of public transportation in Marin County! Marin Transit is proposing changes to bus routes and schedules to improve reliability and align with ridership. Check out the proposed changes and share your input at https://marintransit.org/2023servicechanges	1		72
2/8/2023	Twitter	Marin Transit is on a mission to improve your rides & we want to hear from you! We are proposing changes to local bus routes and schedules to better align with ridership demands and improve service reliability. Review the changes & share your thoughts at http://marintransit.org/2023servicechanges.			75
2/13/2023	Twitter	Exciting news! Marin Transit is proposing changes to bus routes and schedules to improve service. Check out the details and share your thoughts at https://marintransit.org/2023servicechanges We appreciate your support as we work towards a better transit experience for all! #MarinTransit	1		47
2/6/2023	Facebook	Stay in the loop with Marin Transit's latest updates! Get all the details on our proposed service changes and other exciting news in our latest E-Blast: https://mailchi.mp/.../proposed-service-changes-and-other... #MarinTransit #MarinTransit2023ServiceChanges	4		44
2/7/2023	Facebook	Have a say in shaping the future of public transportation in Marin County! Marin Transit is proposing changes to bus routes and schedules to improve reliability and align with ridership. Check out the proposed changes and share your input at https://marintransit.org/2023servicechanges		2	58
2/7/2023	Facebook	Marin Transit pide que el público comparta sus opiniones sobre los cambios de servicio propuestos para el próximo año. ¡Comparta su opinión y ayude a dar forma al transporte público en el condado de Marin juntos! Marin Transit propone cambios en las rutas y los horarios de los autobuses para mejorar la confiabilidad y alinearse con el número de pasajeros. Consulte los cambios propuestos y comparta su opinión en https://marintransit.org/2023servicechanges Traducción de la página al español disponible en el sitio web	1	1	71
2/9/2023	Facebook	Ad - Attention Marin County residents! Marin Transit is proposing changes to local bus routes and schedules to better serve our community: https://marintransit.org/2023servicechanges - Check out the proposed changes in the video below and share your input! Your voice matters! Join us for the public hearing on March 6th at 10AM at the Marin County Civic Center, or virtually on Zoom! Let's work together to improve public transportation in Marin County! Check out our website for all the details: https://marintransit.org/2023servicechanges #MarinTransit #MarinTransitServiceChanges	1		6,206
2/10/2023	Facebook	Marin Transit is on a mission to improve your rides & we want to hear from you! We are proposing changes to local bus routes and schedules to better align with ridership demands and improve service reliability. Review the changes & share your thoughts at: https://t.co/adIOfXU5Fk	2	3	124

Date	Social Media Channel	Description	Likes	Shares	Impressions
2/13/2023	Facebook	Get ready, Marin County! Marin Transit is shaking things up on June 11th, 2023 with proposed changes to bus routes and schedules. Our goal is to better align with ridership demands and maximize our resources for a better public transit experience. We want to hear from YOU! Share your thoughts and suggestions in the comments below. Your support is key as we work to make public transit in Marin even better. https://marintransit.org/2023servicechanges	1		10
2/14//2023	Twitter	Hey Marin City! Our Marin Transit staff will be out in the field this afternoon engaging with the public. If you're around, feel free to stop by and say hi. We'd love to hear from you! #MarinTransit #MarinCity	1		115
2/16/2023	Twitter	Attention Marin County residents! Marin Transit is proposing changes to bus routes & schedules to better serve the community's needs. Join us for our virtual community forums on Feb 22 & 23 to make your voice heard! #MarinTransit More information here: https://marintransit.org/2023servicechanges.	3	1	83
2/16/2023	Twitter	Hey Novato! Our Marin Transit staff will be out in the field this afternoon engaging with the public. If you're around, feel free to stop by and say hi. We'd love to hear from you! #MarinTransit #Novato			65
2/17/2023	Twitter	San Rafael! Our awesome Marin Transit team will be hitting the streets in the Canal this morning to connect with the community. If you happen to be in the area, swing by and say hi! We'd be thrilled to chat with you. #MarinTransit #SanRafael #Canal			
2/14/2023	Facebook	Hey Marin City! Our Marin Transit staff will be out in the field this afternoon engaging with the public. If you're around, feel free to stop by and say hi. We'd love to hear from you! #MarinTransit #marincity	2		45
2/16/2023	Facebook	Attention all Marin County residents! Marin Transit is seeking your input on proposed changes to local bus routes and schedules to better serve the community's needs. Routes 22, 23, 23X, 29, 35, 49, 71, 219, 251, 257, 645, & 651 are all affected. Your feedback is crucial in ensuring that our services meet the demands of our community. Join us for our virtual community forums on Wednesday, February 22, 2023, from 5:30 PM to 7:30 PM (English Language) and Thursday, February 23, 2023, from 5:30 PM to 7:30 PM (Spanish Language). Make sure your voice is heard, and help us improve our service reliability. Check out the proposed changes and submit your feedback today! #marintransit	1	1	24
2/16/2023	Facebook	Hey Novato! Our Marin Transit staff will be out in the field this afternoon engaging with the public. If you're around, feel free to stop by and say hi. We'd love to hear from you! #MarinTransit #Novato	2	2	56
2/17/2023	Facebook	San Rafael! Our awesome Marin Transit team will be hitting the streets in the Canal this morning to connect with the community. If you happen to be in the area, swing by and say hi! We'd be thrilled to chat with you. #MarinTransit #SanRafael #Canal	2		43
2/27/2023	Facebook	Attention Marin Transit riders and local residents! A public hearing is scheduled for 10 a.m. on March 6 to hear feedback from riders and local residents on the proposed service adjustments. If adopted, the changes would take effect on June 11. So, mark your calendars and make sure to attend the public hearing next Monday to voice your thoughts and opinions on the proposed changes. Your feedback is important and can help shape the future of Marin Transit! For more information and maps of the proposed changes, please visit marintransit.org/2023servicechanges.	1		6
2/27/2023	Twitter	Attention Marin County! Marin Transit is proposing changes to 12 local bus routes. Join the public hearing on March 6 to share your feedback and help shape the future of transportation in your community. Check out http://marintransit.org/2023servicechanges for more info. #MarinTransit	1		32

February Outreach / Information Distribution

Type of Outreach	Description	Location / Channel	Quantity	Views / Attendance
Physical Posters	Bilingual 24x36 Notice, A-Frame	San Rafael Transit Center	2	N/A
Physical Posters	Bilingual 24x36 Notice, A-Frame	Redwood & Grant Transit Center	1	N/A
Physical Posters	Bilingual 8.5 x 15 Laminated Notice	Signage at Timepoint Bus Stops	70	N/A
Physical Posters	Bilingual 11 x 14 Ad Rail Notice	Adrail notices in buses located in overhead ad rail space on Gilligs, behind driver on Cutaways	130	N/A
Physical Posters	Bilingual 8.5 x 11 Portrait Notice	In-vehicle Notices	20	N/A
Virtual Posters and Social Media Messaging		Canal Alliance social media	1	N/A
Virtual Posters and Social Media Messaging	Spanish Language Presentation on Proposed 2023 Presentations	www.marintransit.org / https://www.facebook.com/marintransit	1	10
Virtual Posters and Social Media Messaging	English Language Presentation on Proposed 2023 Presentations	www.marintransit.org / https://www.facebook.com/marintransit	1	6
Virtual Posters and Social Media Messaging	Bilingual Facebook Ad - Presentation on Proposed 2023 Service Changes	www.marintransit.org / https://www.facebook.com/marintransit	1	1,231
Virtual Posters and Social Media Messaging	Spanish Language Messaging about Spanish-Language Virtual Community Gathering about Proposed Service Changes	www.facebook.com/CanalAlliance.SanRafael	1	110
Virtual Posters and Social Media Messaging	Dedicated multi-lingual website	Dedicated webpage with information on the impacted routes, proposed alternative routes, and a public comment form. The webpage is translatable and includes service change videos in both English and Spanish, and includes bilingual infographics for all impacted routes. For more information visit: Marintransit.org/2023servicechanges	1	1,260
Virtual Posters and Social Media Messaging	Website News Posting	Marintransit website news posting		471
Virtual Posters and Social Media Messaging	Proposed Service Changes E-Blast	Electronic newsletter to opt-in email list	1	4622/40
Virtual Posters and Social Media Messaging	Eblast to Community Partners	Notify community partners of proposed service changes and provide messaging and graphics for them to share with their networks.	30	N/A
Virtual Posters and Social Media Messaging	Press Release	Press release sent to local press contacts	18	N/A
Media Coverage	Public Hearing Notice Publication in English and Spanish Languages in Print and & Digital Formats	MarinIJ publication / www.capublicnotice.com	2	N/A
Media Coverage	Community Partner Reference	Eric Lucan Novato Newsletter	1	N/A
Media Coverage	Community Partner Reference	Supevisor Rodoni Facebook post	1	N/A
Media Coverage	Community Partner Reference	MarinIJ article by Dick Spotswood	1	N/A

Summary of Public Comments

Date:	02/03/2023
Source:	Online form
Route:	49, 251, 257, 651
Comment:	Several questions and comments on those routes that happen to be my home lines: - I understand that a few stops around Northgate Mall (especially Las Gallinas & Northgate, Las Gallinas & Nova Albion, and Freitas Pkwy & Del Presidio/Northgate) will be removed once Route 49 is readjusted to follow the current Route 35 to and from US-101. Please keep those stops to provide alternatives between the 49 and 257 once the alignments are finalized to maintain connectivity to and from the Terra Linda neighborhood, especially when the 257 is the only line (aside from the 245) that serves Kaiser to and from Novato. - Now that the 257 will be expanded to serve Downtown Novato via Vintage Oaks, would it be possible to renumber it as the 57 and use larger buses (or a mix of shuttle vans and large buses) since it will be a longer, more productive line than the current iteration only serving between Indian Valley College (Ignacio) and San Rafael Transit Center? I'd also like to see your routing idea when the 257 will operate within Novato only as it would remind me of the old 51 route that operated between Alameda del Prado Bus Pad (or Ignacio Bus Pad) and San Marin via Downtown Novato. - Will there be interlining between the 49 and 257 as both will start and end at the same terminals (San Rafael Transit Center and Novato-San Marin SMART station)? If this is the case, I'd like to see buses being distributed equally between the two lines (e.g., four buses each on the 49 and 257 on weekdays, two to three buses on each on weekends). An example of interlining would be, a bus heading north on the 49 one way will become a 257 heading south once it gets to San Marin SMART, and vice versa (257 north, 49 south). - Will there be significant scheduling improvements aside from an increased frequency on the 257 within Novato on weekdays? If both lines operate in tandem, a combined service span from 5am to midnight daily would be ideal, like how Golden Gate Transit operated the old 57 and 59 lines prior to Marin Transit operating the 49 and 259 (and later on, 251 and 257). - Will there be school runs on the 49 and 257 to address the elimination of the 251 and 651, not just like adding service every 30 minutes on both lines? If so, please highlight them on the schedule to avoid confusion when the school year begins in August 2023. - Will there be some trips on both lines operated by MV Transportation buses and operators on top of trips currently operated by Marin Airporter buses and operators? With a significant increase in the number of trips and improved frequencies, it would be ideal to share

	resources with both contractors to ensure service efficiency and continuity on both 49 and 257 lines. - There was a proposal long ago to serve Randolph Drive on the 257 and terminate at Hamilton Theatre Park-and-Ride or Novato-Hamilton SMART station. Could that alignment be used on the short trips within Novato to allow continuation of service through Hamilton?

Date:	02/06/2023
Source:	Online form
Route:	228
Comment:	Consider providing a night service running around 9:00 pm for night College o Marin courses.

Date:	02/06/2023
Source:	Online form
Route:	49, 71, 251
Comment:	I keep getting notifications about route cancellations due to shortage of drivers. I take bus 49 to work and usually back home. I would like to know which times the bus isn't coming. Sometimes it just doesn't show up and I have to take the next one, so I arrive a little late to work. Alternate routes com only once an hour and come before the 49.

Date:	02/06/2023
Source:	Online form
Route:	49
Comment:	I need to take the bus to Kaiser occasionally and would rather get off at Las Gallinas and Nova Albion than at Northgate (would have to walk all the way through Northgate to Kaiser which is a hassle).

Date:	02/07/2023
Source:	Online form
Route:	49, 251, 257
Comment:	Hello Marin Transit folks, Thank you for providing riders with the chance to comment on proposed service changes. It is sad for me to see that IVC will no longer have a direct connection to the SMART station at Hamilton if 251 service is discontinued and changes aren't made to the proposed new 257 route. Indeed, there is still no mention of the 'connection' to SMART (granted it is not yet very convenient) at Hamilton Field for Line 251 or 49 on any Marin Transit maps/schedules, nor an additional stop yet added at the SMART Hamilton parking lot (or even just at the corner nearest to it) for

	lines 49 or 251/257. Given the limited public transit service in Marin, it is very important (IMO) to better integrate (or at least facilitate awareness of) and /or provide connections to services provided by SMART and Marin Transit. For instance, a person wanting to go from Larkspur Landing to IVC can currently take SMART to Hamilton and 'transfer' to the 251, but the transfer involves quite a hike from the SMART stop to the closest Marin Transit stop, which is almost too far for the average rider to want to walk. This could easily be rectified by adding a stop at the corner of the Hamilton SMART parking lot, where 251 drivers will sometimes stop anyway if asked or are flagged down at that location (there plenty of room for a stop on both sides of the street). It's as if the two systems aren't 'talking to each other', to the detriment of the very public both systems are doing such hard work to reach out to and better serve. Please take the opportunities proposed by your upcoming route adjustments to better facilitate such connections/awareness, and do everything possible to maintain a stop near Hamilton SMART for the revised 257 service in light of the suppression of the 251, which will otherwise eliminate direct service between anywhere at Hamilton field and IVC. This seems to be moving in the wrong direction for public transit options in Southern Novato, where people (often seniors not able/wanting to drive) up and down the IVC/Ignacio Blvd corridor are starting to visit Hamilton locations (museum, restaurants, hiking) using the 251, but will be deterred if a transfer (which can take up to an hour at this time) is required to get from Hamilton to IVC/Ignacio Blvd stops. Thank you for all the hard work being done to get all this right! Cheers, Jim

Date:	02/07/2023
Source:	Online form
Route:	General, 23x, 29, 251, 651
Comment:	As a frequent user of Marin Transit and a San Marin Resident, cancelling Route 251 would effectively cut off those who live along San Carlos Way. I often use Route 23X to quickly access Downtown Fairfax and it's a lifesaver to quickly access the area. Cancelling Marin Transit's only remaining express route would make travel times in an already slow network even slower. As a College of Marin student, having a fallback route in case of delays on Routes 22 and 228 is greatly appreciated and removing Route 29 service in the COM area would further cut off the school, which is why removing service along Route 651 would greatly impact our students who live in the Hamilton area by removing a quicker way to access their homes after a long day of school. As a network focused on accessibility and mobility, the focus should be on expanding and reaching so that all can experience the benefits of public transit.

Date:	02/07/2023
Source:	Online form
Route:	251
Comment:	I am upset to learn that you are abandoning the service on the 251 to and from San Marin. I used to catch the shuttle from Novato Blvd and McClay to Redwood and Grant to catch a southbound bus to San Rafael. (That bus number has changed over the years.) With your most recent change, I couldn't make that change because the connection no longer worked. It was fine when I had to wait about 10 minutes, but now the wait is over 20 minutes (although the second bus is a 101 by Golden Gate Transit). So, instead of walking about 7/10 of a mile to Novato Blvd and McClay, I have to walk about 1.7 miles to Redwood and Grant. Hoever, the shuttle still worked at the end of the day and I could catch it from Redwood and Grant to Novato Blvd and Wilson (a closer stop to me on the way home). Now, that option will no longer be available either. There are a lot of people who I saw rely on the 251 to head to San Marin. Golden Gate Transit abandoned that segment when they changed the route alignment for what was at one time the 54 route. They also abandoned the route 56 which at least provided service to the other end of Simmons Lane - although it was not as convenient.

Date:	02/07/2023
Source:	Online form
Route:	N/A
Comment:	Would like access to Muir Beach via bus

Date:	02/07/2023
Source:	Online form
Route:	N/A
Comment:	There needs to be bus service directly to the new Kaiser facility on Los Gamos. People going there are likely to be unable to walk from the freeway bus pad, especially coming from South of that stop. Thanks.

Date:	02/07/2023
Source:	Online form
Route:	29

Comment:	For route 29, is there any way you can move/place bus stops closer to Bon Air Rd / Magnolia Avenue intersection in Larkspur to make it more convenient for a passenger to catch Route 22 at it's nearby bus stops on Magnolia Avenue near Bon Air Rd.?

Date:	02/07/2023
Source:	Online form
Route:	N/A
Comment:	Mission and Union is a filthy rats nest! Not many people use that little bus, as the students and ohh heart ta prefer cars but they overflow the stop with cans of Modelo beer, litter, rats in bushes , please get rid of that stop. See so many close calls of kids darting out at that intersection from bus stop . Homeless routinely sleep in that bench which is right next to a pre school. The Montecito neighbor hood implores you to end that line.we did just fine without it . Stores are close by and so is Marin Transit just a few blocks away.

Date:	02/07/2023
Source:	Online form
Route:	22
Comment:	Please don't stop the bus after 8pm or at least stop it after the 8:30pm a lot of bus take that bus to go back home from college of Marin. If that bus gets cancelled I won't be able to attend any classes anymore. Please consider students.

Date:	02/07/2023
Source:	Online form
Route:	General, 22, 23, 23x
Comment:	PLEASE ensure there is adequate service for people, especially students, who attend or work at Archie Williams High School. Bus 22, 23x, 228, and others are absolutely essential transit to and from Corte Madera, Larkspur, Greenbrae, San Rafael, and San Anselmo. Please note school starts at 8:30 and ends at 3:35. After School Sports conclude ~5:15pm. Also, provide an alert in advance to riders when a bus is canceled so people can identify other sources of commuting. Thank you.

Date:	02/08/2023
Source:	Online form
Route:	22
Comment:	Please do not remove weekday and weekend service after 8pm and the 6:30pm weekday southbound trip. I rely on these later buses all the time. However, making later southbound bus service on weekdays and weekends would me much appreciated as a late-night connection to College of Marin and Larkspur from San Rafael. Increasing service to every 30 minutes on weekdays and weekends would be extremely useful, as the hourly buses generally get quite busy. Currently every 30 minute service is only offered on weekends between College of Marin and San Rafael. Lastly, late night service on the 228 (after 6:30pm) would also be very useful and great.

Date:	02/08/2023
Source:	Online form
Route:	35, 251
Comment:	Me and lots of other people use the 251 bus to get to places like San Marin to vintage oaks and getting rid of the 251 will make it quite hard to get there. For the 35 I should still go to Novato because I know a handful of people that really on that route to get from Novato to canal and canal to Novato. making them take to busses to get to where they are going would not be ideal. In fact, this route is usually full of people so why get rid of it?

Date:	02/09/2023
Source:	Email
Route:	49, 257
Comment:	My greatest wish would be an increase in service span for the 49 and 257, especially when you will consider eliminating the 251 and 651 entirely, plus cancelation of service of the 35 north of Northgate Mall. I was thinking something like: Weekdays: Route 49: 5:15am to 11:15pm, every 30 minutes from 5:15am to 7:15pm, hourly after 7:15pm Route 257: 5:30am to 10:30pm, every 30 minutes from 5:30am to 6:30pm, hourly after 6:30pm Weekends: Route 49: 6am to 11pm, every hour (no more time shifting later at night) Route 257: 6:30am to 9:30pm, every hour As for the additional service within Novato, I hope the 257 will still serve Hamilton Theatre Parking Lot for SMART connection instead of terminating it at Alameda Del Prado at 101 for train connections and a more efficient routing rather than letting the bus zoom down 101, turn around at Marinwood, and return to Novato. A better idea would be to serve the area between Las Gallinas & Lucas Valley and Alameda Del Prado at US-101 bus pads daily to make the service more worthwhile, allowing more service through Marinwood and Terra Linda

	daily. (Historically, Route 59 with Golden Gate Transit did not serve Marinwood daily; hopefully, the expanded Route 257 will break that lack of service through that neighborhood in northern San Rafael). Most importantly, if the 49 and 257 will both terminate at San Rafael Transit Center and San Marin SMART, I'd like to see both routes interline at either end (for example, a bus doing the southbound 49 will continue as the northbound 257 and Vice versa). Interlining both lines will potentially making their operation efficient by allocating up to 10 vehicles at weekday peak (if not up to 12 with school runs), and up to 6 vehicles weekends (up to 8 if the service will run every 30 minutes), maybe dividing the labor between MV and Marin Airporter. Let me know your thoughts on my initial ideas. And the rest I have indicated in the comments from the past meeting and the Google Form linked to your service change website. Thanks again.

