



MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Transportation Authority of Marin
900 Fifth Avenue, Suite 100, San Rafael, CA 94901

AGENDA

Monday, January 7, 2019

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

1. Organization of Transit District
 - (1) Election of President
 - (2) Election of Vice President
 - (3) Election of Second Vice President
2. Open Time for Public Expression (limited to three minutes speaker on items not on the Transit District's agenda)
3. Board of Directors' Matters
4. General Manager's Report
 - a. General Manager's Oral Report
 - b. Monthly Monitoring Report for November
5. Consent Calendar
 - a. Minutes for December 3, 2018
 - b. Contracting Opportunities and Awards Update
 - c. 2018 Accomplishments and 2019 Look Ahead
 - d. Marin Transit Legislative Program for 2019
 - e. Contract with Matsumoto Consulting for Benefits Consulting Services
 - f. Update on the California Air Resource Board's Innovative Clean Transit Rule

Recommended Action: Approve.
6. FY 2019-20 Funding for Yellow School Bus Services
Recommended Action: Approve
7. Marin Transit Connect On-Demand Transit Pilot Program Update
Recommended Action: Information only.

(over)

8. Update on Marin Transit's State of Good Repair Projects

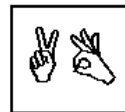
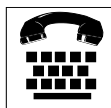
Recommended Action: Information only.

Convene in Closed Session

**Public Employee Performance Evaluation
California Government Code Section 54957
Title: General Manager**

Report from Closed Session

Adjourn



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

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

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

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



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

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

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

RECOMMENDATION: This is a recurring information item.

damon connolly
vice president
supervisor district 1

SUMMARY: The attached monthly report provides an overview of Marin Transit operations for the monthly period ending November 30, 2018. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

dennis rodoni
2nd vice president
supervisor district 4

Overall ridership in November 2018 decreased by 2.8 percent compared to November 2017. Ridership on fixed-route services decreased 2.2 percent compared to the same month last year. Ridership on Marin Access services increased by 0.9 percent. Ridership on yellow bus services decreased by 18.2 percent.

judy arnold
director
supervisor district 5

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

kate colin
director
city of san rafael

FISCAL/STAFFING IMPACT: None associated with this report.

kathrin sears
director
supervisor district 3

Respectfully submitted,

Nancy Whelan
General Manager

katie rice
director
supervisor district 2

Attachments

FISCAL YEAR

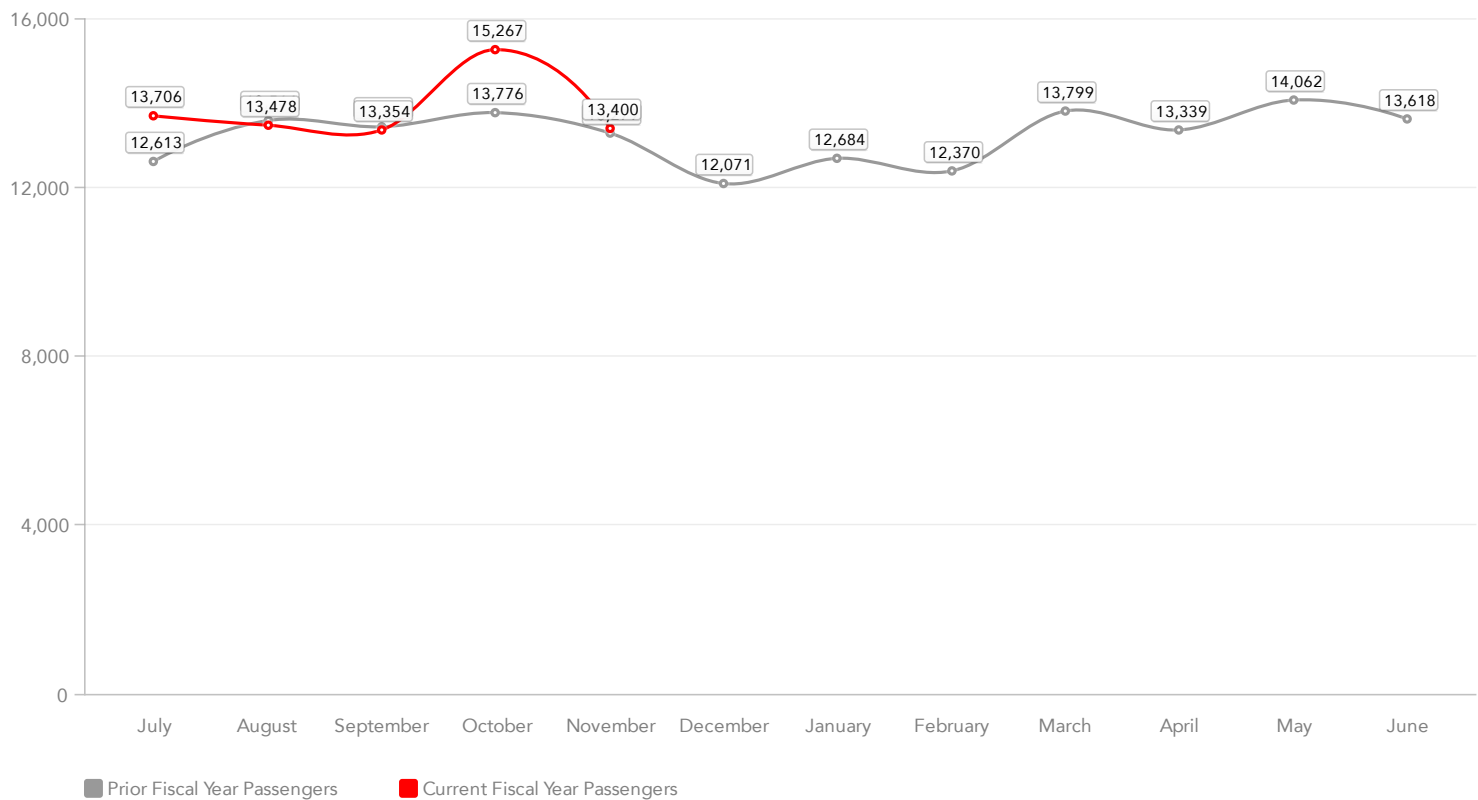
2019

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

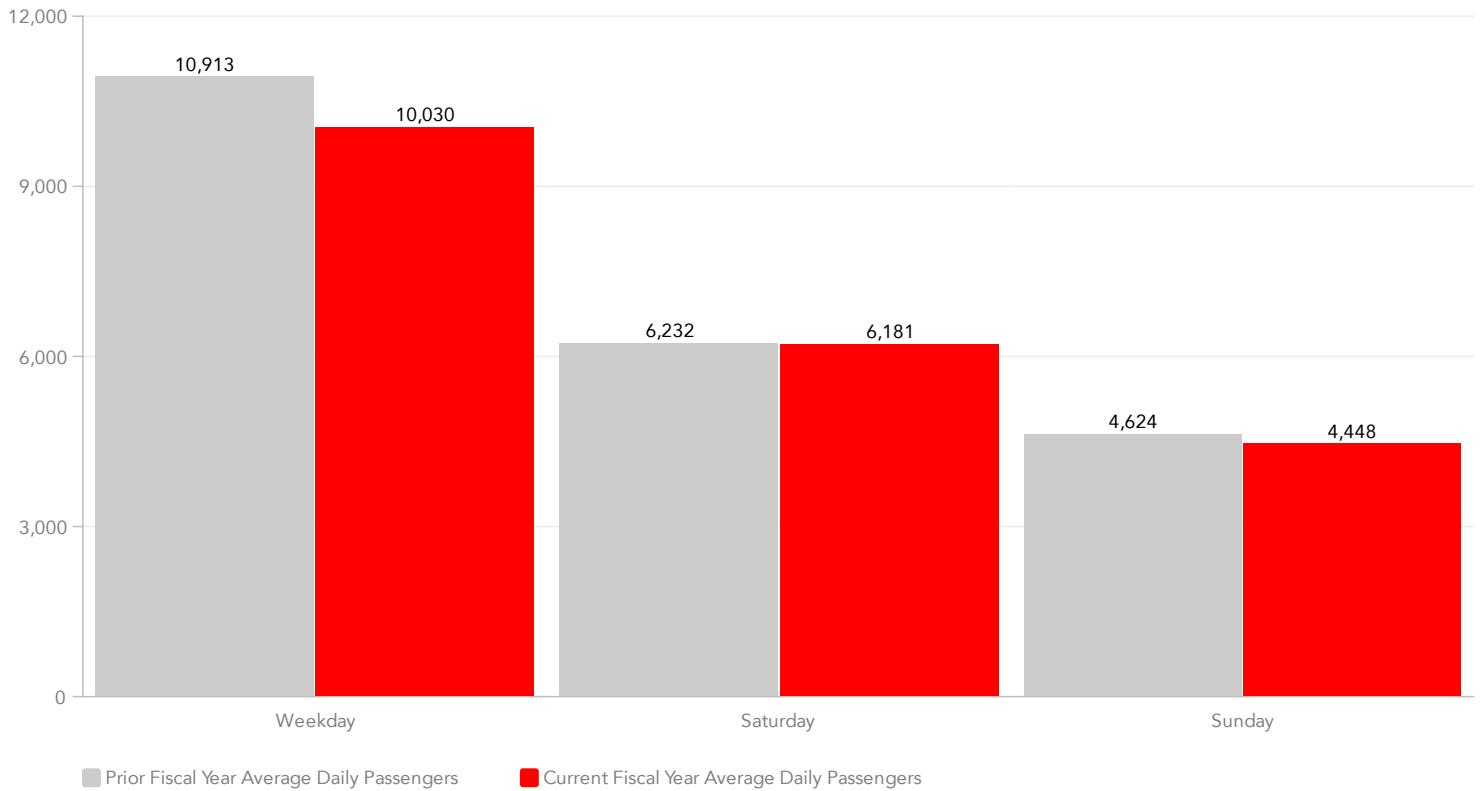


Monthly Statistics

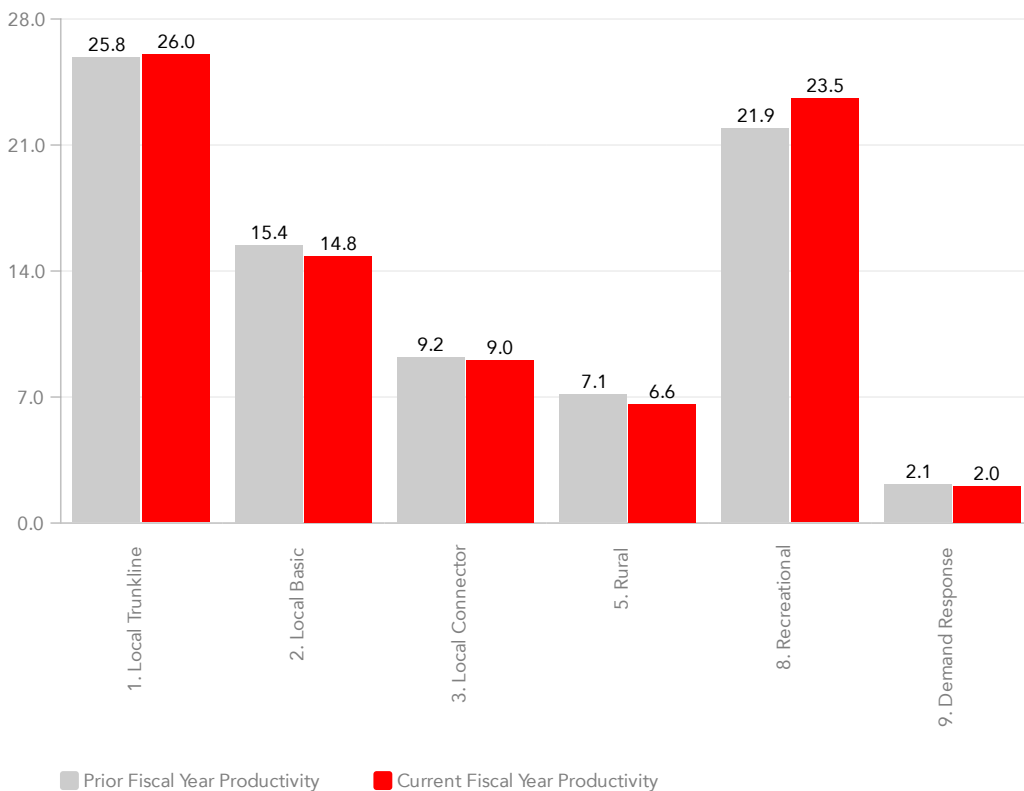
MONTH

November

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

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



Month: November 2018

| Category | Program | | | | | | | Total |
|------------------------------------|-------------------|---------------------|-------------------------|---------------------------|-----------------|---------------------|------------|-------|
| | Fixed-Route Local | Fixed-Route Shuttle | Stagecoach & Muir Woods | Supplemental & Yellow Bus | Demand Response | Mobility Management | Systemwide | |
| Commendation | 1 | 1 | 0 | 0 | 3 | 3 | 0 | 8 |
| Service Delivery Complaint | 25 | 17 | 2 | 4 | 3 | 0 | 0 | 51 |
| Accessibility | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Driver Conduct Complaint | 7 | 3 | 2 | 0 | 0 | 0 | 0 | 12 |
| Driving Complaint | 7 | 5 | 0 | 0 | 2 | 0 | 0 | 14 |
| Early Trip | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Equipment Issue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Farebox | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Late Trip | 3 | 0 | 0 | 2 | 1 | 0 | 0 | 6 |
| Missed Connection | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Missed Trip | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| No-Show | 2 | 4 | 0 | 0 | 0 | 0 | 0 | 6 |
| Off-Route | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Pass-Up Complaint | 3 | 5 | 0 | 1 | 0 | 0 | 0 | 9 |
| Service Structure Complaint | 2 | 0 | 0 | 1 | 2 | 0 | 0 | 5 |
| Bus Stop Improvement Request | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fares | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other Complaint | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 3 |
| Scheduling Complaint | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| Service Improvement Suggestion | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Safety Complaint | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | |
|-------------------------------|-------|-------|-------|-----|-------|---|--------|--------|
| Total Service Hours | 8,797 | 3,453 | 1,502 | 612 | 5,524 | - | 21,507 | 21,507 |
| Commendations per 1,000 Hours | 0.1 | 0.3 | 0.0 | 0.0 | 0.5 | - | 0.0 | 0.4 |
| Complaints per 1,000 Hours | 3.1 | 4.9 | 1.3 | 8.2 | 0.9 | - | 0.0 | 2.6 |

| | | | | | | | | |
|------------------------------------|---------|--------|--------|--------|--------|-------|---------|---------|
| Total Passengers | 170,274 | 31,119 | 14,946 | 28,311 | 11,194 | 2,206 | 258,050 | 258,050 |
| Commendations per 1,000 Passenger: | 0.0 | 0.0 | 0.0 | 0.0 | 0.3 | 1.4 | 0.0 | 0.0 |
| Complaints per 1,000 Passengers | 0.2 | 0.5 | 0.1 | 0.2 | 0.4 | 0.0 | 0.0 | 0.2 |

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, December 3, 2018 at 10:00 A.M.

Roll Call

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

Absent: Vice President Connolly

President Moulton-Peters opened the meeting at 10:05 am.

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

A member of the public, Mr. Scott Tye, expressed concerns regarding the West Marin seniors who are worried about emergency preparedness particularly concerning the availability of transportation options in case of a fire. Mr. Tye's focus is making sure that the emergency evacuation system is prepared. Mr. Tye noted that West Marin is particularly acute because it is so distant, and time is crucial especially during natural disasters such as fire.

Board President Stephanie Moulton-Peters thanked Mr. Tye for his comments and remarked that the Board understands his concern.

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

Board President Moulton-Peters stated that she attended two Transportation and Smart Cities conferences. These conferences are very high-level forums for public, private, and non-profit groups to discuss how to make cities and communities better places. Cities such as Sacramento are implementing on-demand transportation services for their suburban communities, as well as coordinating first and last mile travel with scooters and jump bikes. Others such as Berkeley are partnering with AAA to bring Electric Vehicle Car Share programs to the public. Further, there are cities such as Los Angeles that are promoting partnerships to expand transportation systems. President Moulton-Peters remarked that most leaders agreed that government should be in the driver's seat for identifying and implementing these transportation solutions.

{Vice President Connolly Present at 10:10}

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

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

General Manager Nancy Whelan introduced Marin Transit's newest employee, Chris Whitlock. Mr. Whitlock will be joining Marin transit as an Operations Analyst.

Ms. Whelan reported that the renewal of Proposition 6 and Measure AA resulted in continued funding for Marin transit, and as such Marin Transit will return to the Board with an updated Financial Analysis and an updated Short-Range Transit Plan (SRTP). Ms. Whelan noted that the timeline for that update is January or February of next year.