Date:	02/09/2023
Source:	Online form
Route:	29
Comment:	Is it possible to align the bus schedule with the golden gate ferry schedule at Larkspur so we can take the bus to and from the ferry? It is not currently aligned.

Date:	02/09/2023
Source:	Online form
Route:	49
Comment:	I am very well-pleased with the changes of bus route 49 because it is not a problem for me when I take it from my house and then back occasionally. Therefore, I hope the riders will be happy with the changes.

Date:	02/10/2023
Source:	Online form
Route:	245
Comment:	there needs to be a bigger bus during school hours and just in general. this bus gets too full and after reaching kaiser can't pick up anymore people because of overcrowding! i'm a student and terra linda and live in smiths ranch and i take this bus daily. a bigger bus would solve so many problems!!

Date:	02/10/2023
Source:	Online form
Route:	49, 251, 257

Comment:	Hi 👋 my name is Andrew I relay on the 251 to get to work at vintage oaks Novato there needs to be bus routes and good times for everyone Marin has a lot of money and we need to deffintly have the routes 49, 71, 251 working 100 💯 percent like I said I relay on the 251 to get to work this is considered BS and it's not ok people relay on Public transportation to get places please share with everyone to make it good if you have to get get rid of some routes get rid of the following 22, 23, 23X 29, 219, 645, 651 Thanks Andrew Fiedler Downtown Novato resident 815 Diablo Ave Apt 31 Novato 94947 here is my number 415 846-1606 Thanks 😊

Date:	02/13/2023
Source:	Online form
Route:	49, 251, 257
Comment:	I've been taking the 251 bus from San Marin HS to Vintage Oaks (and back) about five time a week for over six months now and I am VERY upset to hear that it is being discontinued! I work in the shopping center and my commute is only 1/2 an hour and it is absolutely ridiculous that with this new proposal I will need to make a transfer in order to get to work. Adding a transfer like this puts people at risk for missing connections and therefore being late for their jobs! I am very against this change!!

Date:	02/14/2023
Source:	Online form
Route:	23, 23x, 29, 49, 257
Comment:	Los cambios que están planeando son muy drásticos, yo uso a diario el transporte público, especialmente 23 y 23x ya que vivo en Fairfax, en las mañanas hay demasiado tráfico y el 23x es mi mejor opción ya que es express y no hace demasiadas paradas, mis hijos van a White Hill y este es su transporte, se que están poniendo el 23 para cubrir esta ruta, lo único que están haciendo más largas las rutas, tardas más en llegar a tu destino, la mayoría de rutas que elegí sucederá lo mismo o cortarán el servicio y tendré que transbordar, los viajes serán cada vez más largos. *The changes they're planning are extremely drastic. I use public transportation daily, especially the 23 and 23x since I live in Fairfax. There's a lot of traffic in the mornings, and the 23x is my best option because it's an express and doesn't make too many stops. This is also the transportation my kids use to get to White Hill. I know they're adding the 23 to cover this route, but all they're doing is making the routes longer. It takes longer to get to your destination, and most of the routes I choose will have the same issue or will*

	cut service, meaning I'll have to transfer. The trips are going to keep getting longer.

Date:	02/14/2023
Source:	Online form
Route:	219
Comment:	I am against the proposed change to Route 219. The route is essential to the users of the GG Ferry commuting to San Francisco. The rationale: Removing the route would not increase ridership: The move would decrease ridership, Only those riders close to Tiburon Blvd MIGHT walk to a stop on Tiburon Blvd. The rest would drive and park to the ferry, adding to the congestion on Tiburon Blvd. Termination of the route is premature; many SF businesses are now requiring employees to return to the office at least Tuesday-Thursdays. Ridership therefore should be increasing and indeed, it seems to be slowly increasing on those days. Rather than canceling the 2 morning/2 evening routes, it might be worth raising the awareness of the services to the residents on those routes. Many residents aren't aware of the service (it took me a few years for someone to point it out). Removing the routes will not increase ridership beyond that today - it will decrease ridership; it will not be more convenient to current users; it will not serve the greater community as it will only add more traffic. Thank you for allowing my input.

Date:	02/15/2023
Source:	Email
Route:	General
Comment:	(1) RE bus service disruptions (comment/suggestion) -- I previously wrote (see below email and previous email) about no-show buses and impact on riders. I mentioned a personal example concerning the #17 Route, which still continues to be quite problematic, especially northbound evening commute hours. A week ago again, a group of 9 waited for a loooong time during 4:00-6 pm corridor for the northbound #17 at Miller (Camino Alto/Safeway). In the emails, I also provided suggestions. Since then, I'm noticing information is appearing on your website indicating when a service disruption will occur (and why). I wanted to THANK YOU/Marin Transit for providing the info. It's been VERY helpful. I have another suggestion. For those routes that seem to be less attractive to drivers (for whatever the reason), how about paying more to drive those routes (at those times least desirable?). Or some other equally-attractive enticement. (I would imagine your thoughts when I suggested paying more, but it works.)

	(2) RE proposed route events/info -- Your website indicates Marin Transit personnel are planning to be present at different bus pad locations to obtain feedback from riders. Two days ago I send email (to INFO) asking for the schedule. I realize everyone is busy, so if such events still are occurring, can I please receive info about it. (Thanks!) (3) RE alteration of Route 22 route -- I'm mixed as to the changes in the path the 22 would now follow. But I'm VERY PLEASED that Marin Transit has decided to restore service to San Clemente Dr/Paradise Dr. Transit service has been badly needed for a long time to the "Nugget" store shopping center businesses and the Aegis Living assisted living building, the affordable/senior housing complex, and other. Many employees at Aegis walk the (mile?) to/from Hwy 101 every day, regardless the weather. Those businesses have big problems finding employees. (4) RE Caltrans Tamalpais Overcrossing Project -- I am EXTREMELY concerned about the proposed location change to Hwy 101 northbound bus pad. I'm concerned less buses will be servicing the bus pad, since I've been told the pad would be moved up away from the freeway. In other words, the Golden Gate Transit buses 130, 150, and other, would no longer be servicing the pad. Only (some?) of the Marin Transit buses would. (Caltrans is indicating it's for safety reasons, not ADA, but it's a shallow excuse, IMHO, in light of the huge number of similar designs up/down 101.) This would be VERY bad for the large number of workers riding the bus. How much longer would they have to wait, especially if Marin Transit routes are cancelled due to lack of drivers. Any info about the project would be most welcome. Can you please tell me exactly where the pad is proposed to be moved to. I have an overhead drawing that is basic and difficult to read. Any other graphics would be most welcome. THANK YOU for your help. And THANK YOU/Marin Transit for posting info about the upcoming route changes/hearings at the San Rafael transit center, and on the website.

Date:	02/15/2023
Source:	Online form
Route:	219
Comment:	The proposed change in the “hill routes” will have a big impact on working families, car usage, and individual safety. Working families, structure their week day routine around their work schedules. Most find the bus accessibility valuable in their daily routine because it allows them to move seamlessly from their home to work-even if it might be more convenient to

	drive. The 219 route which covers the hillside community allows easy use of public transportation options by being conveniently located within the neighborhood. At a time when every community and individual is working toward making less of an impact on the environment by driving less this is an important service to provide to the hillside dwellers. Finally, safety is always a factor in public transportation. The early morning and early evening hours are dark creating a visibility issue which is a safety issue. If the interior users are forced to walk to Tiburon Blvd this could produce potential safety issues which ultimately would discourage use of public transportation. Please keep the use of public transportation momentum going by maintaining the 219 route. Thank you for your time and effort to maintain a community service that serves all of the community.

Date:	02/15/2023
Source:	Online form
Route:	General, 35, 49, 257
Comment:	Please do not do this.

Date:	02/15/2023
Source:	Email
Route:	29, 228
Comment:	Hi! This idea has come to me, in which it is currently not included in your Summer 2023 route realignment plans, but I'd love to discuss with you: Since Golden Gate Transit has not restored any of the Ferry Shuttles at Larkspur Ferry (Routes 25 to Fairfax, 31 to Peacock Gap, and 37 to Smith Ranch Park-and-Ride), it is necessary to reroute Route 228 to serve the Larkspur Ferry Terminal, using the existing bus stop inside the terminal, before or after serving Larkspur Landing. This will come, however, at the expense of relocating the existing bus stop along Sir Francis Drake which is also shared with Route 29. If needed, both Routes 29 and 228 should serve the ferry terminal instead of just stopping at the bus stop next to the Marin Country Mart overpass to provide easy access between the Larkspur SMART station and the ferry terminal. I understand this will not come easy, however, since both services need to coordinate train arrivals and departures, such that groups like Friends of SMART have asked SMART's Board of Directors to consider a shuttle link between the train station and the ferry terminal for folks with limited mobility issues. Let me know your input on this idea. Thanks again.

Date:	02/15/2023

Source:	Online form
Route:	71
Comment:	Thank you for Marin Transit. I do not own a car and take Marin Transit everyday. I would like to request that Route 71 be re-extended into Sausalito. There are many elderly, disabled, and other vulnerable residents who would truly benefit from another bus in and out of Sausalito. With only two options currently, it can be very difficult to get to Marin City to make a connection to another Marin Transit or Golden Gate Transit bus, and many residents need an efficient way to get to Novato for medical appointments. Even extending the route as far as Harbor Drive (instead of running all the way to downtown) would be helpful. Thank you very much for your time and consideration.

Date:	02/15/2023
Source:	Online form
Route:	22, 49
Comment:	Why would you reduce service to these two. Route 22 is where I go to school. And route 49 is how I get home. Some of the buses take a monumental amount of time just to reach me. I understand this whole thing is supposed to be some strange transition. But surely their has to be some other way to execute it.

Date:	02/15/2023
Source:	Online form
Route:	219/F
Comment:	The Route 219F enables our family (after walking 1/4 mile to Via Capistrano) to get to the Tiburon Ferry to commute into SF. Several years ago, Golden Gate Transit eliminated route 8, which used to provide alternative service to downtown SF. Thus the Route 219F is the remaining critical link to enable public transportation into the city from Tiburon. More recently, many of the Route 219 runs eliminated the stop near the Seminary Drive overpass and thus made it impossible to use public transportation to get to the Marin Airporter. Each removal/curtailment of service makes it harder to use public transportation in Tiburon. Tiburon residents pay a handsome amount of Measure A taxes and should not see the Route 219F eliminated nor the Route 219 service curtailed.

Date:	02/16/2023
Source:	Online form
Route:	219

Comment:	I am a regular user of the shuttle, boarding in the hill at Capistrano and Blackfield to meet the 7:55 am ferry and returning on one of the late afternoon runs. We have little public transit support in our area; the 219 is really all we have since the GGT Route 8 was cancelled. I don't think the service has been well-promoted. Usage could increase if more folks knew how convenient it is. I oppose service reductions and elimination of the hill route.

Date:	02/16/2023
Source:	Online form
Route:	219
Comment:	I support these changes, however I request that the 219 route still be timed with the Tiburon Ferry schedule please. Also, I'd like to add that the clipper card reader in the morning on the 219 is almost always out of order.

Date:	02/17/2023
Source:	Online form
Route:	35
Comment:	Please please don't make changes to 35 - especially if you make the changes to 49. Getting from northern San Rafael to Novato for the train will take forever. Both of these changes really affect SMART train riders.

Date:	02/18/2023
Source:	Online form
Route:	219
Comment:	I am opposed to elimination of the loops in the Tiburon Hills and the cutback of service of route 219. If you cut back on service, people will use the service less which is the opposite point of having public transportation.

Date:	02/20/20233
Source:	Online form
Route:	71
Comment:	Thank you for the opportunity to express our as a rider thoughts. My question is not directly to route 71 but … how come we still don't have a bus that's going from Novato to Corte Madera plaza (Macy's, Nordstrom side). I mean the amount of people EVERY SINGLE MORNING walking all the way the overpass to reach the stores is literally insane. There's a perfectly big enough parking lot at the end of Nordstrom . How come we haven't figured out to get those people working 8 hour shifts closer to their jobs

	when there's an option for it? Also we live in one of the most expensive zip codes and the bus stops that we have are not good at all. You're not protected either from the sun during summer and you'll be soaking wet when is raining . If you ride along the Redwood HWY you can clearly see some people hiding behind the bus stop for a little shadow during the hot summer days. Lastly why we have only one bus (71) as an option from Paradise dr (Corte Madera) going towards Novato and at the same time they're multiple busses going only until San Rafael. If the bus 71 is late (which happened a lot) you're basically stuck in that particular bus stop for a long time. Thank you!

Date:	02/23/2023
Source:	Online form
Route:	49
Comment:	This is such a good idea. I live off of San Marin and rely on public transportation due to a visual impairment. Currently I must walk between 25-30 min just to get to the closest bus stop. Having the 49 come up San Marin would provide much needed access to the smart train and downtown. This would be so helpful.

Date:	02/24/2023
Source:	Online form
Route:	23X
Comment:	Please don't discontinue 23x… even though it just left me when I was 5 feet away in freezing rain. Some kind of motivation to pick up all people would be great. There has been a lot of buses driving right past stops. On the WORST weather days. I don't mind waiting on a bus for people to get on… freezing at a bus station that has no protection from wind or rain because a bus driver didn't stop for a bloody minute is frustrating when I pay more than I need to every time. I miss the 10:16 and I am late for work because the next doesn't come till 10:45. I am so cold right now.

Date:	02/24/2023
Source:	Online form
Route:	General
Comment:	Will there ever be a bus pad near Blackpoint?

Date:	02/25/2023
Source:	Online form

Route:	General
Comment:	I would like to see more evening/night service on many routes. Night service that would affect me most would be on the 22 and 228 routes. These will stop service by 6:30/7:30pm every day with the new service changes. This lack of night service is a huge barrier for myself and others that depend on transit. There would be no transit service to almost anywhere in Larkspur, Corte Madera, or Greenbrae after 6:30/7:30pm. Please change this.

Date:	2/27/2023
Source:	Telephone
Route:	251, 645, 651
Comment:	The caller takes Route 251 five times a week and is opposed to its cancellation. They said the alternative involving Route 257 would require them to take a longer trip and would require more transfers. Ideally, they would like Route 251 to run every 30 minutes, like it did during the experiment that was run in 2018. They have been taking Route 251 since 2014 or 2015 when it was first created. Before that, they took the similar route ran by Golden Gate Transit. The caller takes Route 251 to travel to Kaiser Permanente and to go shopping at Vintage Oaks, as they believe many others do. The caller does not drive and has taken transit for 25 years. They believe Route 251 should be a priority route. They have spoken to others, including bus drivers, and have heard many people are disappointed to hear the route may be removed. The caller is also opposed to the cancellation of Route 645 and Route 651. They said students should continue to have access to those two routes as cancellation of those routes would cause overcrowding on other routes.

Date:	2/27/2023
Source:	Online form
Route:	219
Comment:	Please do not eliminate the 219x route into the Tiburon hills. I use this route exclusively to connect with the Ferry. I will not take the 219 if I need to catch it down on Tiburon Blvd. If the 219x in the hills is eliminated, I will drive to work in Downtown San Francisco.

Date:	2/27/2023
Source:	Online form
Route:	219
Comment:	Please keep Route 219 into the Tiburon Hills for ferry riders!!! Losing this route would significantly contribute to traffic and commuting challenges.

Date:	2/27/2023
Source:	Online form
Route:	219
Comment:	Please keep 219x it's of terrific use. More transit, less traffic!

Date:	2/27/2023
Source:	Online form
Route:	219
Comment:	Please don't cancel the 219. Tiburon has already lost the 8. We need public transportation on the peninsula. Thank you.

Date:	2/28/2023
Source:	Online form
Route:	219
Comment:	Please keep it. Thank you! :)

Date:	2/28/2023
Source:	Online form
Route:	219
Comment:	Please keep the route—we should be doing everything we can do encourage ferry ridership!

Date:	2/28/2023
Source:	Online form
Route:	219
Comment:	Hi, I use this service 5 days a week to get to the ferry to work, and the 219f service is invaluable to me and many other commuters. Not to mention the number of people who use the service to get up some of these hills! I have strong opposition about removing this service.

Date:	2/28/2023
Source:	Online form
Route:	219
Comment:	Please keep Route 219x into the Tiburon Hills for riders on the ferry.

Date:	2/28/2023
Source:	Online form
Route:	219
Comment:	Helpful to keep this route to the Tiburon ferry. Parking downtown is limited

Service Equity Analysis for June 2023 Service Changes

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Background

Marin Transit is proposing a number of service changes to go into effect in June 2023. These service changes have been proposed to help keep fixed route bus service reliable in Marin County. Starting in 2021, as the COVID-19 vaccines came out and the economy began reopening, many factors have emerged (or returned) that are impacting our ability to deliver reliable service in the current environment. These include growing traffic congestion, driver and staffing shortages, and lack of a District-owned operations and maintenance facility.

Staff have been working collaboratively with our contractors and identified actions that can be taken directly by the District to address these challenges. These actions include: (1) adjusting service, routing, and schedules to better accommodate driver needs and the impacts of traffic, (2) working on contract amendments to increase driver/staff pay, (3) continuing to improve District-owned facilities, (4) continuing to pursue a dedicated operations and maintenance facility, and (5) exploring contracting options to sustain service beyond June 2023. This report evaluates the equity impact of the proposed service changes associated with the first item on this list.

The primary goal of the June service change proposal is to increase the reliability of service for riders while minimizing the overall impacts on existing rider patterns. The following factors were evaluated and considered in developing the proposal:

1. **Traffic.** Congestion related to increasing traffic volumes continue to impact transit's ability to efficiently operate on local roads and highways in Marin. As traffic volumes have returned, and in some cases exceeded, pre-pandemic levels, congestion has returned to many areas of the county. This growth in congestion, coupled with a lack of investment in transit priority measures, has forced staff to revisit transit runtime globally to improve on-time performance issues.
2. **Driver Shortages and Needs.** Driver shortages and driver workplace conditions, specifically while on route, were both taken into consideration during the development of the service changes. While the total service change is expected to marginally decrease service (-2.8%), the new packaging of the service allows for an estimated 8% decrease in the number of vehicles and drivers needed to support the service. This is done though a more efficient allocation of the service and the development of more full-time shifts. This reduction eases the current pressures on hiring and drivers working overtime. As it relates to workplace conditions, the new routing achieves longer layovers and layovers are at locations closer to supportive driver facilities including restrooms. The added layover time not only improves driver conditions, but also provides padding in the schedule to increase on-time performance.

3. **Regional Transit Changes.** While many changes have been made during, and immediately following the pandemic, perhaps the most significant change in Marin County is the reduction of regional transit services. Approximately half of all regional bus service was cut during the pandemic and is still not restored. Many local transit trips are made on the regional services due to coordinated schedules between the local services and free transfers offered between the routes in Marin County. While some changes, like the doubling of service on Route 71, were made during the pandemic to target regional losses, other changes are still needed to better support local travel in Marin and better connect to the remaining regional bus and ferry services.

Proposed Changes to Marin Transit Fixed-Route Services

The service change proposal for June 2023 is the most widespread change in terms of the number of routes impacted and the number of service changes since June of 2016. While the District implemented many changes to service during the pandemic, some were temporary and most focused on one or two specific routes.

In total, half of the District's 24 fixed route services are included in the proposed service change package. Table 1 below shows if the proposal includes a change to the route alignment, a change in service levels (frequency or span of service), and if the route is proposed to be discontinued altogether. Replacement services are shown for any of the discontinued routes. Attachment A to the Board letter provides a more comprehensive description of the exact changes proposed for each route, including graphics showing the alignment adjustments.

Table 1: Service Proposal Summary (by Route)

Route	Alignment Change	Service Level Change (frequency or span of service)	Cancel / Discontinue	Replacement Service
22	**(-)**	**(-)**		
23	**(+)**	**(+)**		
23x			X	23
29	**(+/-)**	**(+/-)**		
35	**(-)**			
49	**(+)**			
71		**(+)**		
219	**(-)**	**(-)**		
251			X	49, 257
257	**(+)**	**(+)**		
645			X	35
651			X	49, 257

Note: (+) indicates increase, (-) indicates decrease, (+/-) indicates increase in some areas and decrease in other areas.

The District estimates that the cumulative change in fixed route service levels, as measured in revenue hours, will only decline by 2.1%, or approximately 3,900 fewer annual revenue hours.

Service Equity Analysis Overview

To understand the impacts of the proposed changes, staff analyzed the service changes through different lenses. This was, in part to satisfy FTA requirements under Title VI as described below. However, the report includes additional information to help the Board and public understand the impacts and benefits of the proposed changes. In addition to the required Title VI analysis, a Route Level Analysis and a Neighborhood Level Analysis were prepared to illustrate the impacts of the proposed changes on individual routes and neighborhoods, and to describe how individual riders' experiences may change under the proposed service plan.