Ms. Whelan also remarked that Marin Transit has been begun conducting a survey on the potential restructuring of fares. Marin Transit has developed the survey to better understand why riders choose their preferred fare payment form and why they don't use certain fare media such as Clipper and passes. The survey is being conducted in the field in buses and bus stops and as of Friday, November 30th, nearly 150 surveys had been completed, including many of them in Spanish. Additionally, Marin Transit has collected 190 online responses. Ms. Whelan noted that nearly 75% of the online respondents are not transit users. The survey is expected to conclude at the end of this week. Staff will return to the Board with results and recommendations after February.

Ms. Whelan discussed an article from the Marin Independent Journal on Yellow School Bus Service and the joint powers authority the County and the Ross Valley District are considering. Ms. Whelan noted that a comment posted online by a parent in response to the article expressed gratitude for the work of the bus drivers as well as the service that Marin Transit provides the community.

Ms. Whelan noted that the 2019 Marin Transit Board Calendar is available and that meetings will continue to take place at 10AM on Mondays at the Marin Civic Center, County Board of Supervisors' Chambers, Room 330. Due to scheduling conflicts, four of the meetings will be modified. The January Meeting will be held at the Transportation Authority of Marin, 900 Fifth Ave #100, San Rafael, CA 94901 at 10AM. The September Meeting will begin at 9:30AM on the second Monday of the month at the Board of Supervisors' Chambers. The October Meeting will be held at 1PM at the Board of Supervisors' Chambers, and the November Meeting will be at 9:30AM at the Board of Supervisors' Chambers.

b. [Monthly Monitoring Reports for August, September, and October](#)

General Manager Nancy Whelan reported that systemwide ridership was relatively steady in August and September, with less than a one percent decrease in August and less than a one percent increase in September. In October, overall ridership increased about 6.6 percent compared to last year. The quarterly performance report has more detail including route by route performance. Ridership trends are holding steady. Ms. Whelan noted that

compared to nationwide trends, Marin Transit is doing relatively well as ridership has declined nationwide.

Board President Stephanie-Moulton Peters extended her compliments to Marin Transit for maintaining steady ridership.

4. [Consent Calendar](#)

- a. [Minutes for November 5, 2018](#)
- b. [Draft Board Meeting Calendar for 2019](#)
- c. [Marin Transit First Quarter FY 2018/19 Financial Report](#)
- d. [Marin Transit First Quarter FY 2018/19 Performance Report](#)
- e. [Updated Marin Transit Drug and Alcohol Testing Policy](#)

Recommended Action: Approve.

M/s: Director Sears - Director Arnold

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

Noes: None

Absent: None

5. [Contract with Civic Edge Consulting for On-Call Public Information and Outreach Services](#)

[Staff Report](#)

Planning Manager Aida Banihashemi reported that Marin Transit issued a Request for Qualifications (RFQ) on September 11, 2018 to provide on-call public information and outreach services for projects and programs. Tasks include messaging and strategic planning support, on-going public outreach activities, marketing and media relations support, and managing ribbon-cutting ceremonies.

Ms. Banihashemi noted that the goals of the requested services are to educate residents and voters about the value of public transit and maintain a positive public perception. The services will also assist the District in providing information on new services, innovative projects, fleet upgrades, and other relevant updates. Staff recommends Civic Edge Consulting for contract award based on the evaluation committee scoring and the District's positive experience with the firm's performance on other contracts.

Director Kate Colin commented that it is important to have parameters for measuring the success of the marketing efforts. She also requested that appropriate materials are translated into other languages such as Spanish and Vietnamese.

Board President Moulton-Peters asked if the contract provides an option for targeted advertising to high school students. Ms. Banihashemi confirmed that it does.

Recommended Action: Authorize the General Manager to execute an agreement for on-call public information and outreach services for Marin Transit projects and programs through June 30, 2020 at a total cost not to exceed \$75,000 with one option year.

M/s: Director Arnold - Director Sears

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

Noes: None

Absent: None

6. [Marin Transit FY 2017-18 Comprehensive Annual Financial Report](#)

[Staff Report](#)

Director of Finance and Capital Programs Lauren Gradia reported that Brown Armstrong Accountancy Corporation completed the annual financial audit of Marin County Transit District for the fiscal year that ended June 30, 2018. Ms. Gradia noted that staff has incorporated the annual financial audit into the Comprehensive Annual Financial Report (CAFR).

The Financial and Single Audit Sections contain the District's audited financial statements and the results of the federal single audit. The audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. The audit team found no deficiencies in internal control over financial reporting or in compliance that they considered to be material weaknesses. Similarly, the audit team found no material weaknesses or significant deficiencies in internal control over major federal award programs.

Vice President Damon Connolly stated that he participated in the ad hoc Audit Subcommittee that met on November 20, 2018 with Director Eric Lucan and Ryan Nielson from Brown Armstrong. The audit firm reported that Marin Transit is in a strong financial position and encountered no significant difficulties or findings during the audit. The auditor reported that they found no independent adjustments that needed to be made. Mr. Connolly expressed appreciation for the work of Karina Sawin and Lauren Gradia on the audit.

Director Katie Rice remarked that Marin Transit did an excellent job summarizing the financial information as well as the programs and services in the staff report and memo at the front of the audit report. Director Rice expressed appreciation for staff's ability to communicate the District's services in simple terms.

Board President Stephanie Moulton-Peters remarked that CAFRs are a resource and the supplemental information and statistics in the context of Marin County is very helpful.

Recommended Action: Accept report.

M/s: Vice President Connolly - Director Rice

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

Noes: None

Absent: None

7. [Marin Transit Employee Compensation Framework](#)

[Staff Report](#)

Director of Finance & Capital Programs Lauren Gradia reported on the results of a consultant-led study that found that Marin Transit's current base salaries are 8.5 percent below the market median. On average, Marin Transit's monthly base salaries are about the same percentage below market as total compensation. Total compensation is significantly below market for several higher-level classifications. The study was completed by Koff & Associates.

Ms. Gradia reported that the proposed new compensation framework increases the maximum salary for three position classifications. This change will allow for future salary increases for employees in these classifications though does not guarantee them. For the current fiscal year, two employees were recommended for annual merit-based salary increases that exceeded the maximum salary in the existing compensation framework. The proposed new framework will allow for these employees to receive a retroactive pay increase to July 1, 2018. This adjustment will increase annual District expenses by \$17,527 for the additional salary and associated salary-based retirement benefits. All salary and benefits costs are within the approved FY2018/19 Budget, and no budget amendments are needed. These changes do not significantly affect the District's ten-year financial projections.

Director Kate Colin inquired about the decision not to transition an existing position to a new salary band as recommended in the Koff &

Associates report. General Manager Whelan responded that the ad hoc subcommittee left this recommendation open for further consideration. Staff will return to the Board with a recommendation in the future.

Director Katie Rice noted that Marin Transit has a later founding date than most of the historically long-term agencies that were included in the compensation study and that Marin Transit has a defined contribution retirement program instead of a defined benefit program.

Board President Moulton-Peters asked for clarification regarding the benefits of looking at the salary bands. General Manager Whelan responded that the study addresses Director Rice's comment about the differences in the agencies. She is interested in understanding the agencies that may attract staff considering departing Marin Transit. This is one reason that Marin Transit included agencies that are not exactly similar. The study identified the compensation packages offered, the skills and abilities required, and the size of competitive organizations. Ms. Gradia remarked that it is helpful to confirm that the District is doing a good job in terms of providing compensation to employees.

Board President Stephanie Moulton-Peters complimented staff for the level of detail, the synthesis of information and streamlined recommendations tailored to Marin Transit.

Director Dennis Rodoni commented that one of the challenges for the District is attracting new employees for high level positions and by making this change at the lower level the starting wage will attract more applicants.

President Moulton-Peters expressed gratitude towards Dennis Rodoni and Damon Connolly for the extra time attending the two ad hoc meetings.

Recommended Action: Adopt an updated employment compensation framework with revised salary ranges.

M/s: Director Rice - Director Sears

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

Noes: None

Absent: None

8. [Update on San Rafael Transit Center Relocation Project Staff Report](#)

Director of Operations and Planning Robert Betts provided an update on the San Rafael Transit Center Relocation Project. Mr. Betts noted that Golden Gate Transit released a Notice of Preparation of the Draft Environmental Impact Report on October 16, 2018 and Marin Transit staff provided comments on the five preliminary alternatives identified in the report. The Draft Environmental Impact Report (EIR) is scheduled to be complete in Fall 2019.

Director Kate Colin commented that the community can still comment and provide input on the five concepts through the end of December. She wants to ensure that the public understands that nothing has been decided. Director Colin expressed appreciation for the additional “under the freeway” concept.

Vice President Damon Connolly expressed appreciation for the community engagement and encourages the public to stay engaged.

Board President Stephanie Moulton-Peters expressed appreciation that GGBHTD is willing to allow five options to go forward for further consideration and for the strong community engagement.

Recommended Action: Information item only.

Adjourn

President Moulton-Peters adjourned the meeting at 10:43 am and the Board went into closed session.

Report from Closed Session

President Moulton-Peters reported that no action was taken.

SINE DIE

PRESIDENT

ATTEST:

CLERK



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

SUBJECT: Fiscal Year 2018/19 Contracting Opportunities and Awards

board of directors

Dear Board Members:

RECOMMENDATION: Information only.

stephanie moulton-peters
president
city of mill valley

SUMMARY:

This report includes a listing of major contracting opportunities for FY2018/19 and an accounting of awarded contracts since January 1, 2018.

damon connolly
vice president
supervisor district 1

FY2018/19 Contracting Opportunities

Your Board adopted the FY2018/19 annual budget on June 4, 2018. Marin Transit staff anticipated the contract opportunities required to deliver the service and projects outlined in the Budget. These are listed in **Table 1** on page 2 of this letter.

dennis rodoni
2nd vice president
supervisor district 4

FY2018/19 First and Second Quarter Contract Awards

Since the beginning of the fiscal year, your Board has taken action to award three contracts for a total of \$574,000 (Attachment A). The largest contract was the competitively bid contract for construction of State of Good Repair Bus Stop Improvements.

judy arnold
director
supervisor district 5

FY2017/18 Third and Fourth Quarter Contract Awards

In the second half of FY2017/18, your Board awarded fourteen (14) contracts for a total of \$29.6 million (Attachment A).

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

The competitive bid for the Operations and Maintenance contracts to operate the local fixed route service was over ninety percent (90%) of the award amount. The District awarded two three-year contracts for a total of \$27 million. Both contracts include two optional one-year extensions. These option years are not included in the award amount. If staff recommends that Marin Transit award the option years, your Board will consider approval at the appropriate time.

katie rice
director
supervisor district 2

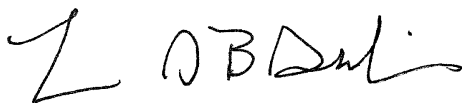
Table 1: FY2018/19 Contracting Opportunities

| Product or Service | Type of Procurement | Procurement Method | Anticipated Release Date | Contract Value over or under \$1 Million |
|-------------------------------------|------------------------|------------------------|--------------------------|--|
| Rider Guide Printing | Professional Services | RFQ | Awarded | Under |
| Bus Stop Improvements | Construction | IFB | Awarded | Under |
| Public Information Services | Professional Services | RFP | Awarded | Under |
| Travel Navigator Service | Operations | RFP | In process | Under |
| Eleven 40ft Transit Buses | Vehicles and Equipment | Piggyback | March 2019 | Over |
| Four Rural Transit Vehicles | Vehicles and Equipment | Piggyback | March 2019 | Over |
| Operations and Maintenance Facility | ROW | Appraisal/ Negotiation | Ongoing | Over |
| Yellow Bus Parking | Capital Lease /ROW | Appraisal/ Negotiation | Ongoing | Over |

Other large awards include an operations contract for Yellow Bus Service, operations of the Travel Navigator Program, operations of the Catch A Ride services, a five-year lease extension for the administrative office, and purchase of four paratransit vehicles.

FISCAL/STAFFING IMPACT: There are no fiscal impacts associated with this information item.

Respectfully submitted,



Lauren Gradia
Director of Finance and Capital Programs

Attachment A - FY2018/19 Q1 & Q2 Contract Awards
Attachment B - FY2017/18 Q3 & Q4 Contract Awards

Attachment A
FY2018/19 New Contract Awards

| Contract # | Contract Title | Date of Award | Contractor | Board Awards | Other Awards (Under \$25,000) |
|-----------------------------------|---|---------------|------------------------------|------------------|-------------------------------|
| 181901 | Trapeze Maps Upgrade | 7/25/2018 | TripSpark Trapeze | | \$13,175 |
| 181902 | <i>revenue contract</i> | | | | |
| 181903 | <i>revenue contract</i> | | | | |
| 181904 | 60 Month Postage Machine Lease | 7/1/2018 | Pitney Bowes | | \$692 |
| 181905 | <i>revenue contract</i> | | | | |
| 181906 | JARC Funding Amendment 3 | 7/31/2018 | MTC | | Time extension |
| 181907 | Volunteer Driver Contract - Amendment 2 | 8/7/2018 | West Marin Senior Services | | \$16,400 |
| 181908 | <i>revenue contract</i> | | | | |
| 181909 | Employee Assistance Program | 9/1/2018 | Employee Services Inc (ESI) | | \$2,500 |
| 181910 | Rider Guide Printing | 8/6/2018 | Mittera Wisconsin LLC | \$45,000 | |
| 181911 | Ops & Maintenance 2 nd Amendment-Connect | 9/17/2018 | Whistlestop | | \$14,513 |
| 181912 | State of Good Repair Phase II Bus Stop Improvements | 9/17/2018 | Coastside Concrete | \$479,000 | |
| 181913 | Marin in Motion Printing | 9/20/2018 | Unicorn Group | | \$13,000 |
| 181914 | Public Information Services- Amendment 1 | 7/1/2018 | Civic Edge | | \$25,000 |
| 181915 | Electric Bus Operations & Maintenance | 9/25/2018 | GGBHTD (Golden Gate Transit) | | \$25,000 |
| 181916 | <i>Non-financial agreement</i> | | | | |
| 181917 | <i>revenue contract</i> | | | | |
| 181920 | Actuarial Consulting Services | 10/8/2018 | David Dougherty LLC | | \$10,000 |
| 181921 | Install Clipper on two XHF and one Cutaway Vehicles | 10/10/2018 | Cubic Transportation Systems | | \$16,422 |
| 181922 | <i>revenue contract</i> | | | | |
| 181923 | Downtown Novato Shelter Cleaning MOU | 10/22/2018 | Downtown Streets Team | | \$3,019 |
| 181924 | Blink Tag, Inc. | 11/21/2016 | Blink Tag, Inc. | | Time extension |
| 181925 | Decals for two XHF Vehicles | 11/1/2018 | Decals by Design | | \$4,559 |
| 181926 | Replacement Glass – Redwood & Grant | 11/14/2018 | Moon Shadow Etchers, Inc. | | \$3,693 |
| 181927 | Printing Bus Transfers | 11/16/2018 | EDM | | \$5,040 |
| 181928 | Bus Stop Design - Amendment 1 | 5/15/2018 | Parisi Transportation | | Time extension |
| 181929 | Bus Stop Maintenance - Amendment 2 | Pending | Clean Solutions | | pending |
| 181930 | On-Call Public Information and Marketing | 12/3/2018 | Civic Edge Consulting | \$50,000 | |
| 181931 | <i>revenue contract</i> | | | | |
| 181932 | <i>revenue contract</i> | | | | |
| Total Board Approved Value | | | | \$574,000 | |
| | | | | | |

Attachment A
FY2017/18 Q3 & Q4 Contract Awards

| Contract # | Contract Title | Date of Award | Contractor | Board Awards | Other Awards (Under \$25,000) |
|---------------|--|---------------|---------------------------------------|--------------|-------------------------------|
| 171801-171847 | Reported to Board on January 29, 2018 | | | | |
| 171848 | On-call planning support | 2/1/2018 | Fehr & Pehrs | | \$24,940 |
| 171849 | On-call data management support | 2/1/2018 | Trillium | | \$24,950 |
| 171850 | License Agreement for 2333 Kerner | 12/18/2018 | San Rafael Land Co LLC | | \$21,600 |
| 171851 | Legal Services -Amendment 1 | 1/22/2018 | Moscone Emblidge & Otis LLP | | Time extension |
| 171852 | GES Task Order 4 - As Built Plans, Dtown Novato | 2/20/2018 | Mark Thomas & Co | | \$6,973 |
| 171853 | CY2018 Porta Potty Services | 1/26/2018 | MV Refuse | | \$8,469 |
| 171854 | Total Compensation Survey | 2/1/2018 | Koff & Associates | | \$24,000 |
| 171855 | revenue contract | | | | |
| 171856 | Not Issued | | | | |
| 171857 | Electric Bus Pilot - Infrastructure | 2/14/2018 | GGBHTD (Golden Gate Transit) | \$75,000 | |
| 171858 | Amendment to add RGTIP cleaning | 2/26/2018 | Clean Solutions | \$65,000 | |
| 171859 | Four Paratransit Vans | 2/26/2018 | Creative Bus Sales | \$229,998 | |
| 171860 | Staff Van | 2/26/2018 | Hilltop Ford | \$31,000 | |
| 171861 | Funding Agreement NO.16HDZ007 Amendment | 1/2/2018 | BAAQMD | | Time extension |
| 171862 | Construction Management for SGR BI | 2/26/2018 | Park Engineering Inc | \$68,318 | |
| 171863 | Yellow Bus Operations | 4/2/2018 | Michael's Transportation | \$624,240 | |
| 171864 | Product Services-511 Support for JMS Client-511 | 3/8/2018 | Protelligent | | \$25,000 |
| 171865 | Agreement for Yellow Bus Parking Los Gatos | 5/22/2018 | County of Marin | | \$23,980 |
| 171866 | revenue contract | | | | |
| 171867 | revenue contract | | | | |
| 171868 | Financial Audit (Three years) | 4/2/2018 | Brown Armstrong | \$97,760 | |
| 171869 | GES Task Order 5 – Facility Traffic Study | 3/8/2018 | Mark Thomas & Co | | \$18,782 |
| 171870 | Office Lease 711 Grand Ave -Amendment 1 (Five years) | 12/18/2018 | Gabrielsen Family Limited Partnership | \$624,240 | |
| 171871 | Operations & Maintenance (Three years) | 4/2/2018 | MV Transportation | \$9,359,244 | |
| 171872 | revenue contract | | | | |
| 171873 | revenue contract | | | | |
| 171874 | Amendment 1 Task Order 1 GES -Facility | 4/2/2018 | Mark Thomas & Co | | \$39,406 ¹ |
| 171875 | Operations & Maintenance (Three year) | 3/5/2018 | Marin Airporter | \$17,765,279 | |
| 171876 | Decals for four Paratransit Vans | 5/3/2018 | Fast Signs | | \$4,836 |
| 171877 | Alarm System for Office Expansion | 5/21/2018 | Redwood Security | | \$1,004 |
| 171878 | GES Amendment 2 Task Order 3 R&G Support | 5/22/2018 | Mark Thomas & Co | | \$11,778 |
| 171879 | Task Order 6 GES R&G Pedestrian Counts | 5/24/2018 | Mark Thomas & Co | | \$15,780 |
| 171880 | Amendment 1 - WSW Travel Navigator | 6/4/2018 | Whistlestop | \$297,907 | |
| 171881 | GES Amendment 1 to Task Order 6 -fleet | 5/24/2018 | Mark Thomas | | \$24,396 |
| 171882 | Operations Amendment 1 - Federal Clauses | 7/1/2018 | MV Transportation | | No value |
| 171883 | Operations Amendment 2 - Catch A Ride | 6/4/2018 | MV Transportation | \$157,522 | |
| 171884 | Upgrading Hardware | 6/4/2018 | Syncromatics | \$143,024 | |

Attachment A
FY2017/18 Q3 & Q4 Contract Awards

| Contract # | Contract Title | Date of Award | Contractor | Board Awards | Other Awards (Under \$25,000) |
|--|--------------------------------------|---------------|--------------------|--------------|-------------------------------|
| 171885 | Purchase One Shuttle Vehicle | 6/4/2018 | Creative Bus Sales | \$101,000 | |
| 171886 | FY19 Maintenance & Support Agreement | 6/25/2018 | TransTrack | | \$40,726 ² |
| 171887 | Vehicle Inspection License Fee | 6/6/2018 | TransTrack | | \$10,000 |
| 171888 | <i>revenue contract</i> | | | | |
| Total Value | | | | \$29,639,532 | |
| Notes: 1. Task order under Mark Thomas & Co General Engineering Contract, Board Authorization on March 20, 2017. 2. Contract signed by GM under Board authorization from 4/18/2016 | | | | | |



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

SUBJECT: Marin Transit 2018 Accomplishments and 2019 Look Ahead

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Information only.

SUMMARY: The end of the year provides an opportunity to reflect on Marin Transit's accomplishments and to consider what lies ahead in 2019. We have attached a list of 2018 accomplishments and a look ahead into the new year. Among the 2018 highlights, Marin Transit:

- Successfully completed its first comprehensive Federal Triennial Review with no findings or deficiencies;
- Acquired two all-electric buses;
- Implemented a new user-friendly website that combines Marin Transit and Marin Access information;
- Instituted a Muir Woods shuttle reservations system with the National Park Service;
- Developed and began testing a pilot app-based, on-demand service called Marin Transit Connect; and
- With Board direction, collaborated with partners to propose a method for allocating School Transportation funding.

In 2019, Marin Transit is planning to:

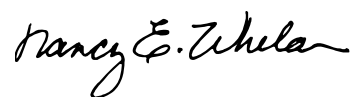
- Propose changes to the District's Fare Policy;
- Expand the availability of real-time information signs;
- Upgrade technologies that support the delivery of demand response programs and improve tools for passenger communication and booking of rides; and
- Update the Marin Transit Short Range Transit Plan.

Our capital project needs continue to grow as our agency matures and equipment and facilities become outdated. In addition to our ongoing program of bus replacements, we will make critical investments in upgrading bus stops and continue our efforts to locate a bus maintenance facility in the county in 2019.

We are proud of our service to our riders, and we look forward to improving our programs and services in 2019.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

A handwritten signature in black ink, reading "Nancy E. Whelan". The signature is written in a cursive style with a large, stylized 'N' and 'W'.

Nancy Whelan
General Manager

Attachment

Marin Transit 2018 Accomplishments

| |
|---|
| SERVICE IMPROVEMENTS AND RIDERSHIP |
|---|

- ❖ Marin Transit provided nearly 3.3 million unlinked passenger trips in FY 2017/18 with over 243,000 revenue hours of service.

- ❖ This was the second year of Marin Transit's nearly 20 percent expansion of regular fixed-route service, implemented in June 2016. The expansion increased service frequency, added new express routes, and provided more direct connections for local transit riders. Staff continued to monitor fixed route performance and made a small service adjustment in June 2018.

- ❖ Continued to be one of the most productive transit agencies among Bay Area peer operators as measured by passengers per hour. The District's fixed-route ridership increased by 2.6 percent compared to the previous fiscal year. Within in the Bay Area, most peer agencies experienced ridership declines between 5% and 14%.

- ❖ Designed a new Marin Transit website to improve access to information and trip planning for our passengers. The new website also combined the Marin Transit website with the District's Marin Access website.

- ❖ Completed procurement for new operations contracts for more than 50 percent of Marin Transit's fixed route services. The competitively bid contracts went into effect on July 1, 2018. The first contract is to operate the West Marin Stagecoach, Muir Woods Shuttle, and supplemental school services. The second contract is for Marin Transit's Community Shuttles and for Marin Local Routes 22 and 49.

- ❖ In its thirteenth season, the Muir Woods Shuttle carried a record 163,916 passengers. Marin Transit expanded service on the Shuttle to operate on weekends throughout the year. This added about 40 percent more days of service compared to FY16/17. In total, the expansion of service results in 35 additional days of service annually. In early 2018, Marin Transit initiated a Muir Woods Shuttle reservation system in partnership with the National Park Service.

- ❖ On May 22, 2018 initiated Marin Transit Connect a pilot on-demand micro-transit service, with a defined service area in northern San Rafael in the vicinity of the Civic Center SMART station. The County of Marin and Kaiser Permanente have stopped offering employee shuttle buses. Starting in September 2018, they both instituted commute programs to reimburse the District for their employees that ride the Connect service. The Connect will provide an estimated 10,000 annual hours of service.

- ❖ Continued the third year of the COM Card partnership that provides free local transit to all College of Marin students and supports operation of an all-day express route (Route 122) between San Rafael and College of Marin in Kentfield.
- ❖ In FY 2017/18, yellow bus service for the Ross Valley School District carried over 133,000 passenger trips and operated 1,280 revenue hours.
- ❖ Continued to manage yellow school bus service for Reed Union School District and Mill Valley School District. Along with the Ross Valley School District program, these services carry more than 1,800 students on school days. The yellow bus service on Tiburon Blvd is estimated to eliminate 900 automobile trips daily, and significantly reduces automobile travel times during peak school service.
- ❖ Yellow school bus riders represent 4% of the District's total ridership, and overall farebox recovery on yellow school bus services was 62.6% in FY 2017/18.
- ❖ Distributed nearly 4,500 youth pass stickers to 33 public and private schools in FY 2017/18. Of these passes, 96% were provided free to income-qualified students. Youth passes can be used on any local transit route in Marin County.
- ❖ Publish a quarterly Marin Transit Rider's Guide, distributing 25,000 guides to customers and partner agencies.
- ❖ Continued to operate a Dial-A-Ride shuttle service between Point Reyes Station and Novato to provide access to basic shopping services and opportunities for social interaction. The Dial-A-Ride expanded from a once-a-month service to a twice-a-month service in August 2018.
- ❖ Overall demand for Marin Access mobility management programs increased by 2.4% from FY 2016/17 to FY 2017/18. Demand Response programs carried 128,611 passenger trips in FY 2017/18 and provided 62,304 revenue hours of service. Compared to FY 2016/17, passenger trips on demand response services increased by 3.4% and revenue hours increased by 12.9%.
- ❖ Marin Access Travel Navigators fielded over 9,000 calls from seniors, persons with disabilities, and caregivers.
- ❖ Travel Navigators approved over 450 new ADA-paratransit eligible clients and recertified over 900 ADA-eligible paratransit clients.
- ❖ The Travel Navigator Program emphasizes outreach to individuals who will benefit from the program and better communication with its current customers. The Program offers monthly satellite office hours in locations throughout Marin County.

- ❖ Over 2,000 residents reached through more than 50 travel training presentations or individualized travel training on board a Marin Transit vehicle.
- ❖ Subject to quarterly renewal, provided low-income scholarships to an average of 174 Marin Access clients.
- ❖ In FY2017-18, Marin Transit selected a Marin Access Innovation Incubator project that teaches seniors computer and internet skills.

| |
|----------------------------|
| CAPITAL INVESTMENTS |
|----------------------------|

Vehicles

- ❖ Took delivery of two 35-foot battery electric buses in October 2018 under a contract with BYD, the first all-electric transit vehicles in Marin County.
- ❖ Purchased four accessible vans for use on new Connect same-day service. Replaced one shuttle and three paratransit vehicles that were beyond their useful lives.

Facilities

- ❖ Completed construction of the new Downtown Novato Bus Facility located on Redwood Boulevard.
- ❖ Conducted a Bus Stop Conditions Survey and a RideCheck that tracked ridership at the stop level to assist in prioritizing future improvements. Developed conceptual plans for future improvements at 25 bus stops.
- ❖ The second phase of the District's State of Good Repair capital program was launched to provide improvements to benefit bus riders and increase operational safety. The construction of improvements at 11 bus stops started in December.
- ❖ Completed a Title VI analysis for locating a Marin Transit Operations and Maintenance Facility for potential site alternatives. Continued search for possible sites.
- ❖ Purchased a new Mobile Information Kiosk for use at Pohono Park and Ride to help guide passengers of the Muir Woods Shuttle service and provide drivers with a break area.

PLANNING AND COORDINATION WITH PARTNERS

- ❖ Made presentations to each of Marin's city and town councils and answered questions as part of Transportation Authority of Marin's outreach on the proposed renewal of the half cent Transportation Sales Tax.
- ❖ Issued the third annual Marin Access rider survey.
- ❖ Continued coordination and planning efforts with the National Park Service to improve the Muir Woods reservation system.
- ❖ The Board's Ad Hoc Subcommittee on School Transportation reached consensus on a method for allocating funding to existing yellow school bus programs and continued to address other student transportation needs.
- ❖ With partner agencies, implemented an interim transit facility design to accommodate SMART construction in the San Rafael Transit Center. Worked to refine concepts for a permanent relocation of the San Rafael Transit Center and participated in public outreach.

ADMINISTRATION AND PERSONNEL

- ❖ Maintained fully funded emergency and contingency reserves and increased the capital reserve in anticipation of purchasing a site for maintaining and storing buses.
- ❖ Completed the District's first Federal Transit Administration Triennial Review, and there were no deficiencies or findings.
- ❖ Received our third Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting Comprehensive Financial Report (CAFR).
- ❖ Received another clean annual financial audit.
- ❖ Maintained a reliable source of operating funding by executing an agreement with GGBHTD and SMART for sharing State Transit Assistance population-based funds.
- ❖ Completed twelve formal procurements for goods and services.
- ❖ Hired six new full-time employees: A Planning Manager, a Transit Planner, an Operations Analyst, a Mobility Analyst, an Accounting Analyst, and an Administrative Assistant.

- ❖ Hired temporary and part time employees to assist with public outreach for service changes and as Muir Woods' greeters.
- ❖ Initiated an Employee Assistance Program through a contract with a third-party provider.

Marin Transit 2019 Look Ahead

- ❖ The District operates nearly 250,000 annual hours of service across all programs in Marin County. These service levels have continuously increased since 2010 to provide more frequency and expanded transit options for Marin County residents. The District does not anticipate significant expansion in the local fixed route program in FY 2018/19 and may end the year with fewer revenue hours than in FY 2017/18. This is due to a small reduction of service in June 2018 to eliminate underperforming trips on select routes.
- ❖ Continue to monitor and evaluate the Marin Transit Connect pilot. Develop performance metrics and determining future role of the service.
- ❖ Update the Short-Range Transit Plan, Marin Transit's ten-year service and financial plan.
- ❖ Continue property search for a site for parking and vehicle maintenance. Develop an alternative plan and calculate financial and service impacts as a part of the Short Range Transit Plan.
- ❖ Complete the construction of the second phase of improvements to 11 bus stops and finalize plans and specifications for the next phase of the State of Good Repair Bus Stop Improvements.
- ❖ Implement demand-response scheduling and dispatching software upgrades to gain efficiencies in operations and give riders improved communication and booking tools.
- ❖ Continue to implement key tasks from the Travel Navigator work plan such as satellite office hours, enhanced travel training, and more.
- ❖ Replace buses:
 - Replacement of ten articulated buses
 - Replace four Stagecoach vehicles
 - Replace two Muir Woods Shuttle vehicles
- ❖ Begin operations for the electric bus pilot project.
- ❖ Expand our network of real-time passenger information signs.
- ❖ Local paratransit demand continues to increase, and service hours are expected to grow by 2,500 hours.

- ❖ The District is preparing to recommend changes to its fare policy. Staff is focused on creating a revenue-neutral plan through policy changes aimed at impacting behavior and changing ridership patterns on services.
- ❖ With the passage of Measure AA, the extension of the ½ cent sales tax for transportation, Marin Transit will consider subsidizing existing yellow school bus programs in the urbanized part of the county where these services have demonstrated notable congestion relief on busy streets and roads.
- ❖ Marin Transit will seek a portion of funding to improve transit access in the County from Regional Measure 3, an increase in Bay Area bridge tolls that takes effect on January 1, 2019.



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

SUBJECT: Marin Transit 2019 Legislative Program

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Adopt Marin Transit legislative and policy program for 2019.

SUMMARY: Staff requests that your Board approve a 2019 Legislative Program for Marin Transit. The proposed program identifies:

- Marin Transit's legislative program purpose;
- Current legislative and funding priorities;
- Strategies to communicate and support the Legislative Program, including engaging policymakers and participating in coalition-led advocacy; and
- An agenda for related activities at the federal and State level.

Under the District's adopted 2018 program, Marin Transit took positions on three state bills that were under development. The Governor signed into law one of these bills, SB 1376 - the Transportation Now for All Act. SB 1376 requires the Public Utilities Commission (PUC) to actively pursue initiatives to ensure each transportation network company offers accessible services to persons with disabilities. The PUC invited Marin Transit to participate in its first stakeholder workshop in December to determine community demand and develop programs for on-demand services, service alternatives, and partnerships.

The District supported AB 3201 that was intended to provide more structure and certainty to the state's investment in zero-emission buses. AB 3201 was stalled in the Assembly Appropriations Committee in August 2018. This bill would have modified the California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program to:

- Require ARB to create a five-year plan and framework for heavy-duty clean investments;
- Expand eligible projects to include large scale zero-emission bus deployments, including those that meet regulatory compliance obligations; and

- Add infrastructure that is required to support the deployment of zero-emission buses.