Title VI Requirements

FTA Requirements

Whenever a fixed route service provider[1] enacts a Major Service Change, the Federal Transit Administration (FTA) requires a Service Equity Analysis be conducted to ensure that the proposed changes do not have a Disparate Impact on minority populations or a Disproportionate Burden on low-income populations. This is in accordance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin, as well as Executive Order 12898, which adds the requirement to check for a Disproportionate Burden on low-income populations. This report complies with FTA requirements for data analysis as defined in FTA Circular 4702.1B, and also includes a description of the public outreach conducted in compliance with FTA requirements and the Marin County Transit District Public Participation Plan (see Attachment B to the Board report).

Marin Transit's Title VI Program

The Marin County Transit District Title VI Program, updated in June 2020, defines the District's thresholds for what is considered a Major Service Change and what is considered a Disparate Impact or a Disproportionate Burden. It also defines the District's Public Participation Plan. These policies are summarized here; the full Title VI program, with greater detail on these requirements, can be found on the District's website: https://marintransit.org/titlevi.

Major Service Change

With some exceptions, Marin Transit defines a Major Service Change as one of four criteria:

1. The addition of a new route
2. New service on streets not previously used by any route
3. An aggregate change of 30 percent or more of the revenue hours for a particular route
4. Changing 40 percent or more of a route's path

Note that the above list is a summary and does not include all details of the Major Service Change policy. See the Title VI program (linked above) for the complete policy.

Criteria 3 and 4, as listed above, apply to this service change due to the proposed changes on routes 35, 251, and 257. As the service change proposal was crafted together with replacement service for some routes in mind on other routes, the Title VI Service Equity Analysis examines

[1] Applies to service providers running more than 50 peak hour buses in urbanized areas with more than 200,000 people.

the service change proposal wholistically rather than only examining the routes with changes that qualify as a Major Service Change.

Disparate Impact and Disproportionate Burden

The FTA defines Disparate Impact as a situation where minority populations bear a greater impact associated with a service change than would be expected based on their underlying share of the service population. For example, if minority populations make up 30% of the service population, but analysis indicates that they will bear 60% of the impact associated with a service change, then a Disparate Impact may occur. Similarly, a Disproportionate Burden is when the same occurs for low-income populations.

No service change can ever perfectly spread its impacts evenly across the population. As such, the FTA requires fixed route transit providers adopt a threshold over which the difference in impact on minority or low-income populations is considered disparate or disproportionate, respectively. Marin Transit's Disparate Impact and Disproportionate Burden policy defines this threshold as 20 percent for both populations. In other words, if minority populations make up 30 percent of the service population, then 50 percent of the impacts being on minority populations is the point at which the impact would be considered disparate. The same is true for low-income populations.

For more details on this policy, see the District's Title VI program (linked above).

Public Participation

The Marin Transit's Public Participation Plan provides a framework of options and strategies to guide a customized, systematic, and strategic approach to public participation. For Major Service Changes, the only set requirements are that the Board of Directors will hold a public hearing, that translation services be available to the public upon request, and that written comment in advance be available to the public. However, the plan also provides an extensive suite of other public participation strategies that the agency may use as appropriate. See the District's Title VI program (linked above) for more details.

In accordance with the District's Public Participation Plan, a public hearing will be held at the Board of Directors meeting on Monday, March 6th, 2023, at 10:00 am. Spanish translation will be provided; translation services for other languages will be available to the public if requests are received at least 72 hours prior to the hearing, and written comment received in advance of the hearing will be forwarded to the Board of Directors for consideration. In addition, Marin Transit has performed extensive public outreach with community groups, at bus stops, and on-board buses in service.

Attachment B to this Board letter documents all public participation activities the District engaged in to solicit feedback on the proposed service changes.

Title VI Service Equity Analysis

The general approach to conducting the data analysis for this Service Equity Analysis is:

1. Segment level:
    a. Separate each instance of service increase or decrease in service into individual segments
    b. Quantify the change in service hours associated with each segment
    c. Determine the service area associated with each segment
    d. Sum the total population, minority population, and low-income population in each service area
    e. Calculate the percent of each segment's impact that will fall on minority and low-income populations
2. Systemwide:
    a. Sum the total service increase and the total service decrease that will fall on minority and low-income populations
    b. Calculate the percent burden of the total service increase and the total service decrease that will fall on minority and low-income populations, and compare this to the demographics of the underlying systemwide service population

Segment Level Analysis

Table 2 shows the detailed segment results step 1 above. The service area for each individual component is defined as a ¼-mile radius from each bus stop affected by the component. Any census block group touching this ¼-mile radius is considered to be part of the service area. The low-income population is defined as individuals earning below 200% of the poverty line, in line with the regional definition associated with the Clipper START program.

Note that service hours shown in the table closely align, but do not perfectly match up with, the change in revenue hours described above. This is because revenue hours incorporate a portion of layover times, and are affected by blocking changes that do not affect time the buses spend in service.

Table 2: Individual Components of the Proposed Service Change and Associated Data

Service Change Description	Increase/ Decrease	Change in Annual Service Hours	Minority Percent of Service Area Population	Low-Income Percent of Service Area Population
The 22 will no longer serve Strawberry in the Northbound direction	Decrease	-417	27%	12%
The 22 will cancel late night weekday service	Decrease	-1,288	26%	15%
The 23 will no longer offer express trips	No change in service hours: all old 23X service will get rolled into the 23.			
All 23 trips go to Manor	Increase	+839	17%	17%
The 29 will no longer serve the Canal	Decrease	-412	65%	38%
The 29 will no longer serve College of Marin	Decrease	-374	21%	14%
The 29 will now serve Larkspur and Corte Madera	Increase	+1,071	26%	13%
The 35 will no longer go to Novato	Decrease	-5,282	41%	19%
The 35 will now serve Nova Albion/Las Gallinas	Increase	+913	34%	16%
The 49 will no longer serve Redwood Blvd	Decrease	-1,104	35%	15%
The 49 will now serve San Marin	Increase	+4,852	31%	15%
The 71 will increase midday frequency of service	Increase	+2,346	38%	19%
The 219 will decrease in frequency and no longer serve the Tiburon Hills	Decrease	-1,410	23%	10%
Discontinue the 251	Decrease	-9,509	39%	19%
The 257 will no longer serve Hamilton, midday	Decrease	-587	45%	19%
Extend the 257 up to Downtown Novato and add frequency along this corridor	Increase	+6,186	39%	20%
Discontinue the 645	Decrease	-689	54%	29%
Discontinue the 651	Decrease	-622	39%	20%

Source (demographic data): American Community Survey 2021 5-Year Samples, Tables B03002 and C17002.

Cumulative Systemwide Analysis

The cumulative systemwide analysis forms the basis for concluding whether the proposed service changes will constitute a Disparate Impact or Disproportionate Burden.

The baseline systemwide demographics were calculated using the same methodology as the service area demographics above, using demographic information for all block groups within a ¼-mile radius of any Marin Transit bus stop. Figure 1 below shows the systemwide buffer used to calculate these demographics, with the percentage of residents belonging to minority groups shown underneath. Figure 2 shows the same with low-income residents. The final step of the Title VI analysis compares the service changes to these two numbers. The systemwide baseline is 31 percent minority residents and 16 percent low-income residents.

Figure 1: Systemwide Minority Residents by Block Group

Source (demographic data): American Community Survey 2021 5-Year Sample, Table B03002.

Figure 2: Systemwide Low-Income Residents by Block Group

Source (demographic data): American Community Survey 2021 5-Year Sample, Table C17002.

The systemwide baseline analysis does not take into account level of service in each neighborhood. The District's fixed route service is concentrated in predominantly minority and low-income communities such as the Canal and Marin City, because this is where the highest ridership and demand for bus service is located. In the Canal, for example, bus service is offered every 15 minutes during peak periods on just Route 35, and between Routes 23 and 36, total service in the neighborhood is even higher most of the day. Meanwhile, in more rural areas such as Point Reyes and Bolinas, there can be an hour or more between buses. Since this

is not taken into account in the systemwide analysis, the baseline demographics likely underestimate the share of baseline service offered to minority and low-income populations.

Table 3 shows the results of steps 6-7 above. The baseline systemwide demographics are included for comparison.

Table 3: Cumulative Assessment of Proposed Service Changes

	Total Hours	Minority Share (hours)	Low-Income Share (hours)	Percent Minority Share	Percent Low-Income Share
Cumulative Service Increase	16,207	5,551	2,862	34%	18%
Cumulative Service Decrease	22,953	8,740	4,226	38%	18%
Baseline Systemwide Demographics				31%	16%

Cummulative Service Increase

Figure 3 below shows the ¼-mile stop buffers for all of the increased service, systemwide, in the proposed service changes. This includes the proposed service increases on Routes 23, 29, 35, 49, 71 and 257.

As shown in Table 3, the minority share of the service increase will be 34 percent, compared to comprising 31 percent of the underlying service population. This is a difference of three percent, which is below the 20 percent threshold and does not constitute a Disparate Impact.

Similarly, the low-income share of the service increase will be 18 percent, compared to comprising 16 percent of the underlying service population. This is a difference of two percent, which is below the 20 percent threshold and does not constitute a Disproportionate Burden.

Figure 3: Systemwide Service Increases

Cummulative Service Decrease

Figure 4 below shows the ¼-mile stop buffers for all of the decreased service, systemwide, in the proposed service changes. This includes the proposed service decreases on Routes 22, 29, 35, 49, 219, 251, 257, 645, and 651.

As shown in Table 3, the minority share of the service decrease will be 38 percent, compared to comprising 31 percent of the underlying service population. This is a difference of seven percent, which is below the 20 percent threshold and does not constitute a Disparate Impact.

Similarly, the low-income share of the service decrease will be 18 percent, compared to comprising 16 percent of the underlying service population. This is a difference of two percent, which is below the 20 percent threshold and does not constitute a Disproportionate Burden.

Figure 4: Systemwide Service Decreases

Other Analysis

These analyses are included for illustrative purposes only, to show the effects of the proposed service changes from multiple angles, and are not intended to fulfill FTA requirements under Title VI.

Route Level Analysis

The proposed service changes are intended to create operational efficiencies while minimizing the service level impacts on riders. To achieve this goal, for the most part, where routes were proposed for full cancellation, changes were made on other routes to provide substitute service. Routes proposed for segment cancellation were deconstructed, and the lost service was added to other routes. The table below shows how the routes proposed for service reduction or cancellation were replaced in other parts of the service change proposal.

Table 4: Route Level Service Replacements/Alternatives

	Proposed Reduction	Replacement / Alternative Service
Route 22	Northbound service to Strawberry; Evening service	• Strawberry Service: Routes 17, 36, and proposed Route 219 • Evening service (Marin City-Corte Madera): Routes 17 and 71 • Evening service (Corte Madera-Larkspur): *No direct replacement / alternative* • Evening service (San Rafael-San Anselmo): proposed Route 23, Route 228
Route 23x	Cancel Service	• Consolidate with proposed Route 23
Route 29	Service to the Canal; Service along Sir Francis Drake/College west of Bon Air Road	• Canal Service: Routes 35, 36, and proposed Route 23 • Sir Francis Drake/College Service: Routes 22 and 228
Route 35	Service north of Northgate	• Route 49, proposed Route 71 (see note), and proposed Route 257
Route 219/219f	Service to the hills, service frequency	• *No direct replacement / alternative*
Route 251	Cancel Service	• Service to San Marin: proposed Route 49 • Novato service south of San Marin: proposed Route 257
Route 645	Cancel Service	• Proposed Route 35
Route 651	Cancel Service	• Proposed Routes 49 and 257

Note: In addition to the 1,000 hours of service to be added to Route 71 in this proposal, an additional 9,000 annual hours were added to Route 71 in June of 2021.

All service decreases are being countered with service increases on other routes or alternative service on existing routes with two exceptions: Routes 22 and 219/219f. Table 5 below shows the route level assessment and estimated burden on minority and low-income populations. Routes 22 and 219/219f are both below the threshold for disparate impact and disproportionate burden.

Table 5: Route Level Service Assessment

	Total Hours (net)	Minority Burden (hours)	Low-Income Burden (hours)	Percent Minority Burden	Percent Low-Income Burden
Route 22	-1,705	-454	-241	27%	14%
Route 23/23x	839	144	142	17%	17%
Route 29 (see note)	285	-68	-67	-24%	-23%
Route 35	-5,628	-2,366	-1,074	42%	19%
Route 49	3,748	1,137	546	30%	15%
Route 71	2,346	891	455	38%	19%
Route 219/219f	-1,410	-321	-142	23%	10%
Route 251	-9,509	-3,681	-1,813	39%	19%
Route 257	5,600	2,144	1,153	38%	21%
Route 645	-689	-372	-201	54%	29%
Route 651	-622	-243	-122	39%	20%

Note: Although the route-wide change in service hours on Route 29 is net positive, the net change in hours for minority and low-income residents is negative.

Neighborhood Level Analysis

The net impact of the proposed service changes on individual riders and residents can best be understood at the neighborhood level.

The maps in this section show service increases in blue and decreases in red. Note that these colors only show the direction of the service change (increase/decrease), and do not indicate the scale of the proposed change. Service changes on multiple routes in the same location may layer on top of each other and appear more vivid, but the scale of this change may be less than a single change on a different route.

Tiburon/Strawberry/Marin City

Figure 5 below shows the proposed service increases and decreases in Tiburon, Strawberry, and Marin City. Service reductions on Route 219/219f, with no replacement service, mean that Tiburon will receive a net service reduction. Removing the Strawberry stops from Route 22 in the northbound direction, along with reducing late night service on Route 22, will mean that the Strawberry stops have a slight reduction in service (note that the majority of service to these stops occurs on Route 36, which will be unaffected by the proposed service change). Increased service on Route 71 will lead to a net service increase at the Highway 101 bus pads in this area (Tiburon Wye and Seminary Dr), along with the Marin City hub.

Figure 5: Tiburon/Strawberry/Marin City Proposed Service Changes

Corte Madera/Larkspur/Kentfield

Figure 6 below shows the proposed service increases and decreases in Corte Madera, Larkspur, and Kentfield. The route change on Route 29 will mean a reduction in service for the Kentfield/College of Marin loop during peak hours, but an increase in service along the corridor shown in blue into Corte Madera. Peak hour service to Kentfield/College of Marin will continue on Routes 22 and 228. The reduction in late night service on Route 22 will mean a reduction in service after 8:00 pm on weekdays in this area. Increased service on Route 71 will increase the frequency of service on the Highway 101 bus pads in this area (Lucky Dr and Tamalpais/Paradise Dr).

Figure 6: Corte Madera/Larkspur/Kentfield Proposed Service Changes

The Canal

Between the change on Route 29 and the cancellation of Route 645, the Canal will receive a decrease in service as part of the proposed service changes. However, the proposed cut is fairly small, and the Canal currently has the highest level of bus service of any neighborhood in Marin County. The proposed changes would represent a 5.8% reduction in weekday service to the Canal and no reduction in weekend service, as shown in Table 6 and Table 7 below. The reduction will occur primarily during peak hours only, when remaining service combines to offer roughly eight-minute headways in the neighborhood. All trips to and from the Canal will still be possible, although trips between the Canal and Novato or Marin General will now require a (timed) transfer at the San Rafael Transit Center. There will be no impact to the span of service to the Canal.

Table 6: Weekday Bus Service in the Canal

Route	Trips per Day (current)	Trips per Day (proposed)
23	17	25
23x	6	0
29	7	0
35	59	59
36	29	29
645	2	0
Total	**120**	**113**

Table 7: Weekend Bus Service in the Canal

Route	Trips per Day (current)	Trips per Day (proposed)
23	15	15
35	43	43
36	23	23
Total	**81**	**81**

Downtown San Rafael/San Anselmo/Ross/Manor

Figure 7 below shows the proposed service increases and decreases in Downtown San Rafael, San Anselmo, Ross, and Manor. Note that Santa Venetia and Terra Linda are discussed in the next section. The reduction in late night weekday service on Route 22 will mean a slight reduction in service along the Fourth St/Red Hill Ave corridor in San Rafael into San Anselmo, and then along Sir Francis Drake Blvd into Ross. Note that Routes 23 and 68 will continue to provide late night service along Fourth St/Red Hill Ave. The cancellation of Route 645 will mean a slight reduction in service along Lincoln Ave, although service along Lincoln Ave is primarily provided by Routes 35, 233, and 257. The extension of Route 23 will increase service into Manor, and increased service on Route 71 will increase service to the San Rafael Transit Center. Overall service at the San Rafael Transit Center will remain roughly the same, with the increase in midday service on Route 71 and decrease in late night service on Route 22 both being relatively minor.

Figure 7: Downtown San Rafael/San Anselmo/Ross/Manor Proposed Service Changes

Santa Venetia/Terra Linda/Marinwood

Figure 8 below shows the proposed service increases and decreases in Santa Venetia, Terra Linda, and Marinwood. The cancellation of Route 645 will mean a slight reduction in service to the Marin Civic Center area; note that service to that neighborhood is primarily provided by Routes 35, 49, and 233, and the N San Pedro Rd bus pads will increase in service as part of Route 71's increase. Terra Linda will also see a slight reduction due to the cancellation of Route 645, but this reduction will be more than compensated for by the increase in service due to the rerouting of Route 35 into Terra Linda. The Terra Linda bus pads will also see an increase in service on Route 71. Bus pads in this area (Smith Ranch/Lucas Valley Rd and Marinwood) will see service switch from Route 35 to Route 71, which will entail a slight reduction in frequency.

Figure 8: Santa Venetia/Terra Linda/St Vincent Proposed Service Changes

Novato

Figure 9 below shows the proposed service increases and decreases in Novato. The bus pads along Highway 101 will see a shift in service from Route 35 to Route 71, which will entail a slight reduction in frequency. The Hamilton neighborhood will see a slight decrease in service during weekday midday times due to the cancellation of Routes 251 and the re-routing of Route 257. Note that primary service to this neighborhood is on Route 49, which will remain unchanged. The Ignacio Blvd corridor from Hamilton to Indian Valley Campus, along with the Sunset Pkwy/S Novato Blvd corridor from Indian Valley Campus to Downtown Novato, will see a roughly even shift of service from Route 251 to the new added service and route extension on Route 257. There will be a slight decrease in total service along this corridor due to the cancellation of Route 651 and route consolidation along the Ignacio Blvd portion of the corridor.

Redwood Blvd between Grant Ave and the San Marin SMART station will see service shift from Routes 35 and 49 to Routes 71 and 257, which will entail a slight reduction in service; note that Route 71 terminates at Olive Ave (where Route 35 currently terminates as well). The San Marin neighborhood will see service shift from Routes 251 and 651 to Route 49, which will result in a net increase in service, especially along San Marin Dr east of San Carlos Way. Note that the stops on San Carlos Way will lose service and riders will now need to walk up to a half mile to access service along San Marin Dr. It should also be noted that riders traveling between San Marin and Vintage Oaks will now need to make a transfer in Downtown Novato or at the San Marin SMART station to complete this trip.

Figure 9: Novato Proposed Service Changes

Conclusion

As demonstrated above, the proposed service change package does not constitute a Disparate Impact on minority populations or a Disproportionate Burden on low-income populations under Title VI. District staff carefully formulated the service change proposal to ensure that, to the greatest extent possible, any service being cut from one route would be replaced by added service on another route. The data backs this up.

This analysis only looks at the demographic and service data to ensure that the impact of the proposed changes will not be disparately or disproportionately targeted towards minority or low-income populations. The public comments received as part of the public outreach process are not analyzed in this report, but can be found in Attachment C of the Board report. This report should be considered alongside the public comment received; it does not supersede it.

June 2023 Service Changes

Public Hearing

Overview of Service Change Proposal

- Considered “major service change” per MCTD service change policy
- Includes 12 of the 24 fixed route services
- Estimated decrease of **2.1%** of all fixed route service (revenue hours)
- Estimated decrease of **7.5%** of peak vehicle pullouts (# of vehicle used)
- Public Hearing: March 6, 2023
- Implement Changes: June 11, 2023

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2023 Service Change Proposal

22 29 71 257
23 35 219 645
23X 49 251 651

- **Consistent with the February proposal, with slight changes**
  - Preserve the 8:04 PM Northbound weekday Route 22 trips
  - Extend select trips on Route 257 (weekday peak hours and weekends) to Hamilton

Route	Alignment Change	Service Level Change (frequency or span of service)	Cancel	Replacement Service
22	(-)	(-)		
23	(+)	(+)		
23x			X	23
29	(+/-)	(+/-)		
35	(-)			
49	(+)			
71		(+)		
219	(-)	(-)		
251			X	49, 257
257	(+)	(+)		
645			X	35
651			X	49, 257

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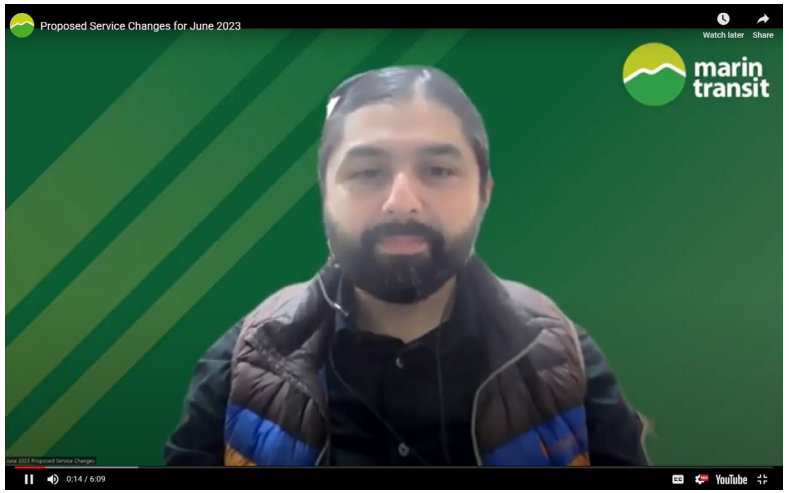
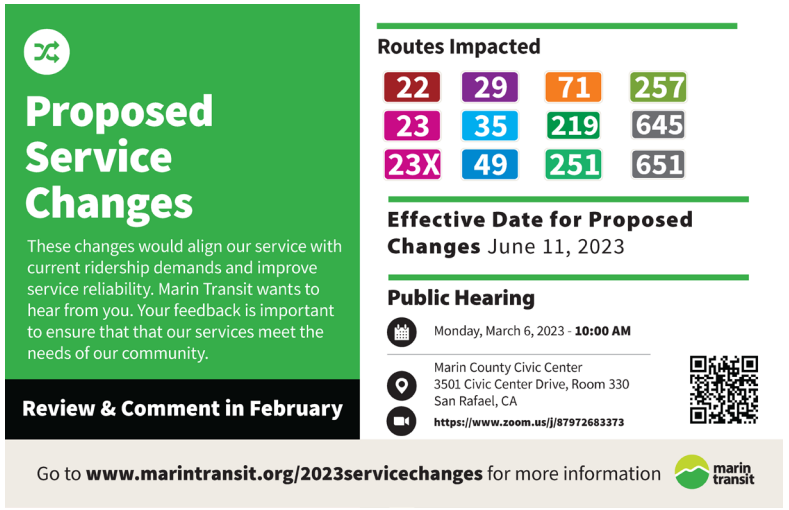
Outreach & Education

- Webpage: www.marintransit.org/2023ServiceChanges
- Informational Videos (English + Spanish)
- Community Forums (English + Spanish)
- Stakeholder/Community Meetings
- Bus Stop Outreach
- Digital Correspondence (email + social media + newsletters)
- Bus Stop Signage
- In-Vehicle Notices





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Outreach Results

- **1,260 views** (668 users) to the dedicated 2023 June Service Changes website
- **350 bus passenger** interactions during the bus stop in-person events
- **40 stakeholders** or public members attended one of the virtual or in-person events
- **6,470 views** to the Bilingual Facebook Ad with **1,384 clicks/engagement** to learn more
- **35 views** were made to the videos online (15 in English / 10 in Spanish)
- **4,600 individuals** were sent emails with **655 opening** the correspondence
- **30 posts** were made to social media, with **40 likes or forwards**

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Public Comment Summary (thru 2/28)

Proposed Change	# of Comment Against	# of Comments in Support
Route 22 Alignment Change	0	0
Route 22 Schedule Change	5	0
Route 23x/23 Consolidation	3	1
Route 29 Alignment Change	0	3
Route 35 Alignment Change	2	0
Route 49 Alignment Change	3	2
Route 71 Schedule Change	0	0
Route 219/219f Alignment Change	14	0
Route 219/219f Schedule Change	3	1
Route 251 Cancellation	5	0
Route 257 Alignment Change	3	0
Route 257 Schedule Change	0	0
Route 645 Cancellation	1	0
Route 651 Cancellation	1	0
TOTAL	**40**	**7**
Not Related to Service Change	*10*	*0*

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Title VI Equity Analysis

- Done to ensure that the proposed changes do not have a Disparate Impact on minority populations or a Disproportionate Burden on low-income populations
  - In accordance with the Title VI of the Civil Rights Act (race/color/national origins) and Executive Order 12898 (low-income)
  - Uses US Census data to determine demographic characteristics of the areas the current and proposed routes serve
- **Results:** No Disparate Impact on minority populations or a Disproportionate Burden on low-income populations under Title VI

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Title VI Equity Analysis: Neighborhood Findings

- **Manor** neighborhood in Fairfax will see an expansion to all-day service rather than just peak-hour service;
- The **Canal** neighborhood of San Rafael will see a slight decrease (-5.8%) in the total number of weekday trips;
- **Hamilton** neighborhood of Novato, which will see a slight reduction in weekday midday service;
- Areas of **Larkspur and Corte Madera** will see reduced span of service in the evening hours;
- **Tiburon**, which will see a decreased frequency of service on weekdays and a removal of coverage to the hills; and
- Paradise Dr in **Corte Madera**, which will see new weekday peak-hour service.

Public Hearing

Thank you

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March 6, 2023

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

Subject: FY 2021/22 Revenue Vehicle Fuel Analysis

Dear Board Members:

Recommendation

Discussion item.

Summary

Marin Transit conducts a fuel analysis yearly to analyze trends and compare costs between contractors and fleet. The District reports this data to the State and to the National Transit Databased and uses it to budget for future years.

In FY 2021/22, Marin Transit spent $2,907,597 powering vehicles, or 8.2% of the operations budget. In FY 2021/22, diesel prices increased 80% and gasoline prices increased 42%. Fuel prices are volatile and cause significant expense fluctuations for the District. Having multiple contractors, multiple yard locations and multiple vehicles types limits the District's ability to independently negotiate fuel contracts. Marin Transit can leverage partnerships with Golden Gate Bridge Highway and Transportation District, the County of Marin, and Marin Airporter to access better and more stable fuel pricing.

The FY 2021/22 fuel analysis showed that Marin Transit gets the best prices for diesel through Marin Airporter and Golden Gate Transit and the best gasoline prices through the County of Marin.

Background

Marin Transit has a diverse fleet of vehicles that are specialized for the service in which they operate. This includes standard sized buses used on local service, narrow-bodied high-floor XHFs for rural service, cutaways for shuttle service, and light-duty cutaways and vans for paratransit and on-demand service. The fleet includes four major fuel types: diesel, diesel hybrid, gasoline and electric. A full summary of Marin Transit's vehicle types is included as Attachment A.

Marin Transit fuels its vehicles in a variety of different ways depending on the contractor operating the vehicles and fuel type (Table 1). Each fixed route contractor (Golden Gate Transit, Marin Airporter, and MV Transportation) has a contract for diesel fuel that is brought to their site. Marin Transit's two BYD Battery Electric buses are plugged in and fueled/powered overnight at Golden Gate Transit's (GGT) yard. They are not sub-metered and are subject to GGT facility's electric rate structure and demand charges. Gasoline is largely provided through an agreement with the County of Marin. Cutaways operated by Marin Airporter and Transdev are fueled at the Marin County Fuel Island. MV fuels their two gasoline cutaways separately.

Table 1 - Contractor Fueling Method

Contractor	Fuel Type	Method of Fueling
Marin Airporter	Diesel	Marin Airporter Contract, onsite
	Gasoline	County of Marin
	Electric Power	Marin Transit (Rush Landing)
MV Transportation	Diesel	MV Contract, wet-fueling onsite
	Gasoline	Commercial Pumps
Transdev	Gasoline	County of Marin
GGT	Diesel	GGT Contract, onsite
	Electric Power	GGT – PG&E no sub-metering

In FY 2021/22, Marin Transit spent $1,954,983 on diesel fuel for 59 standard-sized hybrid and traditional buses, $891,860 on gas for cutaways in paratransit and shuttle service and $60,754 on electricity for two battery electric buses.

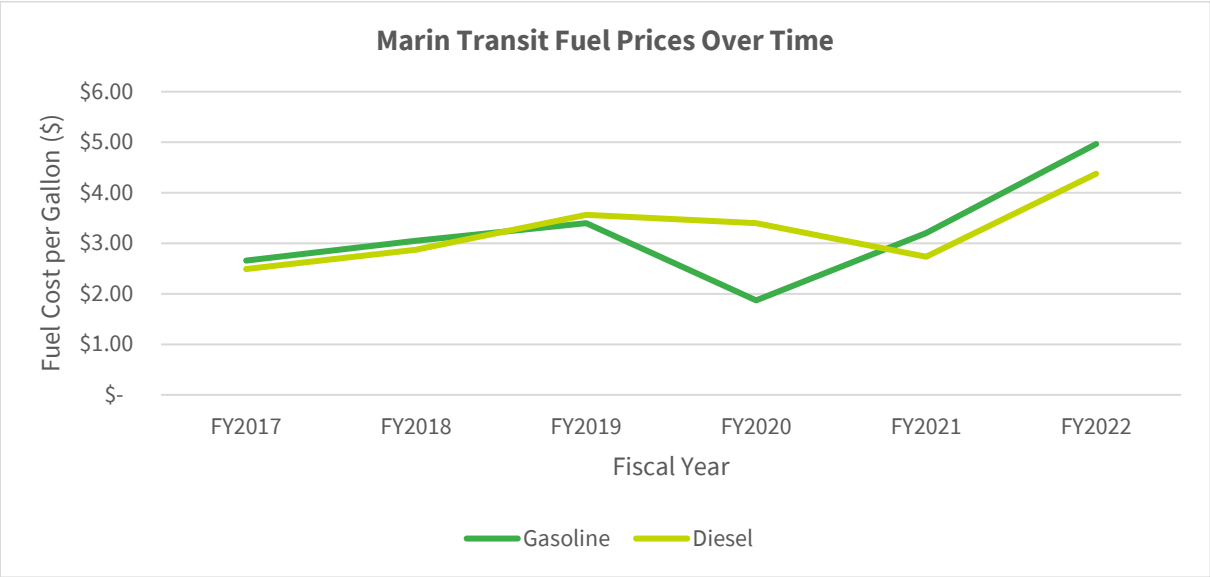
Marin Transit's four Battery Electric Gillig buses were not in service over this period, but they will be charged at Marin Transit's facility at 600 Rush Landing Road in Novato. They will use PG&E's fleet rate structure, which reduces the effect that demand charges have on the price of electricity.

Discussion

Cost of Fuel

Marin Transit saw the cost of diesel fuel and gasoline increase over the period of July 2021 to June 2022. Diesel prices increased by 80% going from an average of $3.46 per gallon diesel in July 2021 to $6.23 in June 2022. Over the previous 5 years, the net increase of the price of diesel was only 10%. Similarly, the price of gasoline increased by 42% over the same period, going from $4.04 per gallon in July 2021 to $5.74 per gallon in June 2022. While historically there were greater fluctuations in gasoline prices, from FY 2016/17 to FY 2020/21, there was only a net increase of 20%. The current prices have come down from the peak and there are signs the market is normalizing but prices remain high.

Figure 1 – Fuel Prices Over Time

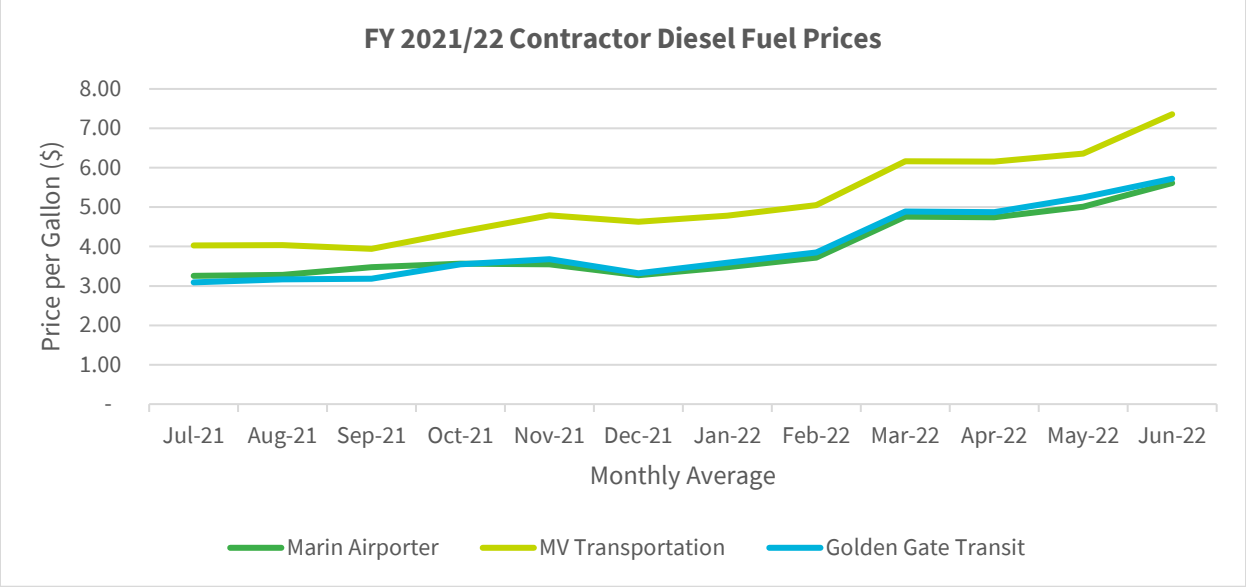


At the beginning of the COVID-19 Pandemic, fuel prices initially decreased as demand for fuel decreased as fewer people were traveling. Decreases in diesel fuel prices for Marin Transit were delayed likely due to longer term fixed fueling contracts that our contractors held.

Since that time, prices increased due to a variety of factors including U.S. inflation and world events like the Russian invasion of Ukraine, which affected oil and gas prices.

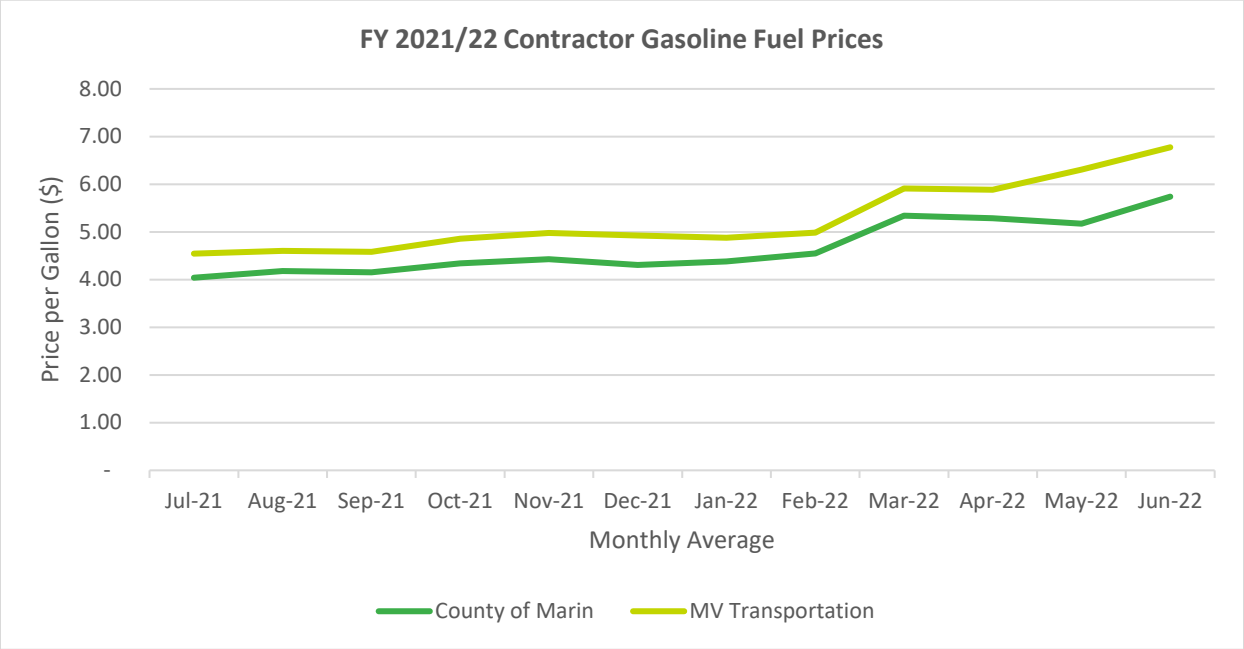
When looking at fuel prices by contractor, we see that GGT and Marin Airporter get better fuel prices than MV Transportation. Those contractors have the capacity to store fuel on site. MV Transportation parks the majority of their vehicles at 600 Rush Landing where there is no fuel storage onsite and relies on wet-fueling, where a fuel truck comes and refuels vehicles. This service is more expensive but allows the contractor to not have to travel to a different site, saving on operator costs.

Figure 2 - Diesel Fuel Prices by Contractor



Gasoline prices also vary by contractor. Marin Airporter and Transdev both fuel their cutaway vehicles at the County of Marin fuel island. MV Transportation operates only two cutaway vehicles that require unleaded fuel. These vehicles are fueled at commercial pumps convenient to their routes.

Figure 3 - Gasoline Fuel Prices by Contractor



Cost of Electricity

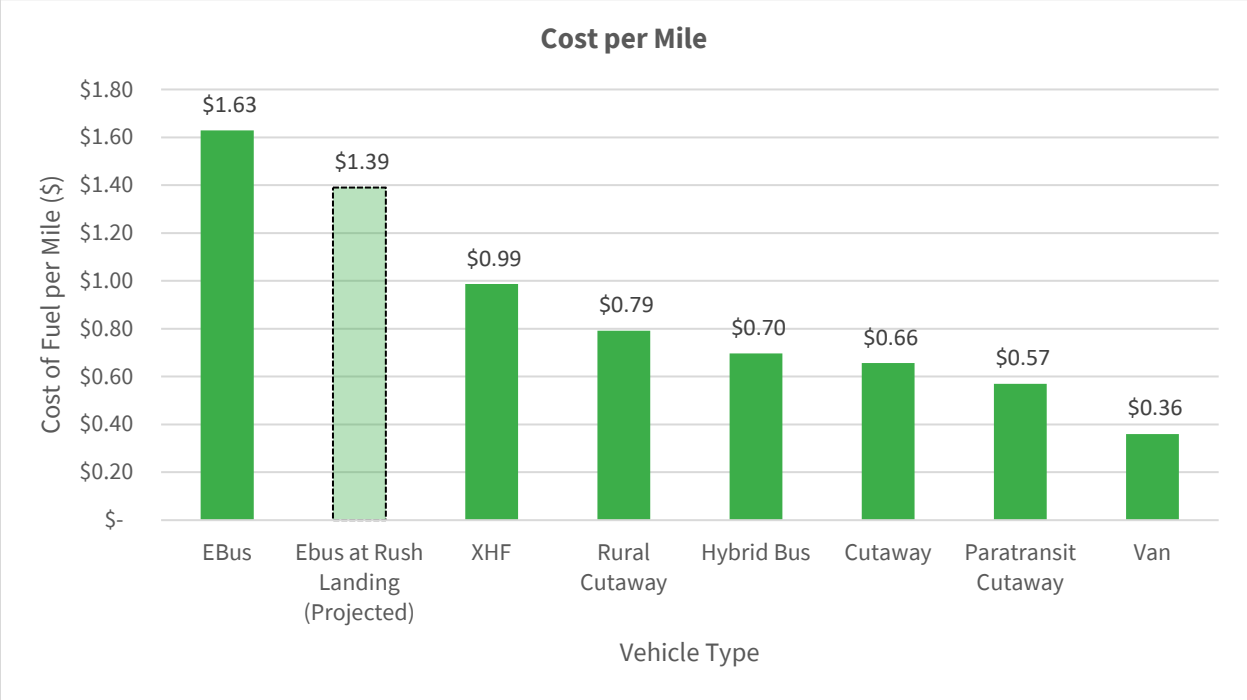
Marin Transit has two BYD electric buses that are operated by Golden Gate Transit and fueled at their yard. Marin Transit has four Gillig electric buses that are not yet in service but will be operated by Marin Airporter and fueled at Marin Transit' Rush Landing yard.