Marin Transit also followed SB 1434 on Transportation Electrification and electricity rate design that was held in committee in May 2018. This bill would have created a rate structure to support widespread transit electrification.

The Director of Policy and Legislative Programs serves on the CalACT Legislative Committee and the California Transit Association's Federal Legislative Committee. Members meet regularly to identify priorities and develop positions on pending legislation that impact public transportation in California.

Staff will continue to monitor proposed legislation that affects Marin Transit and update the Board on the status of key bills of significance to the District. Based on staff analysis of a bill's potential impact on the District, staff may request that the Board establish a position supporting or opposing proposed legislation. If time is of the essence, the General Manager may seek the Marin Transit Board President's concurrence on letters of support or opposition to legislation in lieu of Board action on the District's position.

FISCAL/STAFFING IMPACT: Board approval of the proposed 2019 Legislative Program will enable staff to anticipate and respond promptly to upcoming legislation and policy proposals that may impact Marin Transit.

Respectfully submitted,



Amy Van Doren
Director of Policy and Legislative Programs

Attachment

2019 Marin Transit Legislative Program

The 2019 Marin Transit Legislative Program will guide Marin Transit's advocacy efforts at the local, State, and federal level over the course of the upcoming legislative sessions. The program is broad enough to cover the variety of pertinent legislative issues and concerns that may be considered, and flexible enough to enable Marin Transit to effectively respond to unanticipated developments. The Legislative Program is a strategic document that provides general direction on proposed policies, regulations and funding proposals relevant to the District.

Program Purpose

1. Develop legislative priorities for Marin Transit;
2. Outline an annual Marin Transit legislative agenda based on current and potential legislation that may impact Marin Transit; and
3. Provide broad authority for staff to pursue this legislative agenda.

Guided by the priorities identified in the annual Program, staff will monitor proposed legislation that affects Marin Transit and update the Board on the status of key bills of significance to the District. Based on staff analysis of a bill's potential impact on the District, staff may request that the Board establish a position supporting or opposing proposed legislation. If time is of the essence, the General Manager may seek the Marin Transit Board President's concurrence on letters of support or opposition to legislation in lieu of Board action on the District's position.

Staff will continue to collaborate with the California Transit Association and the California Association for Coordinated Transportation (CalACT) to advance annual legislative priorities and establish positions on proposed policies and regulations. In addition, Marin Transit will continue to review and provide input into the annual legislative program for the County of Marin.

Marin Transit's Legislative Priorities

The District has developed the following legislative priorities, and revisits them annually to ensure their continued relevance:

- Protect existing funding sources and current funding levels, at a minimum.
- Pursue actions that lead to increased funding levels for transit operating and capital assistance.
- Pursue or support laws and regulations that support public transit, and oppose those that will impede Marin Transit's ability to address the mobility needs of Marin residents and employees.
- Pursue legislation and regulations that support Marin Transit's interests in operating an energy-efficient and environmentally-conscious transit system.

- Pursue actions that protect and enhance accessibility to public transit especially for Marin County's seniors, children, persons with disabilities, low-income residents, and disadvantaged communities.

Legislative Agenda

The annual Marin Transit Legislative Program applies to State and federal issues organized into three categories. These include: Budget and Transportation Funding, Marin Transit Capital Projects, and Regulatory and Administrative Issues. Within these categories, Marin Transit will identify and support specific legislative initiatives or develop corresponding policy positions. Staff will monitor current and proposed regulations and legislation affecting the funding or delivery of Marin Transit's services and capital priorities.

1. 2019 Budget and Transportation Funding

- a. **Federal Transportation Funding:** Support efforts to ensure reliable ongoing funding and appropriations for federal transit formula grants and discretionary programs. Support transit capital funding as a part of the new infrastructure program.
- b. **Statewide Transportation Funding:** Support implementation of the 2017 California State Senate Bill 1, and identify program opportunities that will benefit Marin Transit's capital projects and ongoing operations. State agencies and departments are developing rules, guidelines, and procedures for allocating SB1 revenue.

Support efforts to identify additional long-term, sustainable funding sources for transit and transportation improvements to support the delivery of Marin Transit services.

- c. **Cap and Trade Funding:** Support opportunities to direct additional Cap and Trade funds towards provision of public transit. Monitor legislation to modify the programs, and support administrative or legislative efforts to streamline applications and simplify program administration.
- d. **Definition of Disadvantaged Communities:** Monitor legislation related to the definition of disadvantaged communities as it applies to Cap and Trade or other relevant state funding programs. Seek opportunities to broaden in statute the definition of a socioeconomically disadvantaged community. Monitor administrative efforts related to updating the State's current screening tool to include communities of concern in Marin County as supported by the Office of Environmental Health Hazard Assessment.

2. Marin Transit Capital Projects Funding Needs – Current Priorities

Staff will identify opportunities and seek funding support for the following high priority capital needs:

- Siting and Development of a Marin Transit Operations and Maintenance Facility
- Multimodal Transit Center in Downtown San Rafael that will replace the current transit center
- Transit Vehicle Purchases and related infrastructure requirements (e.g., charging stations, electric service)
- Local Bus Stop Improvements

3. Regulatory and Administrative Issues

State - Proposals for State legislation of interest to Marin Transit that may affect such areas as:

- The public transit workforce
- Driver training and qualifications
- Bus axle weight regulations
- Zero-emission bus and air quality requirements for public transit operators
- Transit pass programs
- Procurement
- Safety and security
- Contracting
- Regulation and use of public funds for Transportation Network Companies
- Compliance

Federal - Review and submit comments on federal notices of proposed rulemakings that impact Marin Transit. Support removal of barriers that affect the distribution of federal grant funding.

Strategies to Advance Marin Transit's Legislative Agenda

Working with the Director of Policy and Legislative Programs, the General Manager will employ a variety of strategies to communicate and support the District's Legislative Program. These strategies include:

1. Directly Engage Policymakers

Communicate and advance Marin Transit's legislative priorities and positions in coordination with Marin Transit's Board President. Engage policymakers directly in person and by phone, and submit correspondence regarding potential bills and the District's needs. Provide public testimony as appropriate. Create outreach and marketing materials for local legislators that support Marin Transit's legislative priorities.

2. Participate in Coalition-led Advocacy on Policy and Legislative Issues

Collaborate with local, North Bay, and regional stakeholders to build awareness about specific issues affecting public transportation. Participate in local, regional, statewide, and national organizations or coalitions organized to advance positions consistent with the 2019 Legislative Program. Pursue other actions as needed in coordination with the Board President and the Transportation Authority of Marin.

The tables below identify specific Marin Transit’s legislative and regulatory strategies at the federal and State level.

| Federal Legislation | |
|--|---|
| Priorities | Strategy |
| Transportation Reauthorization & Appropriations | <ul style="list-style-type: none"> ▪ Support efforts to secure stable long-term sustainable funding for public transportation at the federal level. ▪ Advocate for full funding of federal grant programs that may impact Marin Transit, under the appropriations process. |
| Capital Projects | <ul style="list-style-type: none"> ▪ Advance Marin Transit priority projects as candidates for federal capital program grants for facilities and transit vehicles, including an operations and maintenance facility and low- and no-emission buses. ▪ Pursue funding opportunities and seek support from Congressional representatives. ▪ Support efforts to ensure that eligible transit capital projects in the development pipeline move forward, consistent with the federal transportation law and regulatory requirements. |
| Proposed Regulations | <ul style="list-style-type: none"> ▪ Review and comment on proposed federal regulations that may affect Marin Transit. ▪ Consult with and support related efforts of trade organizations, stakeholders, and peer agencies as appropriate. ▪ Support a long-term solution for US Department of Labor certification of Federal Transit Administration grants regarding federal labor requirements and the State of California’s pension reform efforts. |

| State Legislation | |
|---|---|
| Priorities | Strategy |
| State Transportation Funding | <ul style="list-style-type: none"> ▪ Support of the Metropolitan Transportation Commission and California Transit Association in their efforts to define and clarify Senate Bill 1 (SB 1) programs and expand sources of statewide funding for public transportation. ▪ Protect and grow State Transit Assistance and Transit Development Act funds and protect State set-asides for transit operations. ▪ Monitor the transportation-related aspects of the current State Budget and the Cap-and-Trade programs funded in the budget. Work to secure the appropriation of additional Cap-and-Trade revenues to support Marin transportation needs and provide input as appropriate into the annual Cap-and-Trade Expenditure Plan. ▪ Advocate and support transportation funding that benefits Marin County. Pursuing funding opportunities and seek support from Marin County's State legislative representatives. ▪ Protect against the elimination or diversion of any State or regional funds that support Marin transportation and public transit needs. |
| Transit Operations, Safety, and Security | <ul style="list-style-type: none"> ▪ Monitor proposed legislation affecting transit operations pertaining to such issues as autonomous vehicles, emission standards, bus axle weights, security (including cyber), operator safety, and roadways. ▪ Support consensus-based industry standards and best practices developed with input from stakeholders and by organizations that represent the transit industry. These include: American Public Transportation Association, California Transit Association, or California Association for Coordinated Transportation (CalACT). |



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2018

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

SUBJECT: Contract Amendment with Matsumoto Consulting for Employee Benefits Consulting Services

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

RECOMMENDATION: Authorize the General Manager to execute a first amendment to the agreement with Matsumoto Consulting for employee benefits consulting services at a cost not to exceed \$25,000.

damon connolly
vice president
supervisor district 1

SUMMARY: Marin County Transit District has evolved into an independent agency over the past twelve years. Initially, the District was staffed in the County's Public Works Department and the County effectively managed all the administrative functions of the District. Over time, Marin Transit has used different employment models and various means of performing the administrative functions of the agency.

dennis rodoni
2nd vice president
supervisor district 4

From May 2010 through October 2013, Marin Transit contracted with Local Government Services (LGS) for six professional and administrative employees to serve the agency. Under this contract, LGS paid the salary and benefits and performed the Human Resources function for these employees. The employees were directly paid by LGS, which also provided CalPERS retirement benefits and other traditional employee benefits.

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

In October 2013, the District decided to "in-source" these personnel and administrative activities. Marin Transit elected to not become a member agency of CalPERS and instead established a defined contribution retirement program for employees. The defined contribution retirement program has significantly reduced costs and potential future financial liability for the agency.

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

In May 2017, CalPERS issued an audit of LGS that found that the LGS employees were "common law" employees of the LGS client agencies, including Marin Transit. CalPERS notified Marin Transit and those six employees of its intent to reverse the service credits they earned while under LGS Employment.

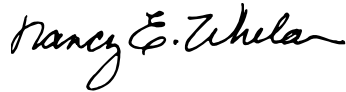
In July 2017 the General Manager entered into a contract (#171808) with Matsumoto Consulting to provide professional consulting services on this matter. This firm has expertise in finance and employee retirement benefits. With assistance from Matsumoto Consulting and County Counsel, staff assessed options to preserve the benefits of affected employees. In May 2018 staff recommended, and your Board authorized the General Manager to pursue, establishment of a CalPERS credit replacement plan. The proposed plan will provide a defined benefit pension plan with similar retirement benefits to those LGS would have provided to the impacted employees.

Since May 2018 new issues have arisen regarding the structure, implementation, and funding of a CalPERS credit replacement plan. Marin Transit staff, legal counsel, and Matsumoto Consulting have worked to remove barriers to establishing the CalPERS credit replacement plan. While there has been progress, additional efforts are needed to reach an outcome.

Matsumoto Consulting has proved to be an invaluable resource to Marin Transit in working with CalPERS and LGS to sort through these issues. Staff recommends that your Board approve an amendment to the agreement with Matsumoto Consulting to allow for ongoing assistance.

FISCAL/STAFFING IMPACT: The cost of additional professional services under this amendment is \$25,000. The total not to exceed contract amount will be \$50,000. This amount is available within the FY 2018/19 budget for consulting services.

Respectfully submitted,



Nancy Whelan
General Manager

Attachment: First Amendment to Agreement with Matsumoto Consulting (#181933)

#181933

FIRST AMENDMENT TO AGREEMENT

BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND MATSUMOTO CONSULTING DATED JULY 12, 2017

THIS AMENDMENT is made and entered into this 7th day of January, 2019, by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as "Marin Transit" or "District") and MATSUMOTO CONSULTING. (hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the District and the Contractor entered into an agreement (#171808); and

WHEREAS, the parties desire to amend the Agreement to provide for additional services in an additional amount not to exceed \$25,000; and

WHEREAS, the parties desire to extend the time of the agreement to complete the services;

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

AGREEMENT

1) Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.

2) ☐ Updated Certificate of Insurance(s) attached hereto

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

4. **MAXIMUM COST TO DISTRICT:**

In no event will the cost to District for the services to be provided herein exceed the maximum sum of **\$50,000** including direct non-salary expenses. As set forth in section 14 of this Contract, should the funding source for this Contract be reduced, Contractor agrees that this maximum cost to District may be amended by written notice from District to reflect that reduction.

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

5. TIME OF AGREEMENT:

This Agreement shall commence on January 7, 2018, and shall terminate on June 30, 2019. 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.

#181933

- 5) Exhibit A, Scope of Services, of the Agreement with the Contractor is amended to add the following:

Tasks to be completed in Phase 3 include the adoption and implementation of a new defined benefit plan to preserve the retirement benefits promised by LGS via CalPERS and earned by their former employees assigned to Marin Transit or another satisfactory solution to compensate them for the loss of such benefits.

CONTRACTOR will provide a final defined benefit retirement plan for approval by the Marin Transit Board along with all supporting documentation including an actuarial valuation of the plan's financial condition at inception. CONTRACTOR shall provide guidance to Marin Transit staff in the implementation of temporary plan self-administration until it can be administered by a suitable third-party plan administrator. CONTRACTOR shall be available at all future Board meetings, as required, to present findings and recommendation to the Marin Transit Board in support of these efforts.

- 6) Exhibit B, Fees and Payment Schedule, of the Agreement with the Contractor is amended to read as follows:

For third phase, Marin Transit will approve the tasks and agree upon the hours needed to complete the tasks. CONTRACTOR shall bill for these services at the hourly rates listed herein for an agreed upon not to exceed cost and shall bill for incidental and travel expense at cost as approved by Marin Transit.

IN WITNESS WHEREOF, the parties have entered into this Amendment on the date above written.

MARIN COUNTY TRANSIT DISTRICT

By _____
General Manager

MATSUMOTO CONSULTING

By _____
Terry Matsumoto, Principal

#181933

EXHIBIT "A"**SCOPE OF SERVICES (required)**

CONTRACTOR will provide financial and administrative consulting services to assist Marin Transit in developing and assessing potential strategies to provide equitable outcomes to affected Marin Transit employees and Marin Transit resulting from their former employment by Local Government Services (LGS). CONTRACTOR shall perform tasks independently. CONTRACTOR acknowledges that this engagement requires handling confidential personnel records and agrees to maintain all such records in the strictest confidence.

Work shall consist of two phases. The first phase focuses on exploring options for addressing the potential loss of CalPers service credits for six Marin Transit employees. The second phase requires more in-depth analysis of the most viable options identified in the first phase.

Tasks to be completed for the initial phase include:

1. Review and assess relevant documentation pertaining to the affected employees and their employment relationships during their assignments at Marin Transit.
2. Review the CalPers Office of Audit Services finding that LGS employees were not eligible to participate in the CalPers program, LGS responses to the report, LGS correspondence with the affected employees, and other appeal related information from LGS.
3. Review Marin Transit's employment offers to the affected employees, their individual employment histories with Marin Transit, and Marin Transit's defined contribution retirement plan.
4. Review plans/actions taken by other Bay Area agencies who also contracted with LGS for staff.
5. Development of a risk assessment matrix that identifies strengths and weaknesses of potential strategies to be considered to assist by Marin Transit determine its path forward and the next steps associated with each potential strategy.
6. Final report.

Tasks for the second phase will be defined based on the outcome of the initial phase. CONTRACTOR will discuss the tasks and scope of the second phase with the Marin Transit General Manager, who will have final approval of the scope of work for this phase. This phase will include financial analyses of the options and developing a recommended course of action for Marin Transit. CONTRACTOR shall be available at all future Board meetings, as required, in the next 8 months, to present findings and recommendations to the Marin Transit Board.

Tasks to be completed in Phase 3 include the adoption and implementation of a new defined benefit plan to preserve the retirement benefits promised by LGS via CalPERS and earned by their former employees assigned to Marin Transit or another satisfactory solution to compensate them for the loss of such benefits.

CONTRACTOR will provide a final defined benefit retirement plan for approval by the Marin Transit Board along with all supporting documentation including an actuarial valuation of the plan's financial condition at inception. CONTRACTOR shall provide guidance to Marin Transit staff in the implementation of temporary plan self-administration until it can be administered by a suitable third-party plan administrator. CONTRACTOR shall be available at all future Board meetings, as required, to present findings and recommendation to the Marin Transit Board in support of these efforts.