The cost of electricity depends largely on rate structure. Due to this structure, the electric bus cost per mile is more variable than for the traditional-fuel buses. Electricity is subject to demand charges. Utility demand charges are incurred based on the highest amount of energy pulled at a given moment during the billing period. If the buses are charged once a month, there is demand charge fee placed on the utility bill no matter how many miles the vehicles traveled during that period. This charge accounts for most of the cost for electricity; over the period, it was about 85% of each month's utility cost. Marin Transit deliberately chose vehicles that can charge slowly overnight when demand charges are lower to decrease the impact of this charge. Due to this rate structure, when buses are traveling more miles in a month, the demand charges are spread across more miles and the cost per mile decreases.

Over the period (FY 2021/22), there was not much variation in the electric vehicle miles the BYD buses traveled per month and therefore the cost per mile was relatively stable averaging $1.63 per mile. However, electricity rates for demand charges did increase in January 2022, and Marin Transit saw a 15% increase in cost for these vehicles overall after those changes. The cost per mile went from an average of $1.54 per mile before the rate increases, to $1.71 per mile after the rate increase. Figure 4 shows the average cost of energy per mile for the BYD Electric buses compared with the other vehicle types.

Marin Transit is dependent on Golden Gate Transit's electric rates for charging the BYD buses and is not separately metered from their yard. Prior to FY 2021/22 Marin Transit benefitted from this by only paying demand charges based on the difference between peak usage at the Golden Gate Facility and peak usage with the BYD buses are plugged in, up to 160 kW (the maximum potential pull from the chargers). Unfortunately, Golden Gate Transit's other power usage at night has decreased since the BYD electric vehicles were initially put into service and Marin Transit paid the full price of the demand charges throughout FY 2021/22.

Figure 4 – FY 2021/22 Average Cost of Fuel per Mile for Vehicle Types



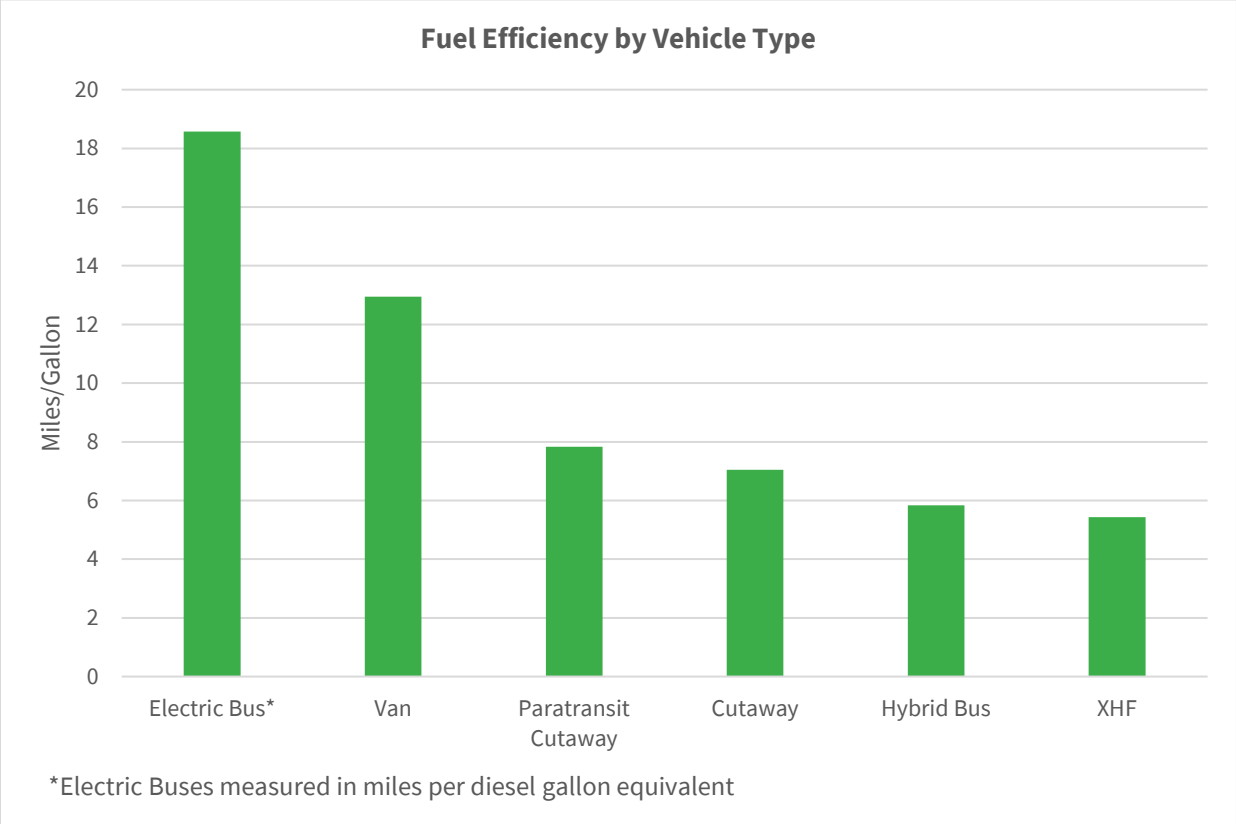
Marin Transit's Gillig Electric buses will be charged at 600 Rush Landing. The District just finished an electrification project that included a new meter and will be participating in PG&E's EV Fleet rate program. This rate structure allows for a more predictable cost to operate by replacing demand charges with a subscription fee and a higher cost of energy used. As shown in Figure 4, staff anticipates the cost to operate an electric bus will be less under this rate plan. Marin Transit will evaluate the cost differences in the different rate structures once these vehicles enter full service.

Fuel Efficiency

The electric buses have the highest fuel efficiency at 18.76 miles per diesel gallon equivalent. This was calculated using a conversion factor of 37.64 kWh/dge. While the cost to operate electric buses is currently higher, they use energy more efficiently than the other fleets.

The smaller vehicles, our cutaways for shuttle service and paratransit services, and the vans used on Marin Transit Connect have the next highest fuel efficiency, averaging 7.62 mpg, though they carry the least number of passengers. This is followed by the hybrid buses and then the diesel buses. Figure 5, below, shows the fuel efficiency of each vehicle type.

Figure 5 - Fuel Efficiency by Vehicle Type



Greenhouse Gas Emissions

Public transportation displaces emissions from personal vehicles, reduces congestion, and can have a net positive effect on lowering greenhouse gas emissions. Public transit is a leader in adopting new vehicle technologies and Marin Transit has invested in hybrid electric-diesel buses as well as zero emission battery electric buses.

Greenhouse Gas Emissions are determined by the type of fuel a vehicle uses, how efficient it is, the type and age of the engine, as well as how many miles a vehicle travels. The highest greenhouse gas emissions come from the oldest vehicles and from diesel-fueled vehicles.

Marin Transit calculated the FY 2021/22 GHG Tailpipe Emissions based on the factors listed above and estimates GHG at 2,500 tons of CO_2 from all revenue vehicles. Calculations were done using engine emissions standards for Heavy Duty Vehicles and Emission factor tables from the California Air Resources Board.

These emissions are displaced by passengers riding the bus instead of using single occupancy vehicles. Marin Transit staff estimates that 1,722 tons of CO_2 were displaced by Marin Transit services. Displaced emissions were calculated using the American Public Transportation (APTA) recommended practice for quantifying transit sustainability metrics and assumes that one third of passenger miles traveled would have been completed in a single occupancy vehicle. The more passengers choose to ride Marin Transit, the more emissions are displaced.

Marin Transit's Greenhouse gas emissions will continue to decrease as vehicles are replaced by newer, more efficient engines, and as the fleet transitions to battery electric buses.

Fuel Projections

The price of gasoline and diesel has dropped from its recent peak and is projected to decrease based on information gathered from the U.S. Energy Information Administration (USEIA). USIEA predicts that the price of gasoline will decline by 29% in calendar year 2023 and by 16% in calendar year 2024 due to an increase in crude oil availability. Diesel is expected to decrease by 20% in calendar year 2023 and 38% in calendar year 2024.

Key Findings

The following are key takeaways from the FY 2021/22 Fuel Analysis:

- In FY 2021/22, fuel was 8.2% of Marin Transit's operating expenses and merits regular monitoring. Information in this report will be used to estimate future fuel costs.
- Fuel prices vary by contractor and are the lowest where fuel storage is available and larger volume fuel contracts can be achieved.
- Electric buses are more fuel efficient but the fuel cost per mile is the highest of the fuel types used in Marin Transit's fleet. Electric costs per mile are expected to reduce as the electric rate structures change and as more vehicles are added to the fleet.
- Fleet tailpipe emissions are displaced by passengers who would otherwise ride in a single occupancy vehicle. Tailpipe emissions will decrease as buses are replaced with battery electric buses and buses with newer, more efficient engines.
- Prices for Gasoline and Diesel are projected to decrease in 2023 and 2024.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

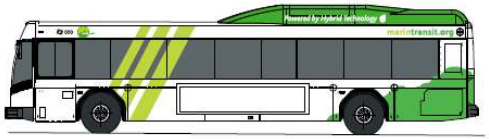
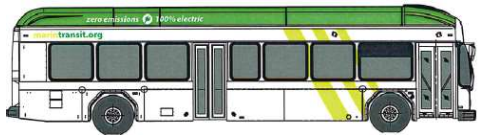
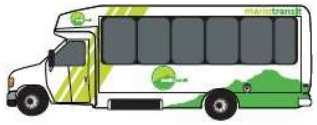
Anna Penoyar
Capital Projects Manager

Attachment A: Marin Transit Fleet Summary

Attachment B: Presentation

2022 Fleet Summary Attachment A

117 Vehicles Total; 81 fixed route, 36 Demand Response

No. of Vehicles	Vehicle Type	Vehicle	Contractor	Service	Vehicle Length	Seating Capacity
28 7 4	40ft Hybrid Vehicle 35ft Hybrid Vehicle 30ft Hybrid Vehicle		Marin Airporter, Golden Gate Transit	Fixed Route Local	40ft 35.8ft 30ft	34 - 38 29 26
4 2	40ft Battery Electric 35ft Battery Electric		Marin Airporter, Golden Gate Transit	Fixed Route Local	40ft 35ft	34 32
13 7	35ft XHF 29ft XHF		MV Transportation	Muir Woods Shuttle, West Marin Stagecoach	35ft 29ft	37 29
2	Rural Cutaway		MV Transportation	West Marin Stagecoach	32ft	30
14	Shuttle Cutaway		Marin Airporter	Local Shuttle	24ft	20
32	Paratransit Cutaway		Transdev	Paratransit	20ft 22ft	8 12
4	Ford Transit Vans		Transdev	Marin Transit Connect	22ft	6

T:\04b Capital Programs\04.09.04 Vehicles\04.09.04.15 Fleet Summaries updated 5.26.2022

FY 2021/22 Fuel Analysis

MARIN TRANSIT BOARD MEETING

March 06, 2023

marintransit.org

Agenda

01 Background

02 Cost of Fuel

03 Cost per Mile

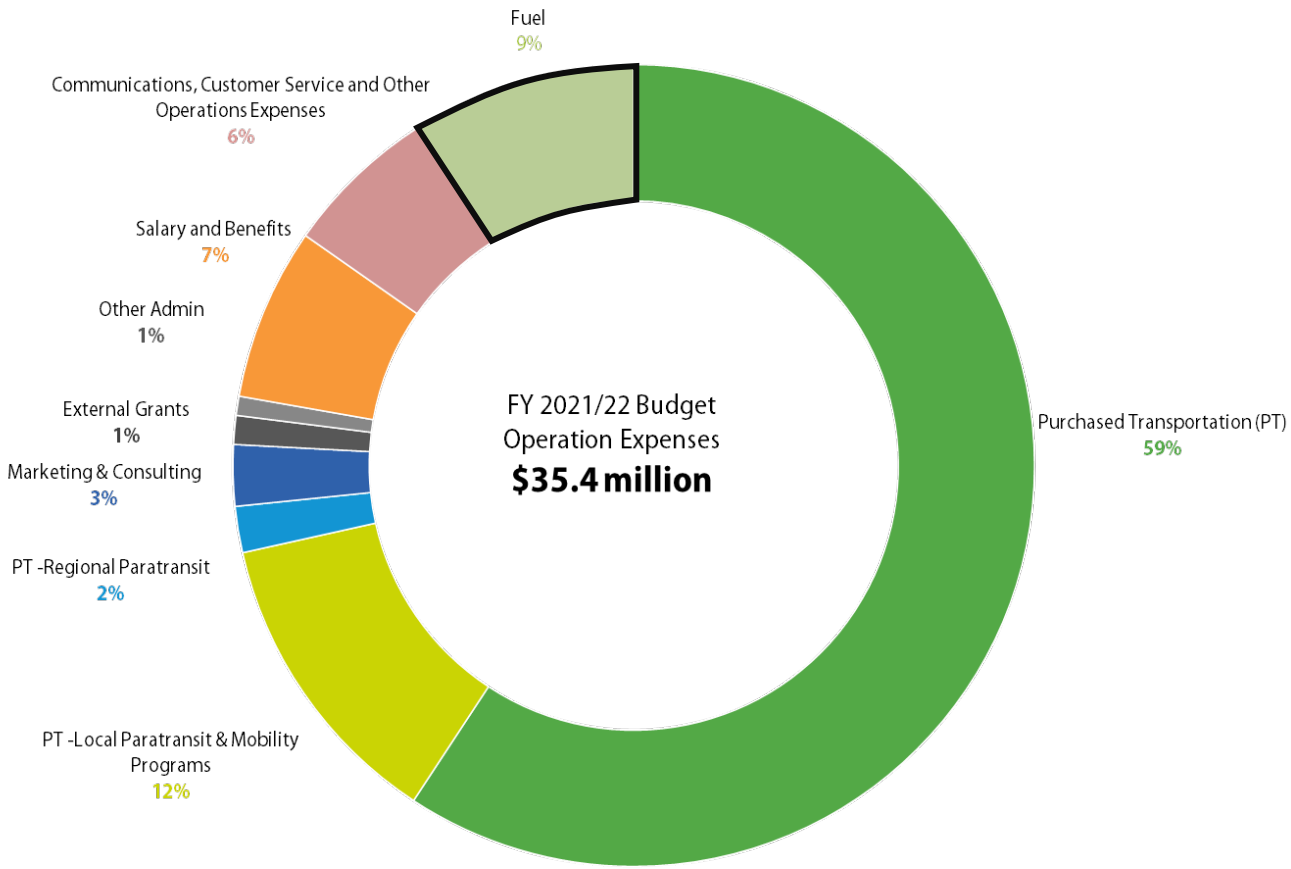
04 Fuel Efficiency

05 Green House Gas Emissions

06 Fuel Projections

Background

- Fuel is a large portion of our operating budget
- This data is analyzed every year
- Submitted to FTA through NTD Reporting



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Background – Fleet

Marin Transit owns a diverse fleet of vehicles, specialized for the service they operate.

117 Vehicles Total; 81 fixed route, 36 Demand Response

No. of Vehicles	Vehicle Type	Vehicle	Fuel Type	Contractor	Service	Vehicle Length	Seating Capacity
28 7 4	40ft Hybrid Vehicle 35ft Hybrid Vehicle 30ft Hybrid Vehicle		Diesel	Marin Airporter, Golden Gate Transit	Fixed Route Local	40ft 35.8ft 30ft	34 - 38 29 26
4 2	40ft Battery Electric 35ft Battery Electric		Electricity	Marin Airporter, Golden Gate Transit	Fixed Route Local	40ft 35ft	34 32
13 7	35ft XHF 29ft XHF		Diesel	MV Transportation	Muir Woods Shuttle, West Marin Stagecoach	35ft 29ft	37 29
2	Rural Cutaway		Gasoline	MV Transportation	West Marin Stagecoach	32ft	30
14	Shuttle Cutaway		Gasoline	Marin Airporter	Local Shuttle	24ft	20
32	Paratransit Cutaway		Gasoline	Transdev	Paratransit	20ft 22ft	8 12
4	Ford Transit Vans		Gasoline	Transdev	Marin Transit Connect	22ft	6

Background - Fuel

Contractor	Fuel Type	Method of Fueling
Marin Airporter	Diesel	Marin Airporter Contract, onsite
	Gasoline	County of Marin
	Electricity	Marin Transit (Rush Landing)
MV Transportation	Diesel & Gasoline	MV Contract, onsite
Transdev	Gasoline	County of Marin
Golden Gate Transit	Diesel	GGT Contract, onsite
	Electricity	GGT Yard – PG&E, no submetering

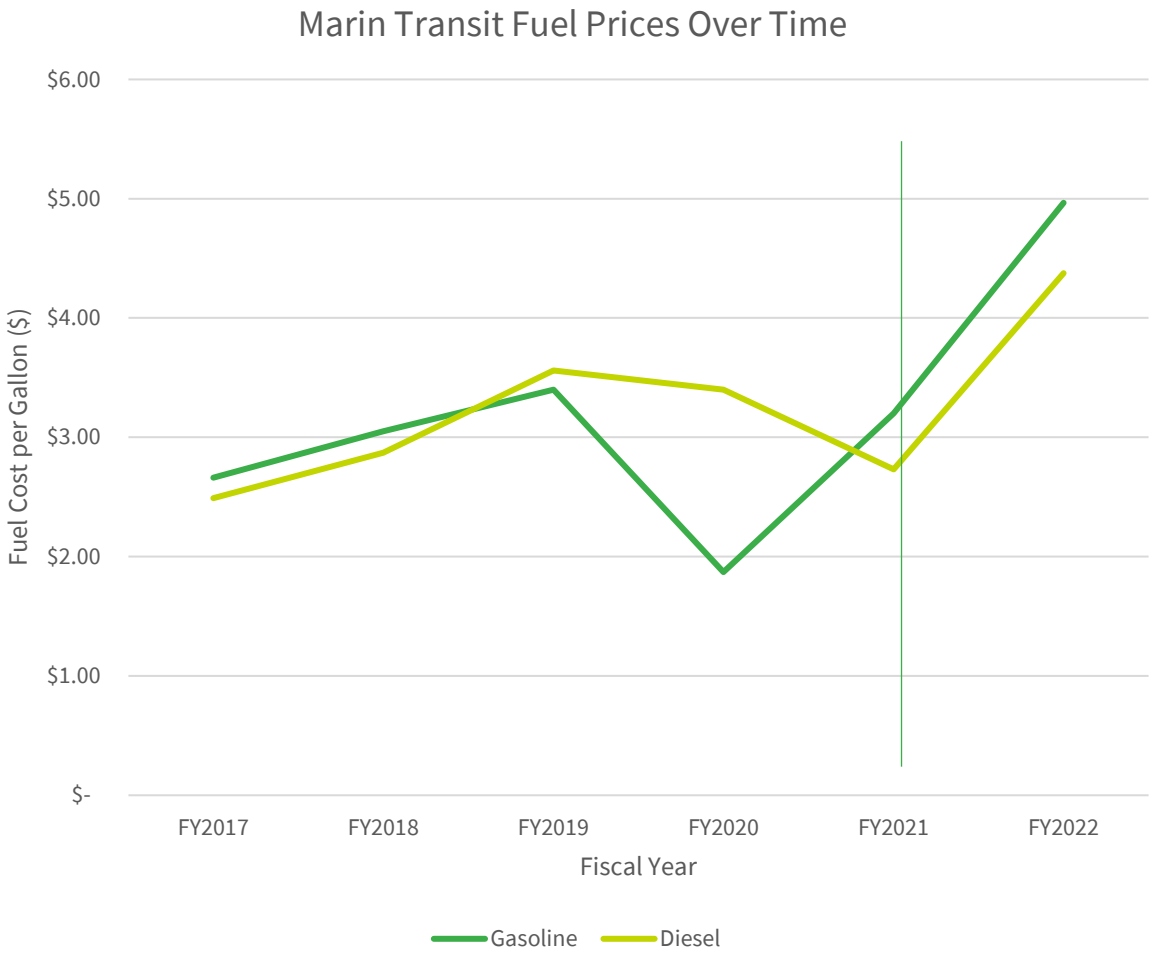
Cost of Traditional Fuel

5 Year Trend (FY2017-FY2021)

- Diesel – Increased by 10%
- Gasoline – Increased by 20%

July 1, 2021 – June 30, 2022

- Diesel – Increased by 80%
- Gasoline – Increased by 42%



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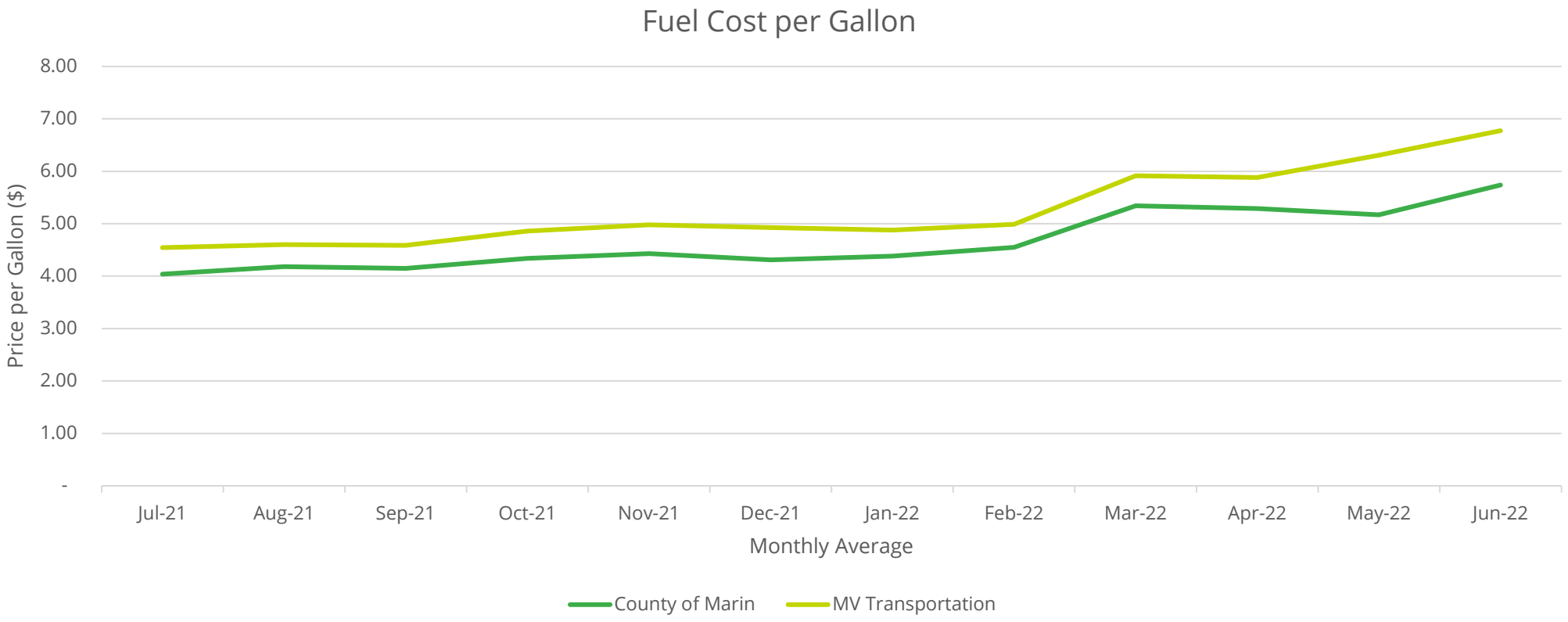
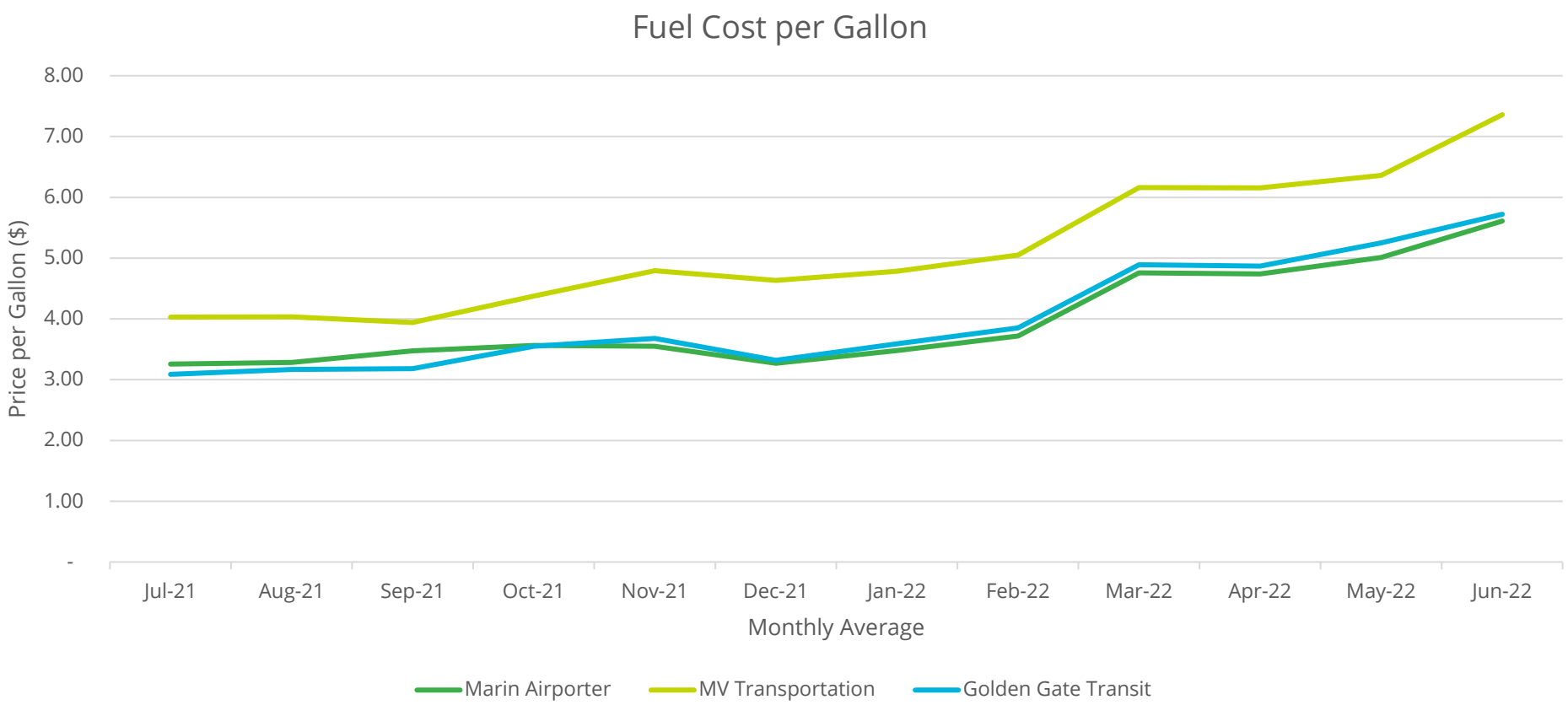
Cost of Fuel Per Contractor

Gasoline



Cost of Fuel Per Contractor

Diesel



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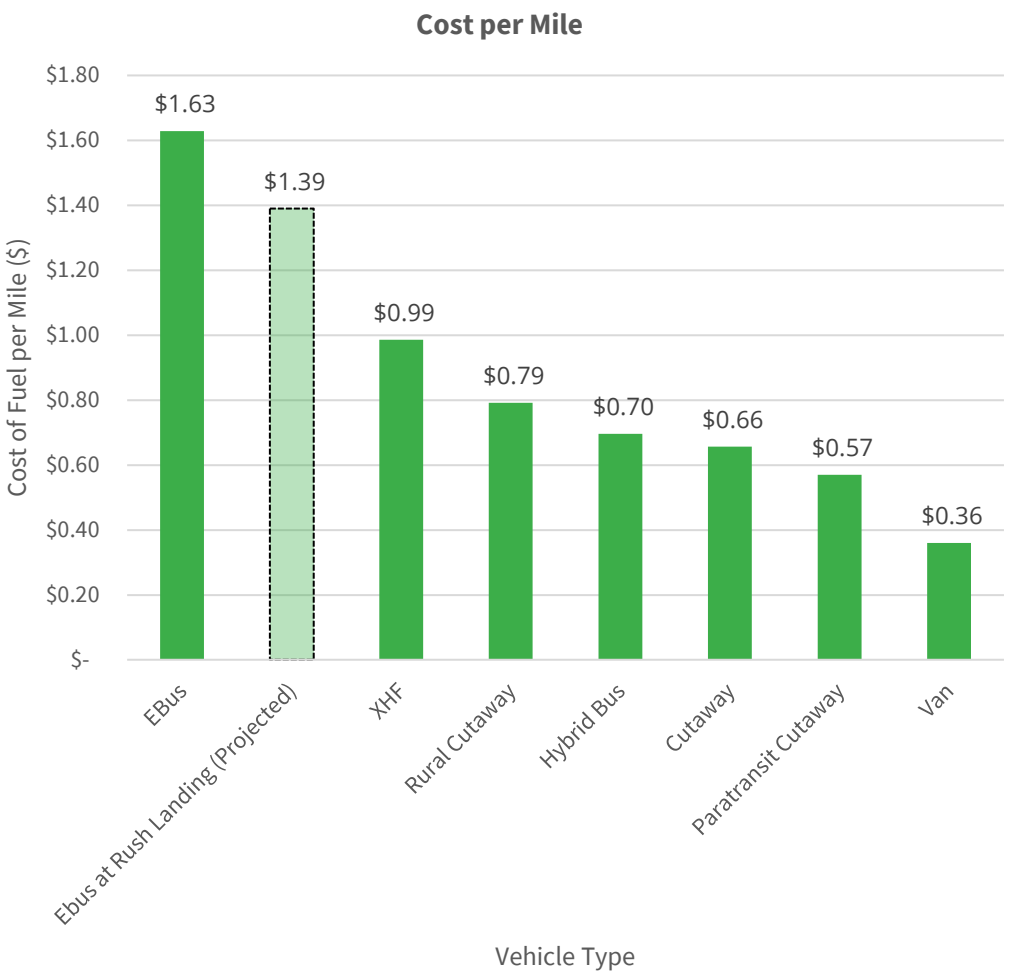
Cost of Electricity

Two BYD Bus Pilot Project

- Fueling at GGT's yard
  - Demand Charges – 85% of electric bus fueling cost

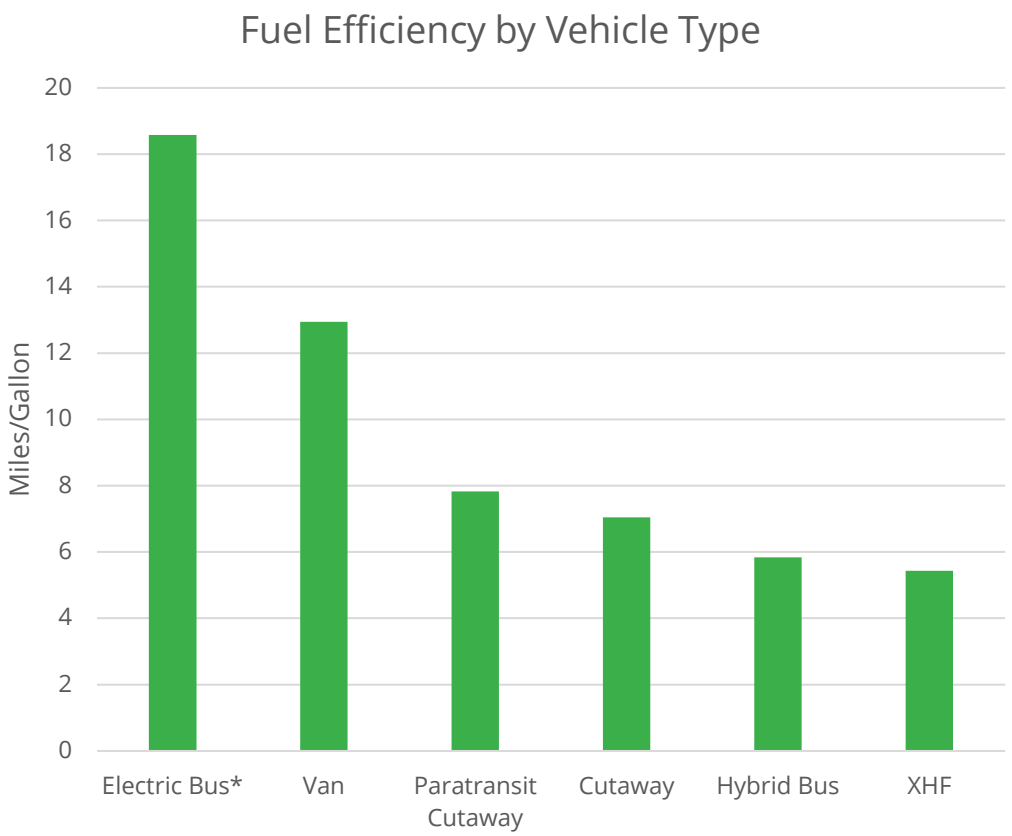
Four Gilligs to be charged at Rush Landing

- Participating in EV Fleet rate program
  - Demand charges replaced by energy subscription fee
  - Anticipated lower cost to operate



Vehicle Fuel Efficiency

- Electric buses are the most fuel efficient
- Smaller vehicles are more fuel efficient
- Hybrid buses are more fuel efficient than diesel buses.



*Electric Buses measured in miles per diesel gallon equivalent

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Greenhouse Gas Emissions

- Public Transportation displaces emissions from personal vehicles
- Highest emissions: oldest and diesel-fueled vehicles

Tailpipe Emissions:	2,500 tons CO_2
Displaced Emissions:	-1,722 tons CO_2
Net Emissions:	778 tons CO_2

- Emissions will decrease as fleets are replaced with newer, more efficient engines, and transitioned to zero-emission

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Fuel Projections

- The prices of Gasoline and Diesel are projected to decrease next year.
- Electricity costs will be less for the vehicles charged at 600 Rush Landing due to rate structure

Thank you

CONTACT

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March 6, 2023

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

Subject: Update on Marin County Bus Stops

Dear Board Members:

Recommendation

Discussion item.

Summary

Bus stops are a highly visible aspect of transit service for both current and potential riders in Marin County. Stops should be easily identifiable, safe, accessible, and comfortable. This report details the current bus stop improvement project, provides general bus stop inventory and condition information, and describes the process for prioritizing future stop improvements.

There are about 666 bus stops in the Marin County. Of these stops, some are served by both Marin Transit and Golden Gate Transit (GGT) as shared stops, some are served by Marin Transit local service only, others by GGT regional service only, and others are inactive. In 2017, Marin Transit conducted a survey of all the bus stops that Marin Transit served. The purpose of the survey was to update information on our bus stop conditions and to prioritize future bus improvements. Staff has provided a fact sheet that summarizes the stop information from this survey as an attachment to this report (Attachment B).

Due to COVID and changes in routing, the split between shared and local-only stops has changed. Local and regional routes now serve 83 stops, 449 stops are local Marin Transit service only, and the remainder are either regional-only stops served by Golden Gate Transit (GGT) or have become inactive. Previously, there were more stops shared between local and regional routes. These changes are not reflected in the attachments.

Marin Transit's full Bus Stop Database contains 74 data points for each stop including, but not limited to jurisdiction, routes that serve the stop, pictures, ADA accessibility, stop amenities, and ridership information. Any subset of this information is available upon request from Marin Transit Staff. The database as a whole may not be useful to a lay person or the general public due to the volume of data it contains and its configuration. A full list of the data fields is included as Attachment C.

Marin Transit has completed a number of bus stop improvement projects over the years. Many of these projects focus on ensuring that bus stops are accessible for wheelchair or disabled passengers while upgrading stops for all passengers. Marin Transit is currently working on a new bus stop improvements project which addresses accessibility improvements and amenity upgrades. This project will be put out to bid in summer of 2023.

Background

This report focuses on the 583 stops that Marin Transit serves and excludes Regional-only stops.

Marin Transit's 2006 Short Range Transit Plan (SRTP) outlined the minimum standards for a bus stop based on the amount of passenger activity. Staff added 2017 ridership information to this table to indicate the number of Marin Transit stops in each category. Marin Transit has been working towards ensuring that all bus stops in the county meet these standards.

The District does not have physical jurisdiction over bus stops and must partner with local jurisdictions to make improvements and ensure that stops are safe and meet minimum standards. These partnerships are critical to addressing the inherent challenges in negotiating each jurisdiction's public process, securing permits, and meeting the design standards of different jurisdictions. Marin Transit has also provided funds or amenities to jurisdictions positioned to make the physical improvements themselves. In such cases, the local jurisdiction manages the project and can often deliver improvements more quickly and more cost-effectively than Marin Transit could. As bus stops are typically a low priority for local jurisdictions, they often don't take advantage of funds Marin Transit would make available.

In addition to jurisdictional issues, the unique nature of each site can lead to challenges for making improvements. Many stops are in rural areas that have no sidewalk or are located in areas where there is very little public right of way. This makes it difficult to make improvements or add amenities.

Staff is currently planning for how to best update stop ridership and bus stop standards and guidelines. Some of this work will be included in the upcoming planning on-call contract.

Table 1: Modified Minimum Bus Stop Standards from Marin Transit's 2006 SRTP

	Transit Center/Transfer Facilities	Highway 101 Pad Stop	High Use Stop (>100/day)	Medium Use Stop (>50/day)	Low Use Stop (<50/day)
ADA Accessibility*	Meets all requirements	Meets all requirements	Meets all requirements	Meets all requirements	Signed if not accessible (rare condition)
Signage	All Stops	All Stops	All Stops	All Stops	All Stops

Information	Kiosk, with real time information if possible, displace of system map, route and schedule information. Identify transfer locations	Real time information if possible, displays of system map, route and schedule information. Identify transfer locations.	Real time information if possible, displays of system map, route and schedule information. Identify transfer locations.	Route map and schedule information	Route map and schedule where possible
Shelters	Shelters at all boarding locations	Shelters at all boarding locations	Shelters where feasible	Shelters optional	
Other Amenities	Night Lighting, restrooms where possible, bicycle storage	Night Lighting	Night Lighting, bicycle storage		
Number of stops matching criteria based on 2017 Ridership Data	4	20	32	50	501

*ADA Accessibility includes at 5'x8' wheelchair landing pad for boarding a bus and an accessible path of travel from the nearest intersection.
Source: Marin Transit.

Bus Stop Improvement Projects

Marin Transit has completed several bus stop capital improvement projects over the last seven years and is currently working on the ADA Bus Stop Improvement project. These projects range from updating bus stop signage in 2013 to the complete redesign of the major bus transfer facility at Redwood and Grant in Novato. Fact sheets for completed projects are included as attachments to this letter.

Table 2: Marin Transit Bus Stop Improvement Projects

Year	Project	Stops Affected	Type of Improvement
Upcoming	Transit Corridor Improvements	TBD	
Current	ADA Bus Stop Improvements	23	Accessibility and amenity improvements
Current	Novato Shelter Replacements	8	Amenity replacement
2020	Real Time Sign Installation	20	Addition of real-time signage
2019	SGR Bus Stop Improvements – Phase 2	14	Accessibility and amenity improvements
2017*	Redwood & Grant Transit Improvement Project	2	Renovation of a transfer facility

2015	SGR Bus Stop Improvements – Phase 1	12	Accessibility & amenity improvements
2013**	South Novato Bus Stop Improvements	4	Accessibility improvements, stop relocation
2013	Signage Update	530	Replaced Bus Stop Signage

* Redwood & Grant Project Fact Sheet included as Attachment E
** South Novato Bus Stop Improvements Fact Sheet included as Attachment F
Source: Marin Transit

ADA Bus Stop Improvements

Marin Transit is developing design plans for another county-wide bus stop improvement project. The project will include improvements to 23 stops throughout the county. The improvements include addition of a 5x8 landing pads to make stops accessible and to improve or replace passenger amenities. This project also includes the creation of two new stops, one in the Canal at E. Francisco Blvd and Medway, and two paired stops at Marin Community Clinics in Novato.

Design plans will be completed by May 2023 and staff anticipates going out to bid for construction of these improvements in July 2023, with Construction beginning in the fall of 2023.