#181933

EXHIBIT "B"**FEES AND PAYMENT SCHEDULE (required)**

For the initial phase, an effort of approximately 50 hours at the rate of \$195/ hour, \$9,750, plus incidental and travel expense at cost as approved by Marin Transit.

| <u>Consultant</u> | <u>Title</u> | <u>Rate</u> | <u>Hours</u> | <u>Amount</u> |
|------------------------------------|--------------|-------------|--------------|---------------|
| Terry Matsumoto | Principal | \$195 | 40 | \$7,800 |
| Jane Matsumoto | Principal | \$195 | 10 | \$1,950 |
| Services | | | 50 | \$9,750 |
| Travel, incidentals | | | | TBA |
| TBA - as approved by Marin Transit | | | | |

For the second phase, Marin Transit will approve the tasks and agree upon the hours needed to complete the tasks. CONTRACTOR shall bill for these services at the hourly rates listed herein for an agreed upon not to exceed cost and shall bill for incidental and travel expense at cost as approved by Marin Transit.

For third phase, Marin Transit will approve the tasks and agree upon the hours needed to complete the tasks. CONTRACTOR shall bill for these services at the hourly rates listed herein for an agreed upon not to exceed cost and shall bill for incidental and travel expense at cost as approved by Marin Transit.

#181933

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:

| | <i>Check Where Applicable</i> | <i>Requested Limit Amount</i> | <i>CAO Use Only</i> |
|--|---------------------------------------|-----------------------------------|-------------------------|
| General Liability Insurance | <input type="checkbox"/> | \$ | |
| Automobile Liability Insurance | <input type="checkbox"/> | \$ | |
| Workers' Compensation Insurance | <input type="checkbox"/> | | |
| Professional Liability Deductible | <input type="checkbox"/> | \$ | |

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

#181933

| |
|--|
| |
| |
| |

Contract Manager Signature:

Date:



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

**SUBJECT: Update on the California Air Resource Board's
Innovative Clean Transit Rule**

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Information only.

SUMMARY: The California Air Resource Board (CARB) adopted the Innovative Clean Transit Rule (ICT) at their Board Meeting on December 14, 2018 after a lengthy review period. The following is a summary of the new rule and how it will affect the District.

CARB's goal is for all transit vehicles in California to be zero emission by the year 2040. The rule will require a percentage of new transit vehicle purchases to have zero tailpipe emissions beginning in 2023 for large transit agencies and 2026 for small transit agencies.

Two types of technologies are considered Zero Emission Buses (ZEBs). Battery Electric Buses (BEBs) have batteries that are charged by the electrical grid either overnight or at charging stations on route. Fuel Cell Electric Buses (FCEBs) use hydrogen passed through fuel cells to make electricity that powers the bus.

Under the Innovative Clean Transit Rule, the District is considered a small transit agency. The first deadline for small agencies is 2026 when 25 percent of new vehicle purchases will be required to be ZEBs. This is followed by a requirement that 100 percent of the District's vehicle purchases in 2029 meet the zero-emission requirement. Large transit agencies have accelerated deadlines as shown in Table 1. CARB states in the rule that it will re-evaluate the state of technology in 2022 based on the understanding that ZEB technology is not advanced enough for a one-to-one replacement of conventional combustion engines. This is one year before large agencies are required to have 25 percent of their bus purchases be zero emission. This re-evaluation may delay future implementation deadlines.

Table 1 – Percentage of purchases required to be zero emission

| Year | Large Transit Agency | Small Transit Agency |
|------|----------------------|----------------------|
| 2023 | 25% | - |
| 2026 | 50% | 25% |
| 2029 | 100% | 100% |

As an incentive for early adoption of ZEB technology, transit agencies that purchase ZEBs before they are mandated by the ICT are eligible for additional funding from CARB. This includes vouchers from the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Program (HVIP). Once agencies are required to purchase ZEBs, they will no longer be eligible for this HVIP. ZEBs purchased before the mandate can be credited towards future purchases. For example, Marin Transit will receive credits for the two Battery Electric Buses delivered this year and any additional ZEBs purchased before 2026. The District can use these credits to meet the CARB requirements after 2026.

Some Marin Transit vehicle types have a temporary or complete exemption. Cutaway buses such as Marin Transit shuttle vehicles are not covered under ICT until 2026 or until there is a commercially available and federally-approved zero-emission model. Articulated buses, over-the road coaches, and double-decker buses are similarly not included until 2026. Marin Transit's light-duty paratransit vehicles are not considered buses under the ICT and have no requirements.

The table below shows how the rule will affect future vehicle replacements. Paratransit vehicles have not been included since they are not included in the ICT requirements.

Table 2 – Effect of ICT on Marin Transit Vehicle Replacements

| Fiscal Year | MCTD Planned Replacements | Zero Emission Percentage Requirement |
|-------------|--|--------------------------------------|
| 2022 | 7 - 35' Hybrids 2 - XHF's | 0% |
| 2023 | 1 - Shuttle | 0% |
| 2024 | 3 - XHF's | 0% |
| 2025 | 2 - Shuttles 5 - XHF's | 0% |
| 2026 | No Replacements | 25% |
| 2027 | 9 - Shuttles 7 - 40' Hybrids 4 - 30' Hybrids | 25% |
| 2028 | 2- XHF's | 25% |
| 2029 | No Replacements | 25% |
| 2030 | 10 - 40' Hybrids | 100% |

CARB will require every transit agency in California to submit a rollout plan that demonstrates how the agency will make a full transition to ZEBs by the year 2040, while avoiding early retirement of any vehicles. This plan will lay out the technology the agency will adopt (battery electric or fuel cell electric) and include a schedule for constructing required infrastructure to fuel the buses. As a small transit agency, Marin Transit's rollout plan will be due by July 2023. Staff

are already considering how to make the transition, including securing property for locating a maintenance and/or parking facility. The most difficult barrier for the District in adopting future zero emission technology is the lack of a Marin Transit-owned operations and maintenance and/or parking facility where charging or fueling infrastructure can be installed. Both Fuel Cell Electric and Battery Electric Bus technologies require significant infrastructure and facility improvements. While the District has willing and capable partners and contractors, Marin Transit cannot justify investment in capital improvements to properties that it does not own or lease.

Golden Gate Transit, as a large operator, is required to have a rollout plan in 2020. Marin Transit will be coordinating with them on plans including which type of ZEB technology to pursue and will have a rollout plan sooner than the ICT requires of a small operator. Staff will be evaluating the BEB pilot project over the next year and will use that data as well as information generated from peer transit agencies, utility providers, CARB, and FTA to help define our vehicle replacement plan.

Marin Transit's next major vehicle replacement is for ten Articulated Buses. This purchase will come to your board in Spring 2019. At that time, we will also provide an update on our ZEB rollout plan.

FISCAL IMPACT: None

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anna Penoyar', written in a cursive style.

Anna Penoyar
Senior Capital Analyst



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

SUBJECT: Yellow Bus Funding Allocation

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Approve home to school yellow bus funding allocation for FY 2019/20.

SUMMARY:

Measure AA is an extension of the existing Marin County ½ percent sales tax for transportation and was approved in November 2018. Under the new measure, Marin Transit is required to spend five percent of the Measure AA funds on school-related transportation programs and services. The following staff report recommends distributing \$600,000 of Measure AA funds by formula to existing yellow bus programs serving schools in the urbanized area of Marin County.

BACKGROUND:

In 2015, Marin Transit partnered with Transportation Authority of Marin (TAM) and the Marin County Office of Education (MCOE) to complete a Coordinated Countywide Student Transportation Study (CCSTS). This study made a variety of recommendations for modifying and expanding school transportation in Marin County. Marin Transit uses this study as a framework for our school-focused programs and services.

Marin Transit provides ten Supplemental School routes to accommodate overcrowding on regular public transit services due to the demand for school-related transportation. These routes operate school days only and add capacity at specific times of the day to coordinate with school start and release times. These services are open to the public and operate with published timetables. The supplemental routes provide approximately 36 additional peak hour bus trips daily and carry an average of over 1,000 daily passenger trips, about 30 students per bus.

The CCSTS recommends that Supplemental School service be focused on serving high school students who are more independent

and able to navigate public transit service. The Supplemental School transit operation is at capacity and has limited opportunity to expand at this time. This is primarily due to equipment availability and limited bus parking.

In addition to providing Supplemental School service, Marin Transit has offered a school-based Youth Pass Program to Marin County students for the past nine years. In Fiscal Year 2017/18, nearly 4,500 youth pass “stickers” were distributed to 33 participating public and private schools. Students using the Youth Pass can ride any Marin Transit local route without paying additional fare. Students who are income-qualified receive the pass for free. The Youth Pass provides access to Marin Transit services for school, work, home, or recreational activities within Marin County at a low or no cost.

Three years ago, Marin Transit also began to support home to school yellow bus programs. Many school districts in Marin County no longer provide yellow bus services for home to school transportation except when required to do so by the State of California. Recently, cities and towns have partnered with local school districts to revive yellow bus programs for elementary and middle schools as a means of traffic congestion relief. Marin Transit has supported these partnerships with planning services, operational oversight, and customer service support.

At the direction of the Marin Transit Board, an ad hoc committee on school transportation was formed in May 2016 to evaluate and plan Marin Transit’s involvement in school transportation in Marin County. The ad hoc committee met 13 times during the past two years with attendance from various stakeholders of yellow bus programs in Marin County. In addition to guidance on advancing the CCSTS recommendations, the ad hoc committee recently gave Marin Transit staff direction on the use of the recently approved Measure AA funding to support home to school yellow bus programs in Marin County. Based on this guidance, staff recommends that a portion of funding that Marin Transit receives from Measure AA be distributed through a funding allocation formula to support ongoing operations of existing yellow bus programs. This letter outlines the proposed eligibility criteria and allocation methodology for these funds.

ELIGIBLE PROGRAMS:

Home to school yellow bus programs are an effective means of reducing congestion during peak times. First, staff recommends that programs eligible for a funding allocation should be public schools located within the urbanized area of Marin¹ to support programs that reduce traffic in the most congested corridors.

Second, staff recommends that these funds be provided to those programs that were operational in FY 2017/18 in order to provide long term, reliable financial operating support since a dedicated funding source is not available from the State of California. Staff are pursuing other funding sources that could support expanding existing programs or providing start-up funds for new programs serving other high needs schools identified in the CCSTS. Included as Attachment A is an Allocation Request Form for \$1.1 million recently submitted to TAM for this purpose.

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

Third, staff recommends that all eligible programs offer a reduced pass for the yellow bus program that provides at least a 50 percent pass price discount to income-eligible students. This requirement is intended to recognize that home to school transportation is both a tool for congestion relief and an opportunity to provide safe and efficient access to school for all students.

As mentioned above, the yellow school bus programs operating in Marin County today do not have a dedicated funding source that covers the full cost to operate the program. Many programs are funded by fare revenue and by contributions from cities/towns, the County, and the school districts. Marin Transit is not able to fully fund all of the programs with Measure AA funds. As such, Marin Transit requires a maintenance of effort on the part of current program funding participants. In order for a program to be eligible, it must have a local funding (or other discretionary funds) contribution match of at least 20 percent of program costs. This amount does not include pass sales/fare revenue.

All programs receiving funding must certify annually that they meet the above detailed requirements. The summary of eligibility requirements is shown in Attachment B.

The following is a list of the programs that are eligible based on the above threshold criteria:

- Mill Valley School District
- Tiburon Peninsula Traffic Relief Joint Powers Authority (JPA) (serving schools in Reed Union School District and the Cove School in Larkspur Corte Madera School District)
- Ross Valley area schools (program administered by Marin Transit)
- San Rafael City School District (Elementary and Middle schools only)
- Dixie School District

AVAILABLE FUNDS:

Measure AA is an extension of the existing Marin County ½ percent sales tax for transportation, approved in November 2018. Under the new measure, Marin Transit is required to spend five percent of the Measure AA funds on school-related transportation programs and services. Marin Transit currently spends \$1 million for school transportation on its existing programs: Supplemental School service, the Youth Pass Program, and support for the yellow bus program in the Ross Valley area. In year one, the Measure AA five percent requirement equates to \$1,325,000. Thus, the net additional money Marin Transit is required to spend on school programs annually is \$325,000. See Table 1 and Table 2 below for details on current expenditures and the net additional new Measure AA requirement.

Table 1: Current Measure A Local Transit Uses

| Current Measure A Local Transit Uses | Estimated Annual Amount |
|--|--------------------------------|
| Youth Pass Program subsidy to income qualified riders | \$640,000 |
| Supplemental transit routes to schools* | \$185,000 |
| Ross Valley yellow school bus program | \$175,000 |
| Total, Current Measure A uses for School Transportation | \$1,000,000 |
| * In addition to Measure A, other transit funds are used for supplemental routes | |

Table 2: Measure AA Requirement and net additional money dedicated to school programs

| Measure AA Requirement | Annual Amount |
|--|----------------------|
| 5% Measure AA Required for School Transportation | \$1,325,000 |
| Less Current Measure A Uses for School Transportation (see Table 1 for detail) | (\$1,000,000) |
| Net New Measure AA Required for School Transportation | \$325,000 |

California voters also defeated Proposition 6 in the November elections that would have repealed Senate Bill 1 (SB1) - the statewide fuel tax increase initiated in 2017. Marin Transit is a recipient of SB 1 funding.

As a result of these two positive outcomes from the November 2018 election, Marin Transit has a long term, stable financial outlook. Staff re-evaluated Marin Transit's ability to fund school-related programs and recommends that an additional \$100,000 be used to fund school-related programs. With this additional \$100,000, Marin Transit will allocate an estimated \$1,425,000 to school transportation annually. This amount is more than the five percent Measure AA expenditure requirement. See Table 3 below for an update to the Measure AA Requirement and net additional money dedicated to school programs.

Table 3: Updated Measure AA school transportation expenditure and net additional money dedicated to school programs plus additional Measure AA

| Updated Measure AA School Transportation Expenditure | Annual Amount |
|--|------------------|
| 5% Measure AA Required for School Transportation | \$1,325,000 |
| Additional Measure AA | \$100,000 |
| Less Current Measure A Uses for School Transportation (see Table 1 for detail) | (\$1,000,000) |
| Adjusted Net Measure AA Available for School Transportation | \$425,000 |

Staff recommends combining the current \$175,000 expenditure for the Ross Valley school bus program with the adjusted net Measure AA available for school transportation of \$425,000. This will provide a total of \$600,000 to be distributed among the eligible home to school yellow bus programs. This amount will be adjusted annually based on the projected Marin County sales tax growth rate. See Table 4 below for a summary of recommended funding pools for eligible yellow bus programs.

Table 4: Funds available for eligible yellow bus programs

| Ongoing Funding Available | (Annually) |
|--|------------------|
| Existing Measure A for YSB (Ross Valley) | \$175,000 |
| Net new Measure AA required | \$325,000 |
| Additional Measure AA | \$100,000 |
| TOTAL | \$600,000 |

ALLOCATION METHODS:

Staff identified and discussed several ways to allocate available funds based on District-identified goals for the yellow bus programs. Ultimately, staff determined that a simple and transparent process be used that relies on readily available data and recognizes that all programs help relieve congestion.

Staff recommends that the \$600,000 in Measure AA funds be distributed based on a formula that takes a percentage subsidy of a program's one-way pass price and multiplies it by the number of one-way passes it distributed in FY 2017/18. In the first round of the allocation, staff recommends that the subsidy be 35 percent of the one-way pass price based on current program pass prices and funding availability. The percentage will be reassessed and may change in future funding cycles.

As a factor in the formula, one-way pass distribution was chosen because it is a proxy for usage and congestion relief, the data is readily available, and it is easy to collect. By subsidizing a percent of a program's one-way pass price, the formula recognizes the many differences

between the programs including operating costs, available funding, and the varying levels of distribution of free/reduced passes.

To provide a reliable and consistent source of funding, the formula factors will be based on FY 2017/18 data. This amount will be the base amount and remain set for three years beginning in FY 2019/20. The base amount calculated in FY 2019/20 will be adjusted annually for Marin County sales tax growth. The base amount may also be adjusted if a program's service level is reduced by more than 20 percent. Funding for that program may be reduced in the second and third allocation years. Any withheld funds due to service reduction will be available in year four for existing programs or earlier for expansion programs.

RECOMMENDED FUND DISTRIBUTION:

Attachment C shows the staff recommended distribution of funds for FY 2018/19 and for two additional years with adjustment for Marin County sales tax growth. Prior to the initial distribution and annually thereafter, applicants will be required to certify that they meet the eligibility criteria annually and supply requested pass price and pass distribution data.