Table 3: Locations for Current ADA Bus Stop Improvements Project

Stop ID	Stop Name	Jurisdiction	Improvement
40673	San Marin Dr & San Carlos Way	Novato	Replace shelter, new curb ramp and crosswalk, ADA Landing pad
40726	Ignacio Blvd & Sunset Pkwy	Novato	Replace shelter, add red curb and “Bus Stop” pavement markings
41328	Smith Ranch Rd & Yosemite Rd	San Rafael	Install shelter, ADA Landing Pad, add red curb
40563	Las Gallinas Ave & Northgate Dr	San Rafael	ADA Landing Pad
40515	Sir Francis Drake Blvd & Alhambra Circle	Fairfax	ADA Landing Pad
40519	Sir Francis Drake Blvd & Oak Manor Dr	Fairfax	ADA Landing Pad and add red curb
40472	Sir Francis Drake & San Anselmo Ave	San Anselmo	Install shelter, ADA Landing Pad
40418	Fourth St & Santa Margarita Ave	San Rafael	ADA Landing Pad
40330	College Ave & Sir Francis Drake Blvd	County	Replace Shelter
40150	Miller Ave & Camino Alto	Mill Valley	Replace Shelter
40153	Almonte Blvd & Rosemont Ave	Mill Valley	Install retaining wall and ADA Landing Pad
40184	Strawberry Frontage Rd & US 101 NB On Ramp	County/ Caltrans	Install shelter, construct sidewalk for ADA Landing pad and install “Bus Stop” pavement markings
42054	Tiburon Blvd & San Rafael Ave	Tiburon/ Caltrans	Adjust sidewalk to allow for ADA landing pad

41326	N Redwood Dr & Smith Ranch Road	San Rafael	Install shelter, construct sidewalk and retaining wall to allow for ADA landing pad
40156*	Shoreline Hwy & Almonte Blvd	County	ADA Landing pad, repair sidewalk
40580*	Merrydale & N San Pedro	San Rafael	Replace Shelter
41361*	Sir Francis Drake Blvd & Bank St	San Anselmo	Install ADA landing pad & shelter
40696/ 40697	Redwood Blvd & Grant Ave	Novato	Replace display cases
40319*	Sir Francis Drake Blvd & Bon Air Rd	County	Install new shelter and ADA landing pad
40785*	Panoramic Highway & Pantoll Ranger Station	Mill Valley/ State Parks	Install ADA landing pad, shelter & bench
New Stop	E. Francisco Blvd & Medway (EB)	San Rafael/ Caltrans	New bus pullout and crosswalk
New Stop	Redwood Blvd & Hill Rd (NB)	Novato	Red curb. Stop will serve Marin Community Clinics
New Stop*	Redwood Blvd & Hill Rd (SB)	Novato	Paired stop to serve Marin Community Clinics

*Plans for these stops are still in development and may be removed from the project.

Novato Bus Shelter Replacement

Marin Transit and the City of Novato have been working together to replace advertising shelters at high-ridership stops with new low-maintenance shelters. Marin Transit also recommends that the City remove the remaining advertising shelters, as they are difficult to maintain, having glass panels and electrical components that are subject to vandalism.

Transit Corridor Improvements

Marin Transit was awarded a grant by MTC to make transit corridor improvements in San Rafael along 4th Street and Lincoln Blvd, as well as in Novato along South Novato Blvd. Marin Transit is in the process of scoping the improvements. A fact sheet for this project is included as Attachment D.

Bus Stop Maintenance

There are multiple stakeholders invested in ensuring that bus stops are maintained including the local jurisdiction where the stop is located, Marin Transit, and GGT.

Marin Transit does not have a dedicated maintenance staff and depends on its contractors for regular and emergency stop maintenance. Under Marin Transit's operations and maintenance contract with the GGT, GGT maintains shared stops and stops that support their service on behalf of Marin Transit.

Marin Transit contracts with Clean Solutions Services for stops that are local-only and that GGBHTD does not serve. This includes the Redwood and Grant facility. Typically, trash is removed weekly at stops with trash cans. When a stop has no trash can, it is only maintained in response to reported incidents.

Major bus transfer stops are regularly steam cleaned and power washed in addition to the weekly trash removal.

Other stops are maintained by the jurisdictions where they are located. Many trash cans at bus stops are emptied regularly by the jurisdiction along with city-owned trash cans.

Information on maintenance responsibility at each stop is often undefined due to the number of stops in the county and the many different jurisdictions. Staff often handle maintenance requests on a case-by-case basis.

Advertising Shelters

The City of San Rafael holds a contract with an advertising shelter company that owns and maintains shelters in the city. The City of Novato had a similar contract with the same advertising shelter company for 35 stops, but the contract ended in 2018. The City of Novato and Marin Transit have been working since that time on alternatives to keep these stops in a state of good repair.

Golden Gate Transit also has a contract with an advertising shelter company, but maintenance at these stops is done through a subcontractor.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Anna Penoyar
Capital Projects Manager

Attachment A: Presentation

Attachment B: Bus Stop Fact Sheet

Attachment C: Bus Stop Database Fields

Attachment D: Transit Corridor Improvements Fact Sheet

Attachment E: Redwood & Grant Transit Improvement Project Fact Sheet

Attachment F: South Novato Bus Stop Improvements Fact Sheet

Attachment G: Map of Bus Stops

Marin Transit Bus Stops

MARIN TRANSIT BOARD MEETING

March 06, 2023

marintransit.org

Agenda

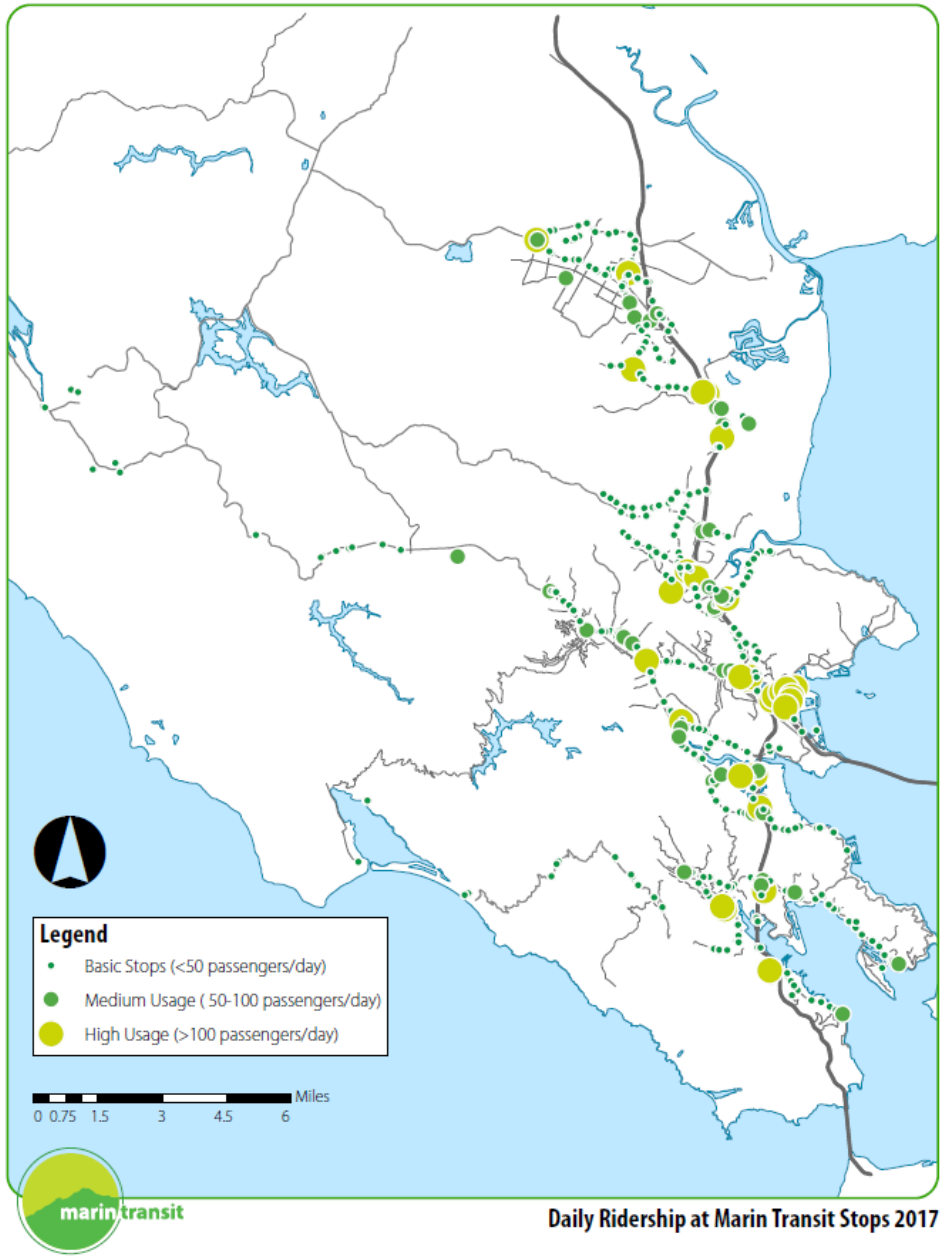
01 Background

02 Bus Stop Improvement Projects

03 Stop Maintenance

Background

- Condition Assessment Conducted in 2017
- Ridecheck conducted in 2017.
- Route Changes
- Bus Stops in Marin County: ~666
  - Local-Only Stops: 449
  - Shared Stops: 83
  - Regional or Inactive: ~134



Attachment A

Modified Minimum Bus Stop Standards

Developed in the 2006 Short Range Transit Plan

	Transit Center/ Transfer Facilities	Pad Stop	High Use Stop (>100/day)	Medium Use Stop (>50/day)	Low Use Stop (<50/day)
ADA Accessibility	Meets all Requirements	Meets all Requirements	Meets all Requirements	Meets all Requirements	Signed if not accessible (rare condition)
Signage	All Stops	All Stops	All Stops	All Stops	All Stops
Information	Kiosk, with real time information if possible, display of system map, route and schedule information. Identify transfer locations.	Real time information if possible, displays of system map, route and schedule information. Identify transfer locations	Real time information if possible, displays of system map, route and schedule information. Identify transfer locations	Route map and schedule information	Route map and schedule where possible
Shelters	Shelters at all boarding locations	Shelters at all boarding locations	Shelters where feasible	Shelters optional	
Benches	Benches throughout facility convenient to all boarding locations	Benches inside shelters and at al boarding locations	Benches at all stops where physically feasible	Benches at all stops where physically feasible	
Other Amenities	Night Lighting, Restrooms where possible, Bicycle storage	Night lighting	Night lighting, Bicycle storage		
Number of Stops matching Criteria based on 2017 Ridership Data	4	20	32	50	501

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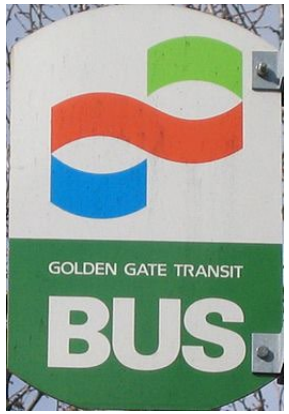
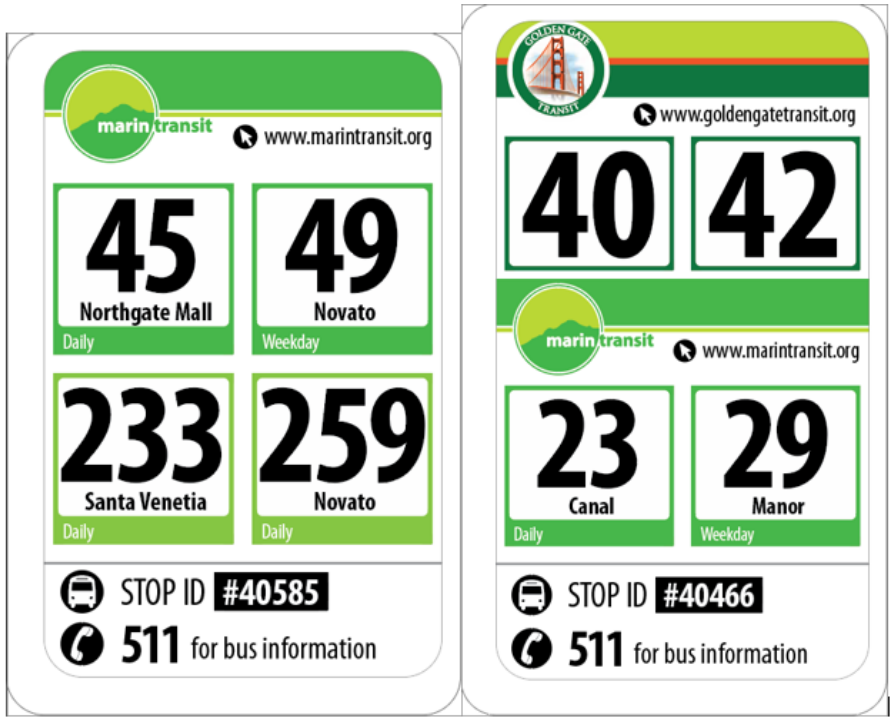
Past Bus Stop Improvement Projects

2013 Bus Signage Update





Past Bus Stop Improvement Projects

2013 South Novato Bus Stop Improvements

- Goals:
  - Bus Stop and pedestrian improvements
  - Improve transfers between regional and local service
  - Improve Pedestrian Safety

Rowland Blvd and Southbound 101 Ramps

BEFORE: No sidewalk and long distance betweenconnecting local and regional bus stops

AFTER: New local bus stop, sidewalk on Rowland Blvd and associated accessibility improvements,new bus stop and realtime signage

Rowland Blvd and Northbound 101 Ramps

BEFORE: Missing crosswalks, poor pedestrianconnections between bus stops, overpass, and park and ride lots.

AFTER: New high visibility crosswalks, accessibility improvements and pathways between local and regional stops, two realtime signs.

Past Bus Stop Improvement Projects

2015 State of Good Repair Phase 1 Improvements

- Improvements made to 12 Stops to improve accessibility, safety and amenities

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Past Bus Stop Improvement Projects

2017 Redwood & Grant Transit Improvement Project

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Past Bus Stop Improvement Projects

2019 State of Good Repair Phase 2 Improvements

- Improvements made to 14 Stops

Red Hill Ave & Sequoia Dr, San Anselmo

Before

After

Mission Ave & Mary St, San Rafael

Before

After

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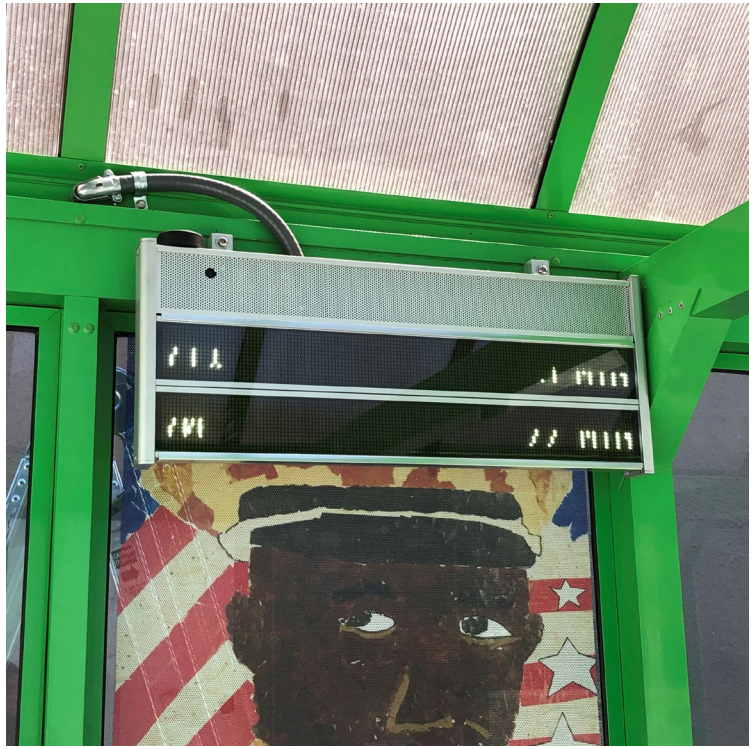
Past Bus Stop Improvement Projects

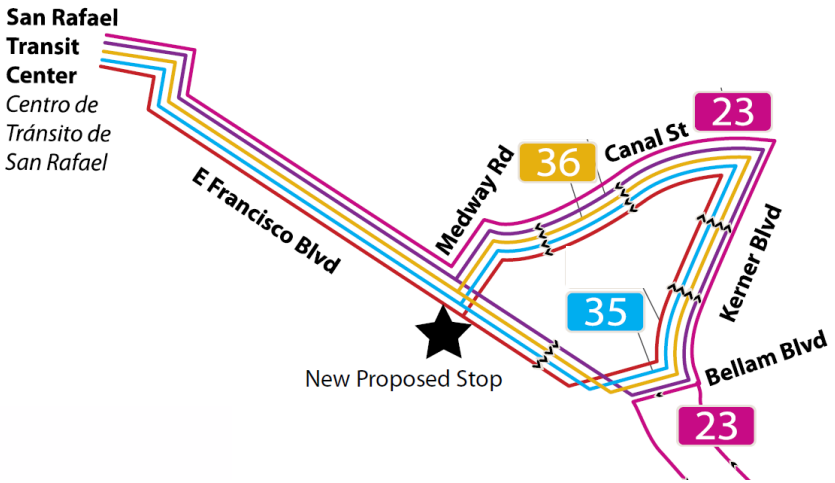
2020 Real Time Signs



Current Projects

2023-24 ADA Bus Stop Improvements

- 23 Stops throughout Marin County
- Estimated Schedule:
  - Design Complete: May 2023
  - Construction Bid Released: July 2023
  - Construction Begins: October 2023
  - Construction Ends: April 2024



Google Maps Streetview

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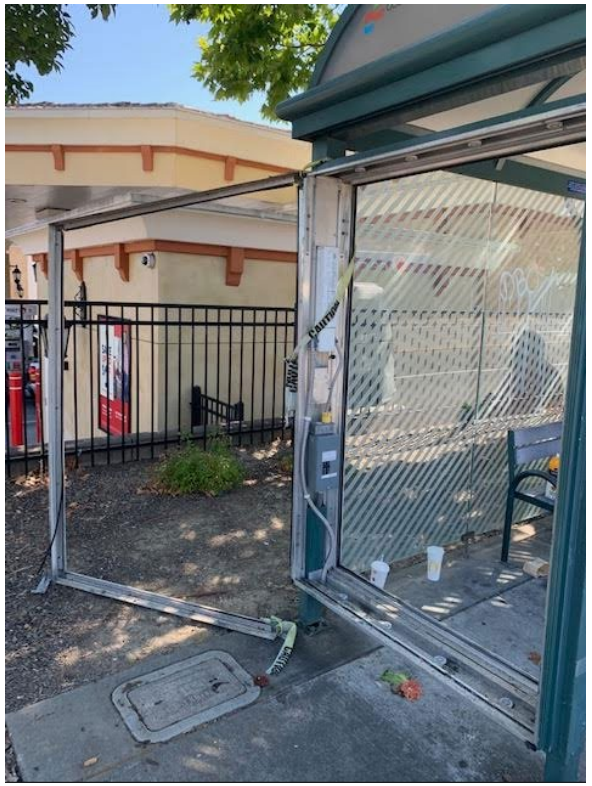
Current Projects

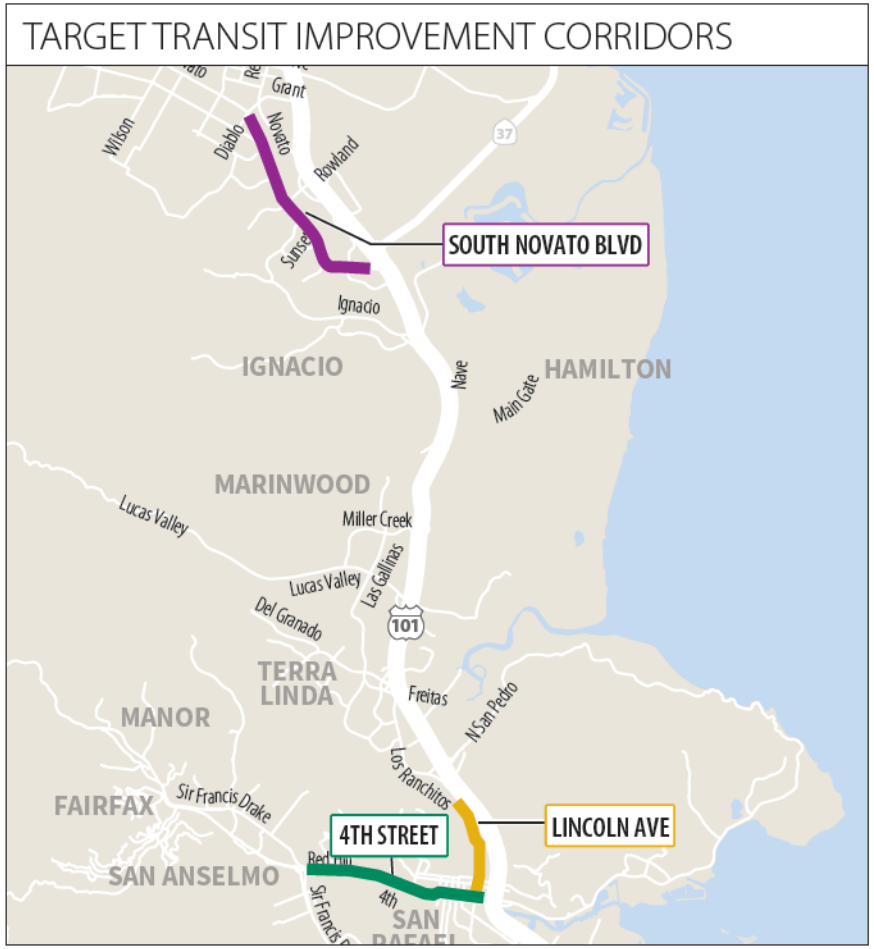
2023 Novato Advertising Shelter Replacement



Future Projects

Transit Corridor Improvements

- Bus Stop Improvements
  - ADA Accessibility & Amenities to tie in with Street Design
- Transit Priority Improvements
  - City of San Rafael Transit Signal Priority
  - Evaluate addition of part-time dedicated carpool/transit lanes
- Passenger Information
  - Installation of corridor-focused real-time info



Stop Maintenance

- Advertising Shelter Contracts
- Golden Gate Transit Maintenance and Operations Agreement
- Outside Contractor

Image: https://www.triangleservices.com/services/shelterclean

Thank you

CONTACT

Anna Penoyar

Capital Projects Manager

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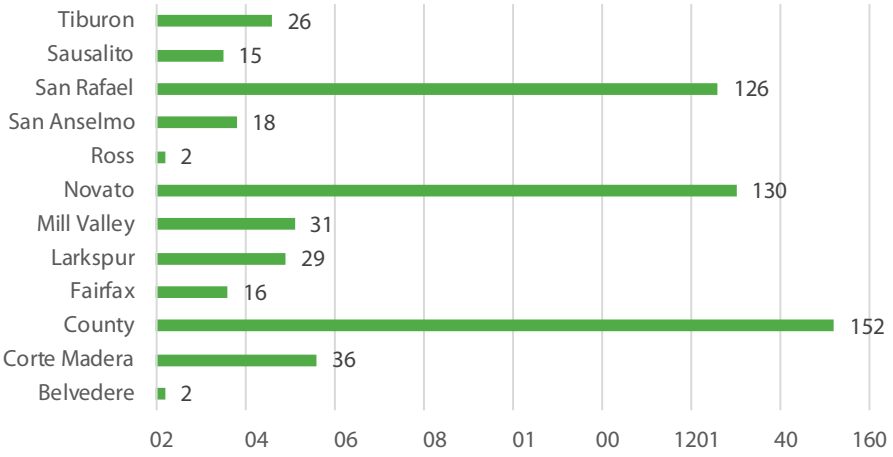
MARIN TRANSIT BUS STOPS

A stop conditions assessment was conducted in 2017 of the 583 bus stops that Marin Transit serves. This fact sheet contains a summary of information collected from that assessment.

While Marin Transit serves 583 stops, there are a total of 666 bus stops in Marin County. The remainder are served only by Golden Gate Transit Regional Routes. 245 stops are served by Marin Transit local service only. 338 stops are shared between local and regional service.

Distribution of Stops across Jurisdictions



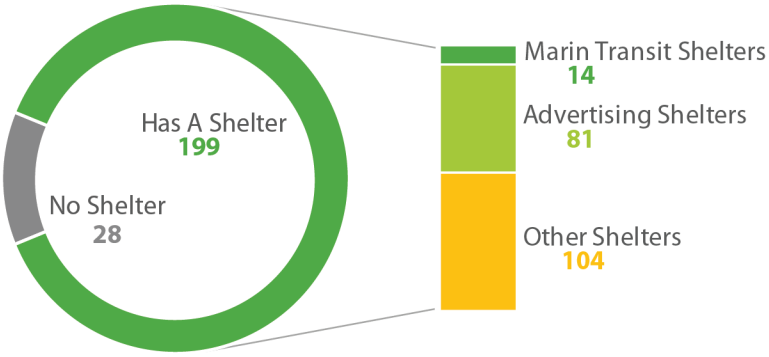
BUS STOP ACCESSIBILITY

A Bus Stop is considered accessible if there is a clear path of travel to the stop and if there is a 5'x8' clear landing pad for wheelchair boarding. The path must be level and be at least 3 feet wide.

Bus Stop Accessibility

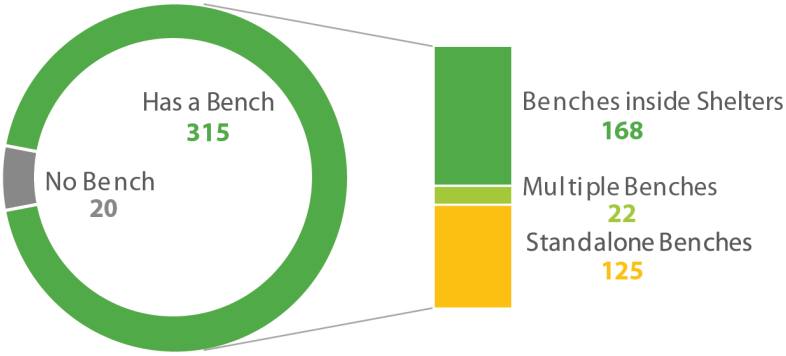
AMENITIES

Bus Stop Shelters



*Dataset includes high and medium use stops where a shelter is recommended, and stops that have a shelter

Bus Stop Benches

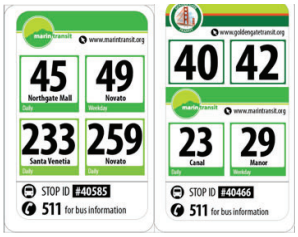


*Dataset includes high and medium use stops where a bench is recommended, and stops that have a bench.

IMPROVEMENT PROJECTS

2013
Systemwide Signage Update

Replaced Signs at 530 stops to show more route information.



2013
South Novato Bus Stop Improvements

Accessibility & Pedestrian Improvements at 4 stops and stop relocation to improve transfers.

2015 & 2019
State of Good Repair Phase 1 & 2

Accessibility & Amenity improvements at 26 stops throughout Marin.

2017
Redwood & Grant Transit Improvements

Transfer Facility replacement, realignment and accessibility improvements.

1 Stop ID
2 Stop Name
3 Date Updated
4 Time Updated
5 Stop Type
6 Stop Status
7 Jurisdiction
8 USGS Elevation
9 Latitude
10 Longitude

Bus Stop
11 Stop Placement
12 Stop Demarcation
13 Bus Pad
14 Road Markings
15 Bus Stop Length
16 Red Curb Length
17 Sidewalk Width

Bus Stop Sign
18 Bus Stop Sign Visibility
19 Bus Stop Sign Mounting
20 Marin Transit Routes
21 Golden Gate Transit Routes
22 Real Time Sign

Eye Level Sign 1
20 Eye-level Sign 1 Type
21 Eye-level Sign 1 Date
22 Eye-level Sign 1 Condition
23 Eye-level Sign 1 Damage Photo

Eye Level Sign 2
24 Eye-level Sign 2 Type
25 Eye-level Sign 2 Date
26 Eye-level Sign 2 Condition
27 Eye-level Sign 2 Damage Photo

Amenities
28 Shelter Type
29 Shelter Condition
30 Shelter Missing?
31 Garbage Can Type
32 Garbage Can Condition
33 Bench Inside Shelter
34 Bench Outside Shelter
35 Bench Missing?

Maintenance Needed
36 Maintenance - Landscaping
37 Maintenance - Graffiti
38 Maintenance - Pavement/Sidewalk
39 Maintenance - Other - Description
40 Overall Candidate for Improvement
41 Needed Improvements
42 Photo - Damage/Maintenance
43 Maintenance Owner (If known)
44 Maintenance Notes

Accessibility
45 Accessible (Y/N)
46 Wheelchair Landing Pad
47 Accessible Path
48 Non-accessible Path Description

Photos
49 Photo - Wider Context
50 Photo - Stop and Curb
51 Photo - Close
52 Photo- Other

Kiosk
53 Kiosk
54 Kiosk Width
55 Kiosk Height
56 Kiosk Panels Count

Large Info Holder
57 Large Info Holder
58 Large Info Holder Width
59 Large Info Holder Height
60 Large Info Holder Count

Weekday Ridership (2017)
61 Weekday Ons
62 Weekday Offs
63 Weekday Total Riders
64 Weekday Wheelchair Ons
65 Weekday Wheelchair Offs

Planning
66 Stop Type_Planning
67 Improved Stop

68 Notes

Attachment D

Marin Transit

Transit Corridor Improvements

July 2022

Goals:
- Improve operational efficiency on existing routes
- Upgrade passenger amenities at high ridership stops
- Improve passenger information at bus stops
- Make ADA accessibility improvements

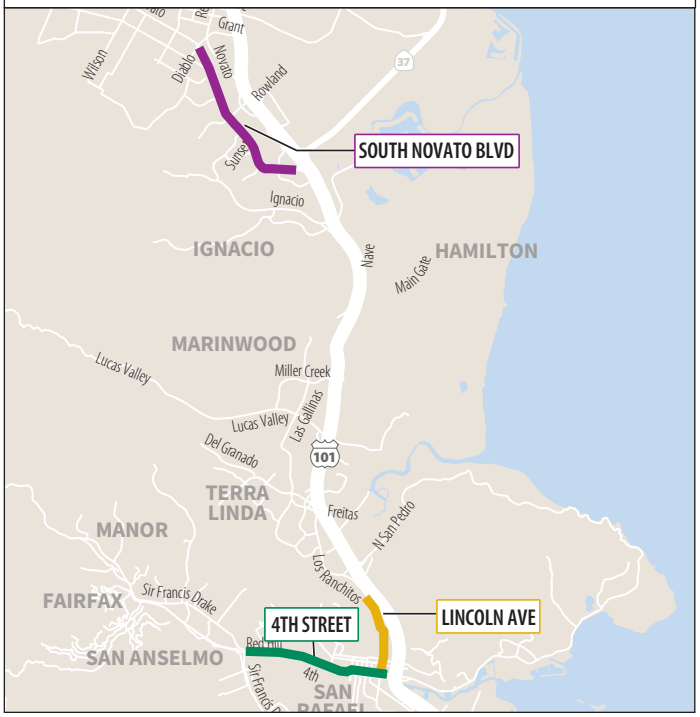
Federal Funding Request:	$1,600,000
Local Matching Funds:	$400,000
Total Project:	$2,000,000

Summary

Marin Transit will evaluate and make improvements to high ridership transit corridors in Marin County. Proposed improvements include enhanced passenger information, upgraded amenities at bus stops and transit priority improvements to make transit service faster, more reliable, and more accessible to riders.

Target Corridors:
- 4th Street, San Rafael
- Lincoln Ave, San Rafael
- South Novato Blvd, Novato

TARGET TRANSIT IMPROVEMENT CORRIDORS

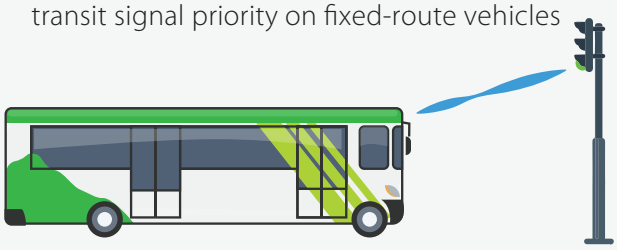


BUS STOP IMPROVEMENTS

- Renovate high-ridership stops to improve ADA Accessibility
- Upgrade stop amenities to tie in with street design at high ridership stops

TRANSIT PRIORITY IMPROVEMENTS

- Work with the City of San Rafael to purchase and install signal communication equipment for transit signal priority on fixed-route vehicles



- Evaluation of adding part-time dedicated carpool/transit lanes.

PASSENGER INFORMATION UPGRADES

- Installation of corridor-focused real time passenger information.
- Pilot of battery-powered e-paper signs
- Collaboration with local jurisdictions and businesses on kiosk designs

www.vixtechnology.com

Attachment E

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Fact Sheet

Redwood & Grant

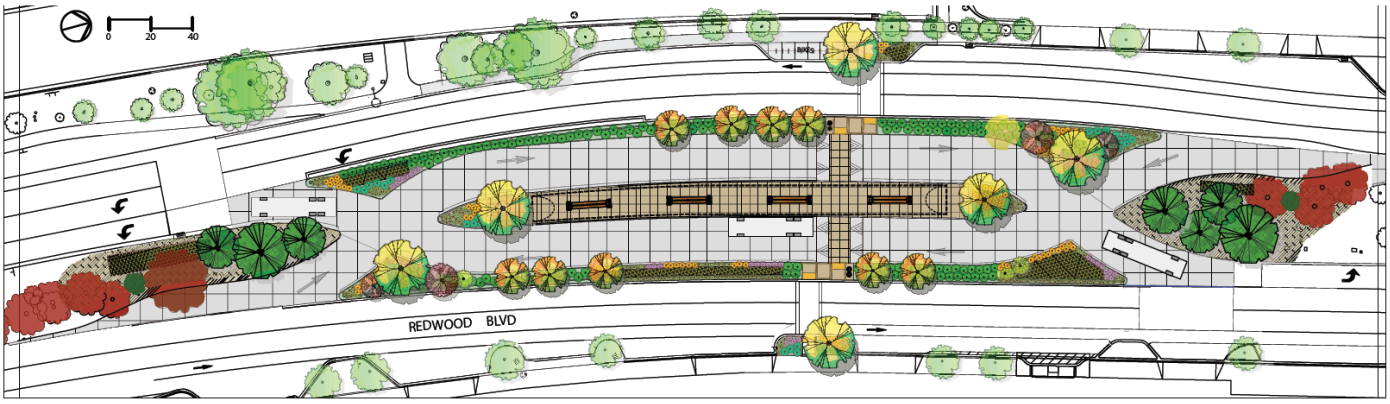
Planning for the Redwood & Grand Transit Improvement Project began in 2008 because of it's importance in making regional to local connections. 900 passengers use the stop each day where the site sees 250 buses per day.

Project Goals

- **Improve passenger safety & security**
- **Improve transit operations**
- **Improve passenger comfort**
- **Improve mid-block crossing**
- **Upgrade aging facility**

Project Design - Center Platform

Center Platform design allows for more space for waiting passengers and no need to to cross the street to make transfers between bus routes



Project Timeline

Location Identified for Improvement
2009

Novato Needs Assessment
2011

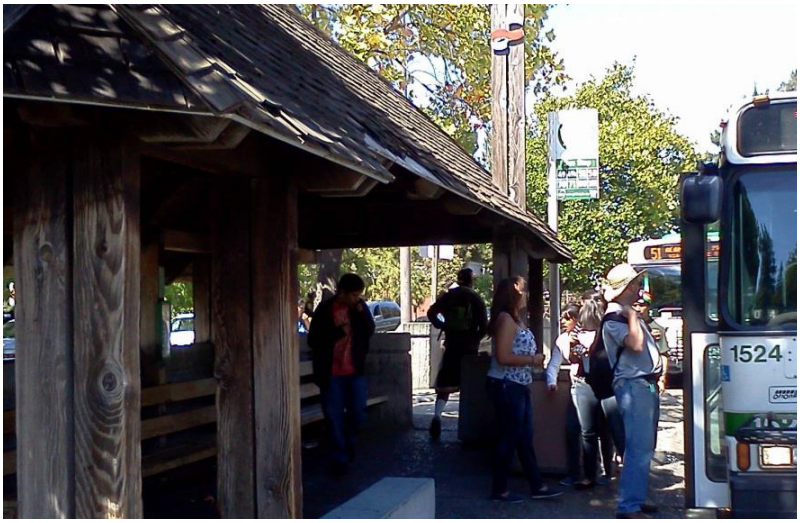
Ongoing Public Outreach
2013 - 2017

Novato City Council Approves Final Design
February 2016

Construction Begins
February 2017

Construction Complete
October 2017

Before



After

Financials

Costs:

Construction:	$4.8 Million
Total Cost:	$5.4 Million

Funding:

Active Transportation Funds:	$989,000
PTMISEA *(Proposition 1B - State Bond Funds for Transit)*:	$2.0 Million
Measure A Sales Tax:	$1.9 Million
Other Local:	$540,000

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South Novato Bus Stop Improvements

Bus Stop and pedestrian improvements in the city of Novato - Designs to improve local to regional bus tranfers and improve pedestrian safety.

Total Project Cost: $1.5 million
Funding: 100% State Transportation Improvement Funds (STIP)
Agency: Marin Transit in partnership with the City of Novato and Caltrans
Construction Management: Bellecci & Associates (Severin Ott)
Contractor: Ghilotti Bros., Inc. (Michael McSweeney)

Locator Maps:

Rowland Blvd and U.S. Hwy 101

Ignacio Blvd and Enfrente Rd

Rowland Blvd and Northbound 101 Ramps

BEFORE: Missing crosswalks, poor pedestrianconnections between bus stops, overpass, and park and ride lots.

AFTER: New high visibility crosswalks, accessibility improvements and pathways between local and regional stops, two realtime signs.

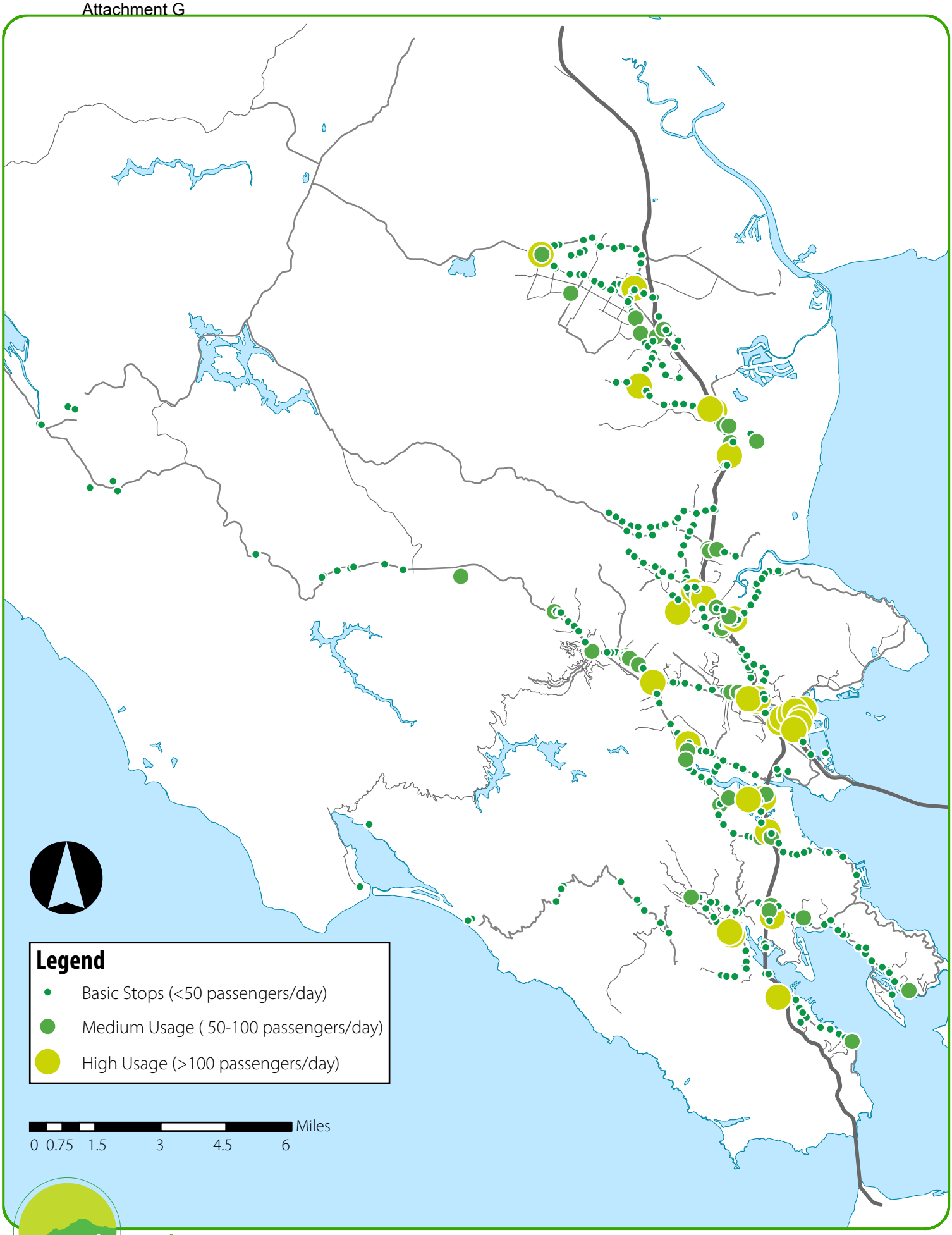
Rowland Blvd and Southbound 101 Ramps

BEFORE: No sidewalk and long distance betweenconnecting local and regional bus stops

AFTER: New local bus stop, sidewalk on Rowland Blvd and associated accessibility improvements,new bus stop and realtime signage

Ignacio Blvd and Enfrente Rd

Updated pedestrian crossings to re-align crosswalks, create a pedestrian refuge island to improve accessibility and safety



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Daily Ridership at Marin Transit Stops 2017