COMMENTS ON FUNDING ALLOCATION:

The Marin Transit ad hoc committee had several discussions on the threshold criteria and formula for distributing funds. The ad hoc committee considered comments from stakeholders who attended their meetings. Dixie School District did not have a representative in attendance and provided comments after the most recent ad hoc committee meeting on December 14, 2018. These comments are included as Attachment D. The ad hoc committee acknowledged that there are many ways to allocate these funds and that the amount of funding available was far less than the amount needed. The ad hoc committee reached a consensus on the proposed criteria and formula allocation staff presented and is recommending to your Board.

FISCAL/STAFFING IMPACT:

Marin Transit will become a funding distributor to offset the operating costs of school transportation programs. This is a new role for the District. Marin Transit will act as a pass through for Measure AA funding to be distributed to eligible yellow bus programs in Marin County. Marin Transit will request Measure AA school transportation funds from TAM annually as a part of the allocation request process. Staff will develop funding agreements with each eligible program and the Marin Transit Board will consider approval of the funding agreements annually at the time of budget development. The combined annual fiscal impact is \$600,000, and will be incorporated in the FY 2019/20 budget process. There is no staffing impact. Respectfully submitted,



Nancy Whelan
General Manager

Attachments:

Attachment A. Recently Submitted Allocation Request Form from Marin Transit to TAM

Attachment B. Summary of Eligibility Requirements

Attachment C. Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

Attachment D. Comments from Dixie School District Superintendent on the Recommended
Measure AA Allocation for Eligible Yellow School Bus Programs

Attachment E. Staff Recommendation for Measure AA Funding Distribution to Eligible Yellow
School Bus Programs (Presentation Slides)

Attachment A. Recently Submitted Allocation Request Form from Marin Transit to TAM

Transportation Authority of Marin Measure A - Interest

Allocation Request Form

Fiscal Year of Allocation: 2018/19

Project Name: Yellow School Bus Capital and Operations Funding

Implementing Agency: Marin Transit

Scope of Work: Marin Transit will use Measure A interest funds to sustain and improve home to school yellow bus transportation in Marin County. Many school districts in Marin County no longer provide yellow bus services for home to school transportation except when required to do so by the State of California. Recently, cities and towns have partnered with local school districts to revive yellow bus programs as a means of traffic congestion relief. These new yellow bus programs have proven to have significant impacts on congestion in key corridors like Tiburon Blvd on the Tiburon peninsula and Sir Francis Drake Boulevard from Fairfax through San Anselmo.

To continue and sustain the existing programs, a permanent parking location is needed in Marin County to ensure reliable service and help stabilize operations costs.

Expanding school services, as identified in the Countywide Coordinated School Transportation Study (December 2015), was recognized as a high priority in Marin Transit's 2018-2025 Short Range Transit Plan. Under the reauthorized sales tax Measure AA, Marin Transit will continue and expand the allocation of local sales tax funds to existing yellow bus programs. If additional, one-time Measure A interest funds are available, they will be used as seed money for new and expansion yellow bus service.

Program Components:

Priority 1 - Provide funding towards the purchase or long-term lease of a parking facility for yellow buses in Marin County

Estimated Measure A Expenditure: up to \$1.1 million

The top priority for this funding is the one-time capital expenditure on purchasing or leasing land for vehicle parking. A permanent parking location is needed for multiple existing yellow school bus programs and the lack of parking is limiting the ability to add yellow bus service to additional schools and for new routes in Marin County. Currently, Marin Transit leases parking for 14 buses from the County but this location will no longer be available after June 2019. Marin Transit has identified \$3.00 million in property tax revenues for this project, but it is expected that the purchase of a parking for up to 22 buses will cost more than this.

Priority 2- Provide local matching funds for new yellow school buses in Marin County

Estimated Measure A Expenditure: \$90,000 per bus

Once a permanent parking location is secured, any remaining funds from this allocation can be used for purchasing new yellow buses. If the range and charging requirements meet operational

needs, agencies will consider electric yellow buses and apply for associated grant funding that may be available.

Priority 3 – Operation Funds for new and expansion yellow bus service

Estimated Measure A Expenditure: Any remaining funds

Once a permanent parking location is secured and any needs for matching funds to purchase yellow school buses are met, the balance of funds would be used for the operation of new and expanded yellow bus service. The new services to be considered for funding would come from the 2015 Coordinated Countywide School Transportation Study and the phased implementation plan for the study recommendations. New programs would be required to meet threshold criteria and other requirements established by Marin Transit to qualify for Measure A subsidy.

Expenditures are estimated by program components, but actual expense may shift based on the implementation schedule of each program. Total expenditures will not exceed the allocation amount.

Strategic Plan Update Programmed for FY 18/19: \$1,100,000

Requested Amounts: \$1,100,000

Cash flow Availability: 100% of Measure A funds available for reimbursement in FY 2018/19 but may be spent in future years depending on timing of the purchase of right of way.

Other Funds: \$0

Project Delivery Schedule: April 1, 2019 – June 30, 2025

Environmental Clearance: Not Applicable

Attachment B. Summary of Eligibility Requirements

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school located within the urbanized area of Marin²;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

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

Attachment C. Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

| FY 2017/18 Base Year Data | | Mill Valley | Reed Union & Cove | Ross Valley | San Rafael | Dixie | Total | Calculation |
|--|-----|--------------------|------------------------------|--------------------|-------------------|--------------|------------------|--|
| One Way Pass Price | (a) | \$337.50 | \$295.00 | \$375.00 | \$237.50 | \$199.50 | | annual price, 50% of round trip |
| Subsidy per pass | (b) | \$118.13 | \$103.25 | \$131.25 | \$83.13 | \$69.83 | | 35% of one-way pass price [0.35 x (a)] |
| One Way Passes Distributed | (c) | 214 | 1,316 | 1,013 | 2,792 | 605 | 5,940 | School year 2017-2018 source data |
| <i>Funding¹ for FY 2019/20 allocation</i> | | \$25,279 | \$135,877 | \$132,956 | \$232,085 | \$42,244 | \$568,441 | 35% of pass price for every pass distributed [(b) x (c)] |

Notes:

1. FY 2019/20 funding available is \$600,000. Amount to increase/decrease annually by sales tax revenue increase/decrease, per TAM.

Attachment D. Comments from Dixie School District Superintendent on the Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

From: Jason Yamashiro <jyamashiro@dixieschooldistrict.org>
Sent: Wednesday, December 19, 2018 1:40 PM
To: rбетts@marintransit.org
Cc: Tanya Michel <tmichel@dixieschooldistrict.org>
Subject: Feedback on formula for school cost offset for school transportation

Dear Mr. Betts,

I was thrilled to hear the news that the Marin Transit Ad Hoc Committee was proposing that dollars be provided to school districts to support the bus programs that currently exist in our district! It has been, and will continue to be, a challenge to fund the much-needed school bus transportation for our students and families.

As someone who works with formulas regularly, I understand the challenges, as well as the reality that there may be no perfect formula. While it sounds like the timeline is limited in terms of providing feedback, there is something I would like the committee to consider. It looks like the formula is calculated based on what each district is charging families in their respective districts. Since some districts may already be subsidizing families by charging a lower amount and losing money (like Dixie School District), the formula you have proposed essentially punishes the district for charging families less. I would like to suggest that it may be fairer to set a standard reimbursement amount that is calculated by using the average across districts and using that as the multiplier with ridership. Since our ridership is lower, we will still get a lower amount and that is understood, but the larger per rider cost offset for district's that are charging more does not seem like the most equitably way to distribute the dollars.

I am happy to discuss this further with the committee and/or with other superintendents. Can you share this email with other Marin Transit Ad Hoc Committee on School Transportation members?

Thank you for your consideration,

Jason Yamashiro
 Superintendent, Dixie School District

--

Dr. Jason Yamashiro
 Superintendent, Dixie School District
 (415) 492-3701

**Attachment E. Staff Recommendation for Measure AA Funding Distribution to Eligible
Yellow School Bus Programs (Presentation Slides)**



Staff Recommendation for Measure AA Funding Distribution to Eligible Yellow School Bus Programs

Marin Transit Board of Directors
January 7, 2019

- Provide Youth Passes
- Provide Supplemental School transit service
- Provide Ross Valley yellow bus service
- Manage other yellow bus programs
- Co-sponsored Coordinated Countywide Student Transportation Study
- Established an ad hoc committee of Marin Transit Board



Recommendation for approving distribution of \$600,000 of Measure AA funds to existing yellow bus programs. Elements of the recommendation address:

- Eligible Programs
- Available Funding
- Recommended Allocation Distribution



School Transportation Programs must have...

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school in the urbanized area of Marin;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

Eligible Programs

61



Mill Valley School District



Tiburon Traffic Congestion Relief JPA (Reed USD and the Cove School in Larkspur Corte Madera SD)



Ross Valley area schools (provided by Marin Transit)



San Rafael City Schools (Elementary and Middle schools only)



Dixie School District

Marin Transit Measure A/AA For School Transportation

62



| Current Measure A Local Transit Uses | Estimated Annual Amount |
|--|-------------------------|
| Youth Pass Program subsidy to income-qualified riders | \$640,000 |
| Supplemental transit routes to schools* | \$185,000 |
| Ross Valley yellow school bus program | \$175,000 |
| Total, Current Measure A uses for School Transportation | \$1,000,000 |
| * In addition to Measure A, other transit funds are used for supplemental routes | |

| Measure AA Requirement | Annual Amount |
|---|------------------|
| 5% Measure AA Required for School Transportation | \$1,325,000 |
| Less Current Measure A Uses for School Transportation (see detail above) | (\$1,000,000) |
| Net New Measure AA Required for School Transportation | \$325,000 |

Staff updated the estimated funding available after voters approved Measure AA and defeated Prop 6 in November 2018

| Ongoing Funding Available | (annually) |
|------------------------------------|------------------|
| Existing Measure A for YSB | \$175,000 |
| Net new Measure AA required | \$325,000 |
| Additional Measure AA ¹ | \$100,000 |
| TOTAL² | \$600,000 |

Notes:

1. Marin Transit's financial analysis indicates that additional Measure AA can be made available without negatively impacting other transit services
2. Amount will be escalated annually to reflect Marin County sales tax growth rate

If approved, Marin Transit will use **\$1,425,000**, in Measure AA for School Transportation each year. This is more than the required 5%.

- Youth Pass Program subsidy to income-qualified riders: \$640,000
- Supplemental transit routes to schools: \$185,000*
- **Yellow school bus programs: \$600,000**

* Notes:

1. FY 2017/18 Supplemental school program cost was approximately \$588,000;
2. Measure A allocation of \$185,000 was about 30% of that cost ; and
3. Other transit funds are used to support Supplemental school routes.

1. Allocation share to each program is set for 3 years starting in FY2019/20

Purpose: Reliability, consistency, stability

2. If a program/service is reduced by more than 20%, its funding may be reduced in 2nd and 3rd allocation year

Purpose: Subsidy should correlate to service levels

3. Any withheld funds due to service reductions will be available in Year 4 for existing programs or earlier for expansion programs

Purpose: Funds should be put to best use as soon as possible

4. Formula factor shall be one-way pass distribution

Purpose: Proxy for usage and mobility, data is readily available, easy to collect

5. Allocations subsidize a % of a program's one-way pass price multiplied by the number of one-way passes distributed

Purpose: To recognize differences in costs/funding among programs and distribution of free/reduced passes

Method

- Calculate per one-way pass subsidy for each program (35% of one-way pass price in initial funding cycle)
- Multiply subsidy for each program by the number of passes distributed

Rationale for 35% Subsidy

- Based on current program pass prices and funding availability. The percentage will be reassessed and may change in future funding cycles

Formula Allocation Results

68



| FY 2017/18 Base Year Data | | Mill Valley | Reed Union & Cove | Ross Valley | San Rafael | Dixie | Total | Calculation |
|--|-----|-----------------|-------------------|------------------|------------------|-----------------|------------------|--|
| One Way Pass Price | (a) | \$337.50 | \$295.00 | \$375.00 | \$237.50 | \$199.50 | | annual price, 50% of round trip |
| Subsidy per pass | (b) | \$118.13 | \$103.25 | \$131.25 | \$83.13 | \$69.83 | | 35% of one-way pass price [0.35 x (a)] |
| One Way Passes Distributed | (c) | 214 | 1,316 | 1,013 | 2,792 | 605 | 5,940 | School year 2017-2018 source data |
| Funding¹ for FY 2019/20 allocation | | \$25,279 | \$135,877 | \$132,956 | \$232,085 | \$42,244 | \$568,441 | 35% of pass price for every pass distributed [(b) x (c)] |
| <i>Funding previously provided by Measure A</i> | | \$0 | \$0 | \$175,000 | \$0 | \$0 | \$175,000 | |

Notes:

1. FY 2019/20 funding available is \$600,000. Amount to increase/decrease annually by sales tax revenue increase/decrease, per Transportation Authority of Marin.

Summary of Recommended Funding Cycles

69



| Fiscal Year | Program Year | Allocation Cycle | Other Milestones |
|-------------|--------------|---------------------|---|
| 2017/18 | | | Data year for FY 20 to FY 22 allocations |
| 2018/19 | | Current year | |
| 2019/20 | 1 | Round 1 allocations | |
| 2020/21 | 2 | | Data year for FY 23 to FY 25 allocations |
| 2021/22 | 3 | | |
| 2022/23 | 4 | Round 2 allocations | Provide input on Expenditure Plan Re-evaluation |
| 2023/24 | 5 | | |
| 2024/25 | 6 | | Potential modification to Measure AA Expenditure Plan |

- Marin Transit approves funding agreements with eligible programs
- Annual program budgets and pass prices established
- Marin Transit requests Measure AA allocation from TAM
- Funds distributed to programs



Questions?

Nancy Whelan

General Manager

nwhelan@marintransit.org





711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

January 7, 2019

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

SUBJECT: Marin Transit Connect On-Demand Transit Pilot Program Update

Dear Board Members:

RECOMMENDATION: Accept report.

SUMMARY: Marin Transit Connect is an on-demand, public transit service offered in Northern San Rafael that has been in operation for just over six months. Staff have prepared an update for your Board based on initial observations, data collection, and a survey administered in November 2018. At the January 7, 2019 meeting, staff will discuss these results in detail. The following is a quick summary of the project.

BACKGROUND: Emerging mobility services are offering new opportunities to provide more efficient and attractive transportation services to a variety of transit markets. These opportunities include advances in scheduling and dispatch technology and vehicle design. Marin Transit has worked proactively to understand the changing transportation landscape and determine how the District can best adapt to and leverage these changes to improve service for our riders. Several planning efforts have referenced the need for this type of technology. These include:

- 2010 Senior Mobility Action & Implementation Plan;
- 2013 Job Access Mobility Institute (JAMI) Summary Report;
- Marin Access 2016 Strategic Analysis and Recommendations; and
- Marin Transit 2016 and 2018 Short Range Transit Plan (S RTP).

In addition, the District's partnership with Via in developing the pilot has benefited from discussions with private businesses, non-profit organizations, and peer agencies. Beginning in 2014, ongoing stakeholder engagement has helped staff to identify partnership

opportunities that can leverage technology and policy changes. The District has continuously sought out funding to support innovative mobility initiatives that will improve local transit offerings and serve the mobility needs of all Marin residents.

STATUS: The pilot project is the first on-demand service of its kind for Marin Transit. Developing the project required significant collaboration with Via, Whistlestop, the Transportation Authority of Marin (TAM), and stakeholder groups in the designated service area (senior facilities, employers, retail centers, etc.). The service attributes consist of:

- **Service Hours:** weekday, 6:20am-7:00pm
- **Ride Requests:** made using smartphone app or calling scheduling line
- **Fare:** \$4.00/seat or discounted \$2.00/seat for senior/ADA/transit stop. \$40.00 monthly pass option also available
- **Service Area:** Northern San Rafael
- **Vehicles:** Accessible vans (Nine passengers or five plus wheelchairs)

The Marin Transit Connect pilot is an opportunity for the District to test a new model of transit service to determine whether it can efficiently serve the unmet needs of multiple rider markets and that is attractive. The goals are to gain experience with the dynamic, on-demand scheduling software and understand whether and how the Connect serves the markets identified below.

| Market | Objectives |
|---|---|
| Paratransit Riders | <ul style="list-style-type: none"> ▪ Better understand same day paratransit opportunities and service delivery model ▪ Improve transit options for conditionally eligible paratransit riders |
| Commuters traveling from outside of Marin | <ul style="list-style-type: none"> ▪ Reduce number of drive-alone commuters |
| Northern San Rafael residents and commuters | <ul style="list-style-type: none"> ▪ Improve first and last mile connectivity between Northern San Rafael residential neighborhoods and transit corridors ▪ Test delivery method for more effective/productive neighborhood shuttle |

Since the launch of service on May 22, 2018, staff have closely collaborated with Via and Whistlestop to monitor and adjust service parameters. These include hours of operation, number of vehicles in service, and various operating procedures for drivers and riders. In late August, Marin Transit signed agreements with the two largest employers in Marin, the County of Marin and Kaiser, committing them to pay the fare for their employees who use the service. These partnerships significantly increased usage of the system and allowed the District to better understand the limits of the technology and work with Via to update and adjust operating parameters to meet program objectives.

Up until December 16, 2018, staff from Marin Transit and Via were in ongoing discussions to identify and update the software to address ongoing performance issues. A software update pushed on Sunday, December 16, 2018 corrected the most significant algorithm issues that hindered batching of rides and the user experience for riders. Staff feel that achieving stability within the software will now provide a sufficient baseline to fully assess the performance of the pilot service. Thus, staff is starting the calendar on an update pilot for January 1, 2019. This new

date is for internal monitoring only and will not make a noticeable impact on the service to the riding public.

Staff plan to present a formal evaluation of the service in Summer 2019. Based on that evaluation, staff will provide a recommendation to your Board on whether to continue the service, modify or change the service, or cancel it. Should Marin Transit decide to continue to offer the Connect, staff will perform the required steps to formalize the service.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'R. Betts', written in a cursive style.

Robert Betts
Director of Operations and Planning

Attachment: Marin Transit Connect Presentation



Connect Service Update

Marin Transit Board of Directors

January 7, 2018

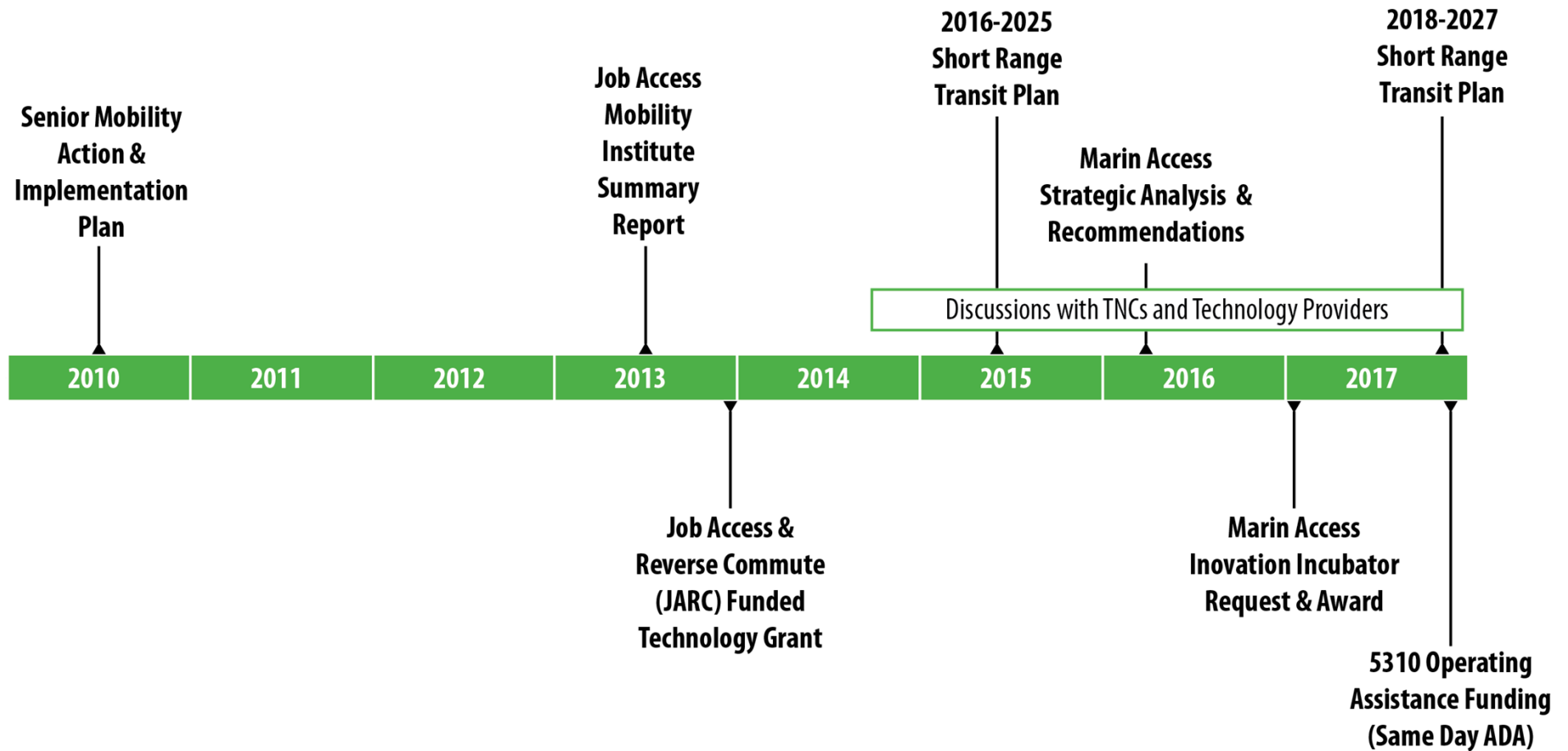
Overview of Presentation



- Development History
- What is Connect?
- Why Connect?
- Who's Using Connect?
- Rider & Non-Rider Preferences
- Performance Trends
- Lessons Learned Thus Far
- Next Steps



Planning/Funding Timeline



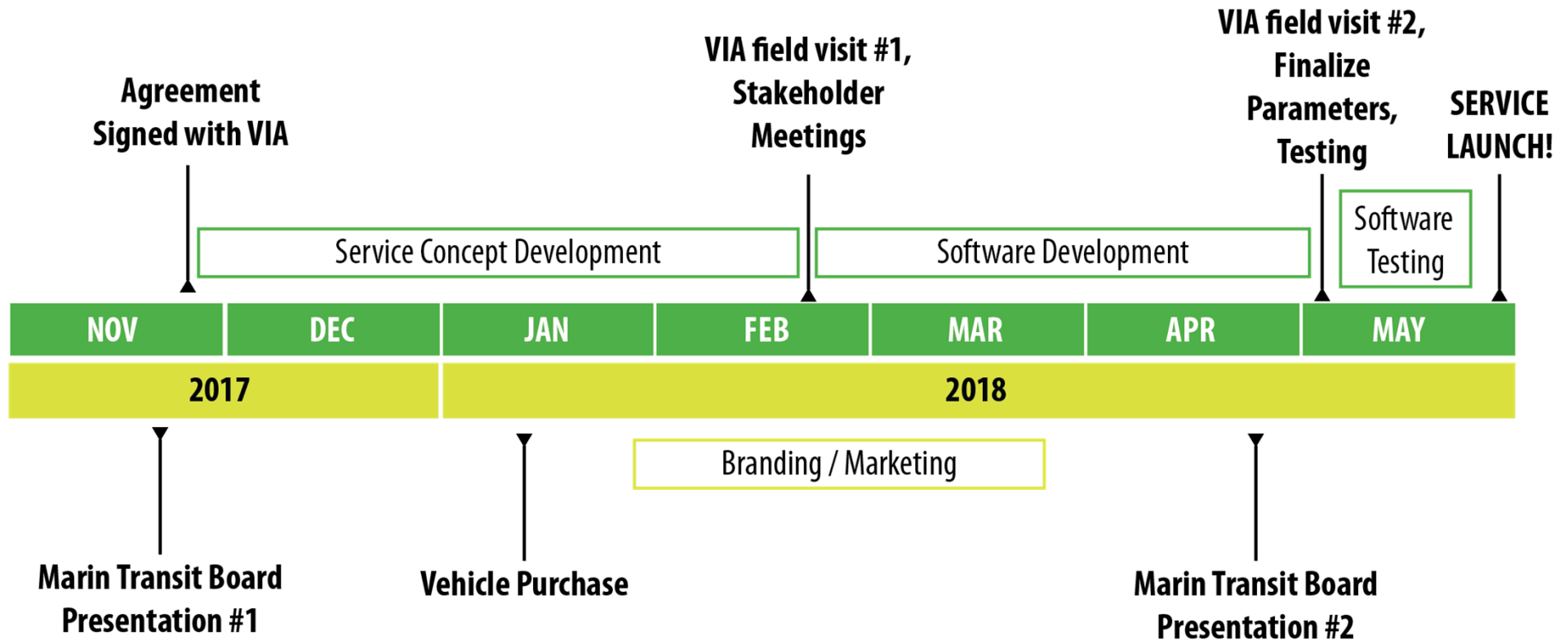
Why Connect?



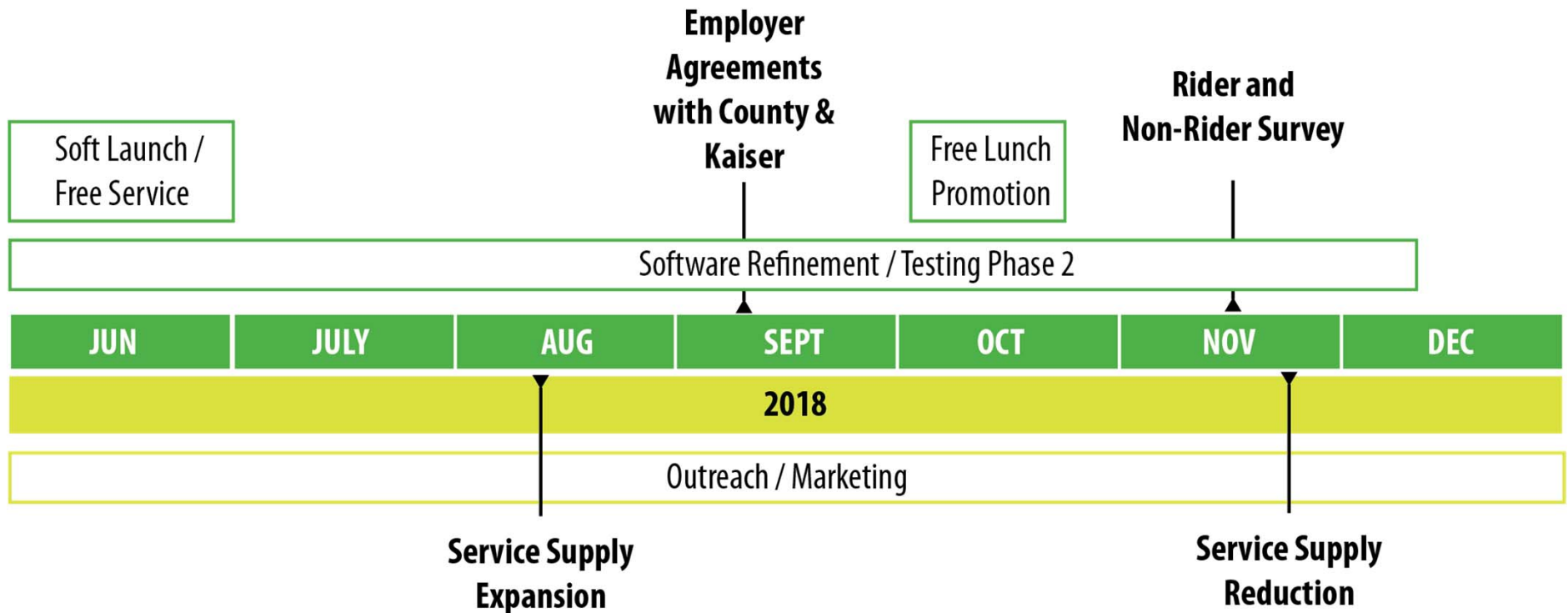
- **Goals:**
 - Provide increased/new same-day option for riders with disabilities
 - Increase first and last mile connectivity to existing fixed route transit
 - Help commuter traveling to jobs in Marin County reach their final destinations
- **Pilot Program Questions:**
 - Can a new program effectively serve multiple markets?
 - How will riders respond to new technologies (app-based reservation service)?



Connect Service Development Timeline



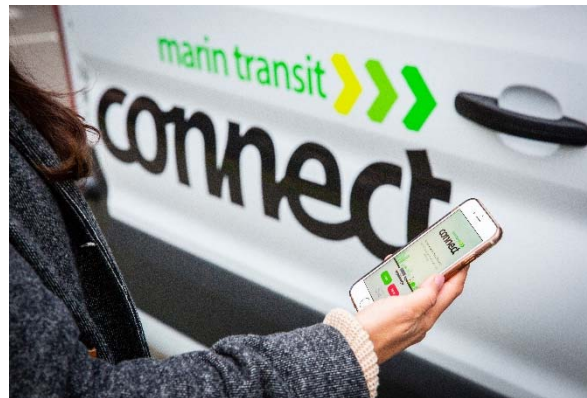
2018 Timeline



What is Connect?



- On demand, shared-ride, accessible general public transit service
- Trips requested through an App or by calling Scheduling Line
- Curb-to-curb service within the Service Area (Northern San Rafael)
- Agency-owned vehicles operated under contract with paratransit service provider (Whistlestop)



Service Overview



Service Hours: weekdays (6:20 am — 7:00 pm)



Ride Request: made using app or calling scheduling line



Fares: \$4.00 seat/\$2.00 seat (transit stop/senior/ADA) / \$40 month pass

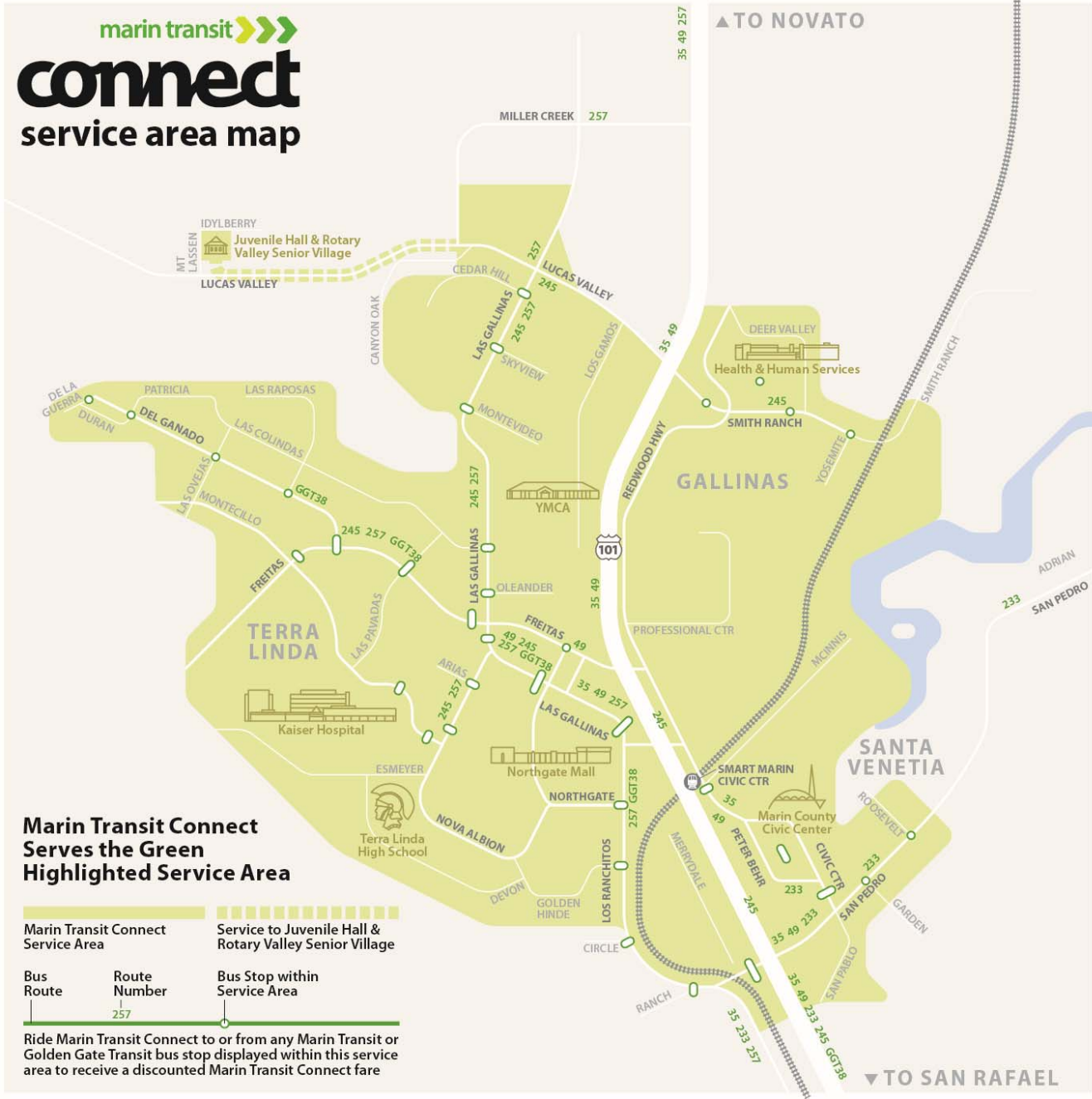


Service Area: Northern San Rafael



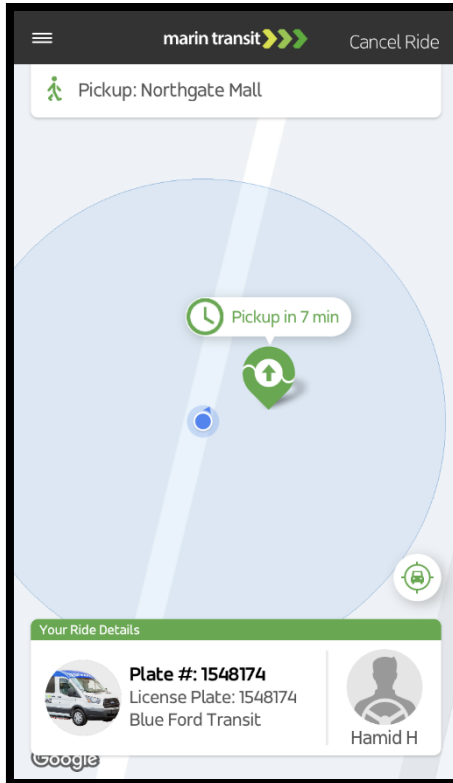
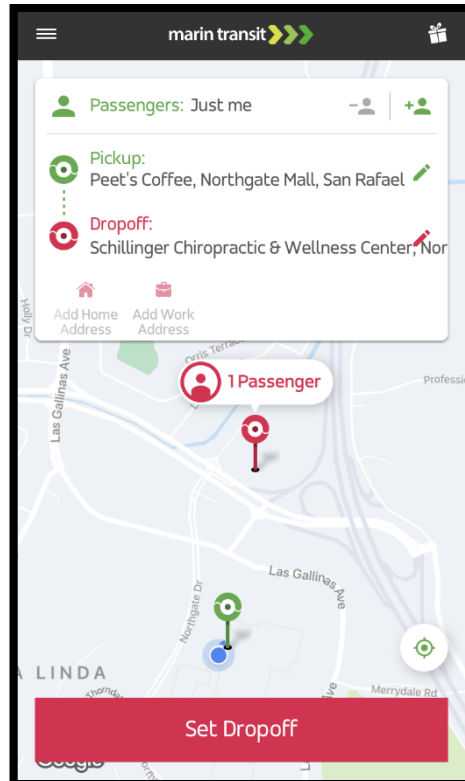
Vehicles: 9 passenger accessible vans

Service Area



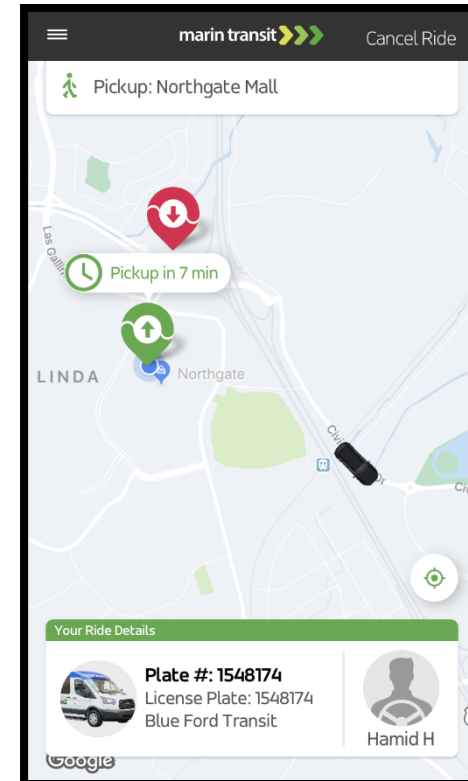
Trip Booking Flow

Trip booking



Vehicle assigned

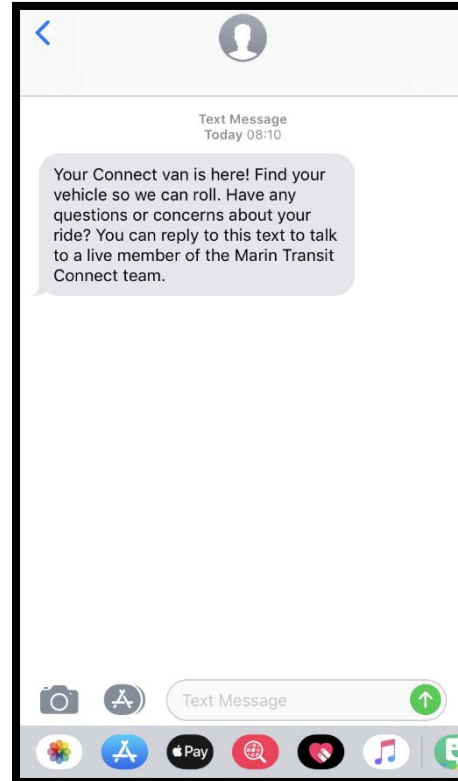
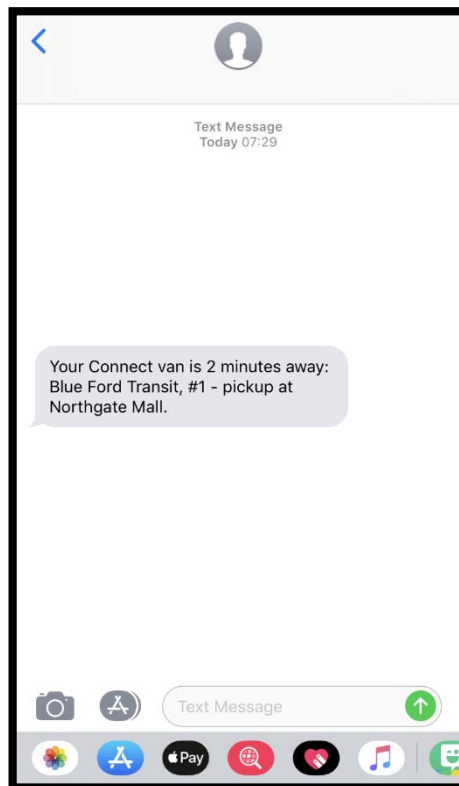
Vehicle location



Trip Booking Flow

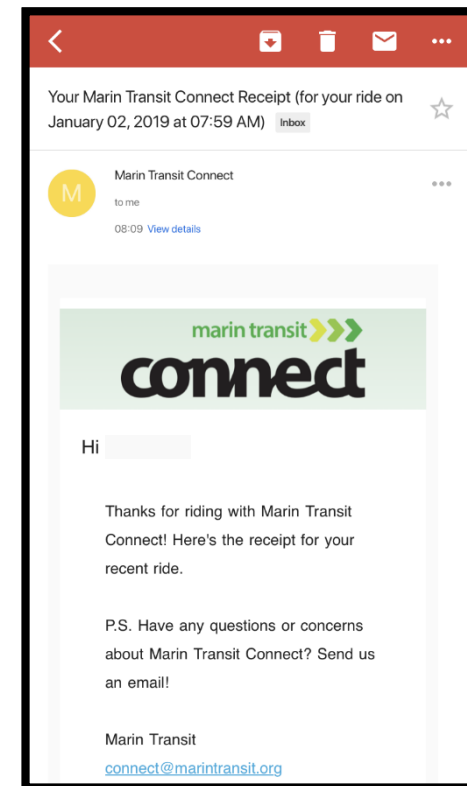


2 minute notification



Vehicle arrival notification

Post ride email



Why Partnership with VIA?



- Access to **data**
 - Fully understand who use the service and how they use it
 - Meet reporting requirements
- Direct **communication with users**
 - App and email communication
- Control over **service design**
 - Service Area
 - Hours of Operation
 - Pricing
- Control over **operations**
 - Vehicles
 - Driver training and testing
 - Accommodate seniors and those with disabilities



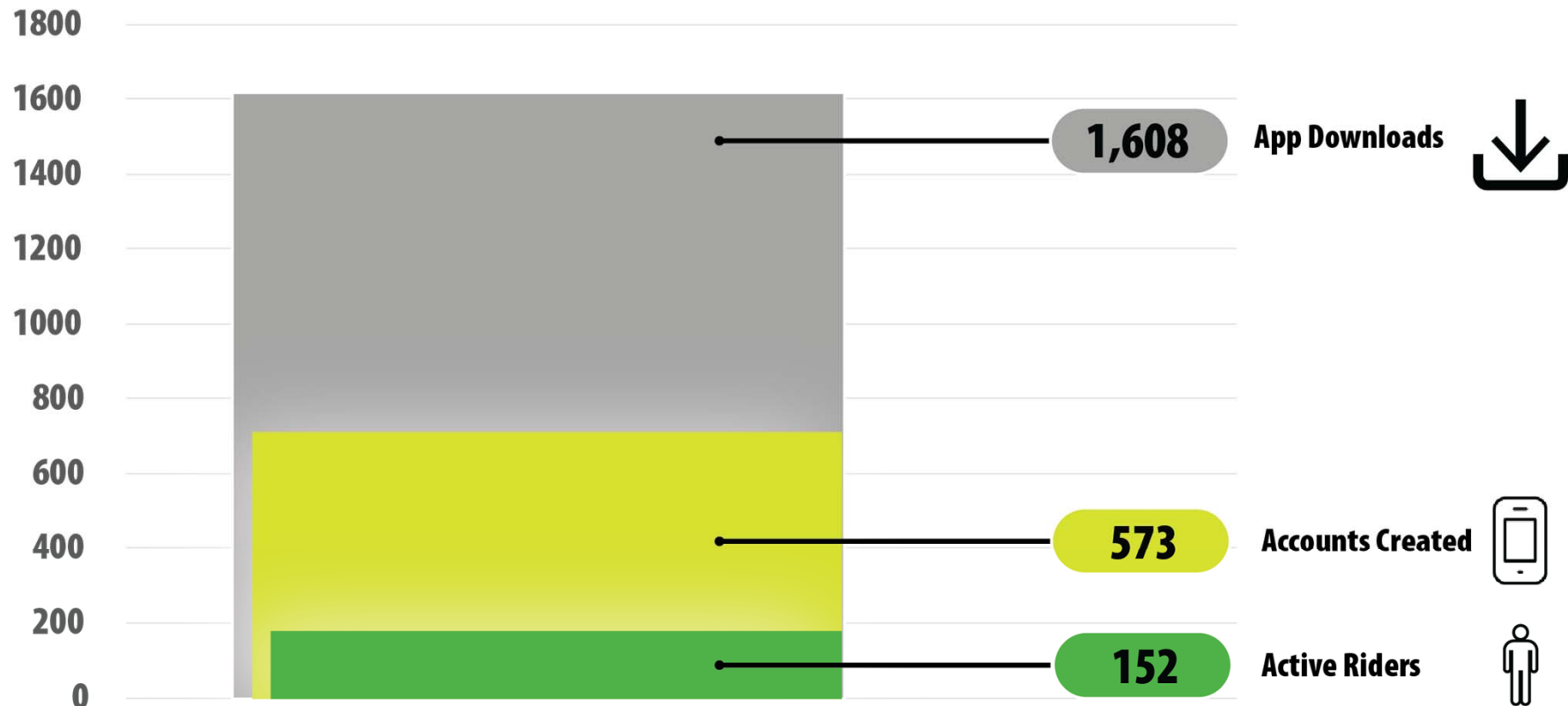
Outreach and Marketing Efforts



- Community presentations / events
- Business outreach
- Print materials (banner, flyer, bus stop notices, poster)
- Connect Street Ambassadors
- E-blasts, social media, and other web campaigns
- Promotional campaigns
- Rider and non-rider surveys

A promotional flyer for Marin Transit Connect. It features the "marin transit connect" logo at the top left. Below the logo is a white van with "connect" written on its side. To the right of the van, the text reads: "GET AROUND NORTHERN SAN RAFAEL WITH THE MARIN CONNECT APP!". Below this, there are two green circular icons with white text: "\$2 rides to/from transit stations" and "\$4 all other rides". Further down, there is a green box with white text: "Get \$10 Ride Credit with promo code: FIRSTRIDE". To the right of this box is a green box with white text: "New Members Only". At the bottom, there are three green circular icons with white text: "Don't have a smartphone? Call 415-454-0902 to sign up", "Marin Transit Connect is wheelchair accessible", and "Marin Access Riders get 50% off all rides".

Program Usage



- Over 6,200 unique views on the www.marintransit/connect website

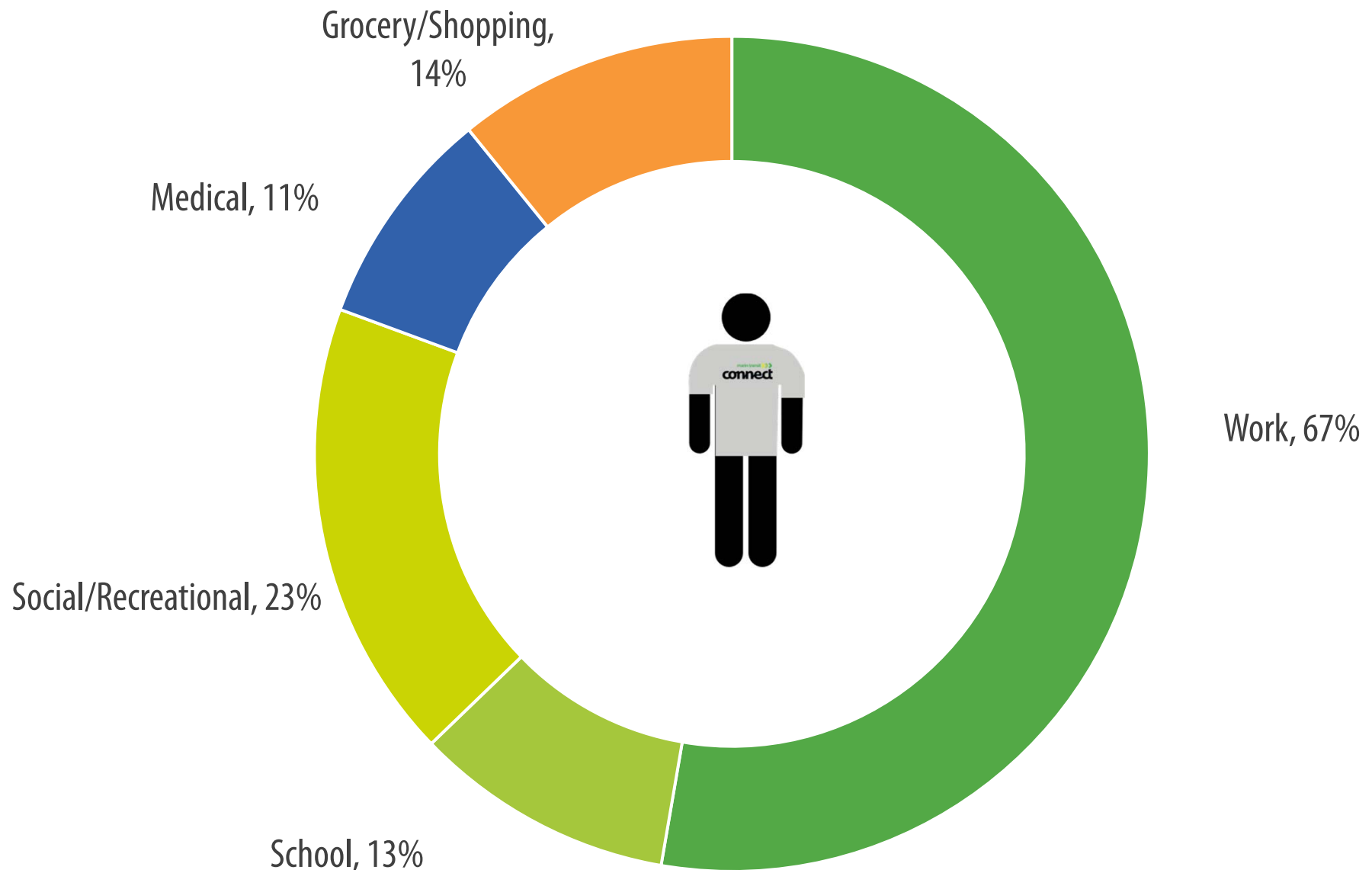
Rider Profile — Who Is Using the Service?



Of the 152 active riders...

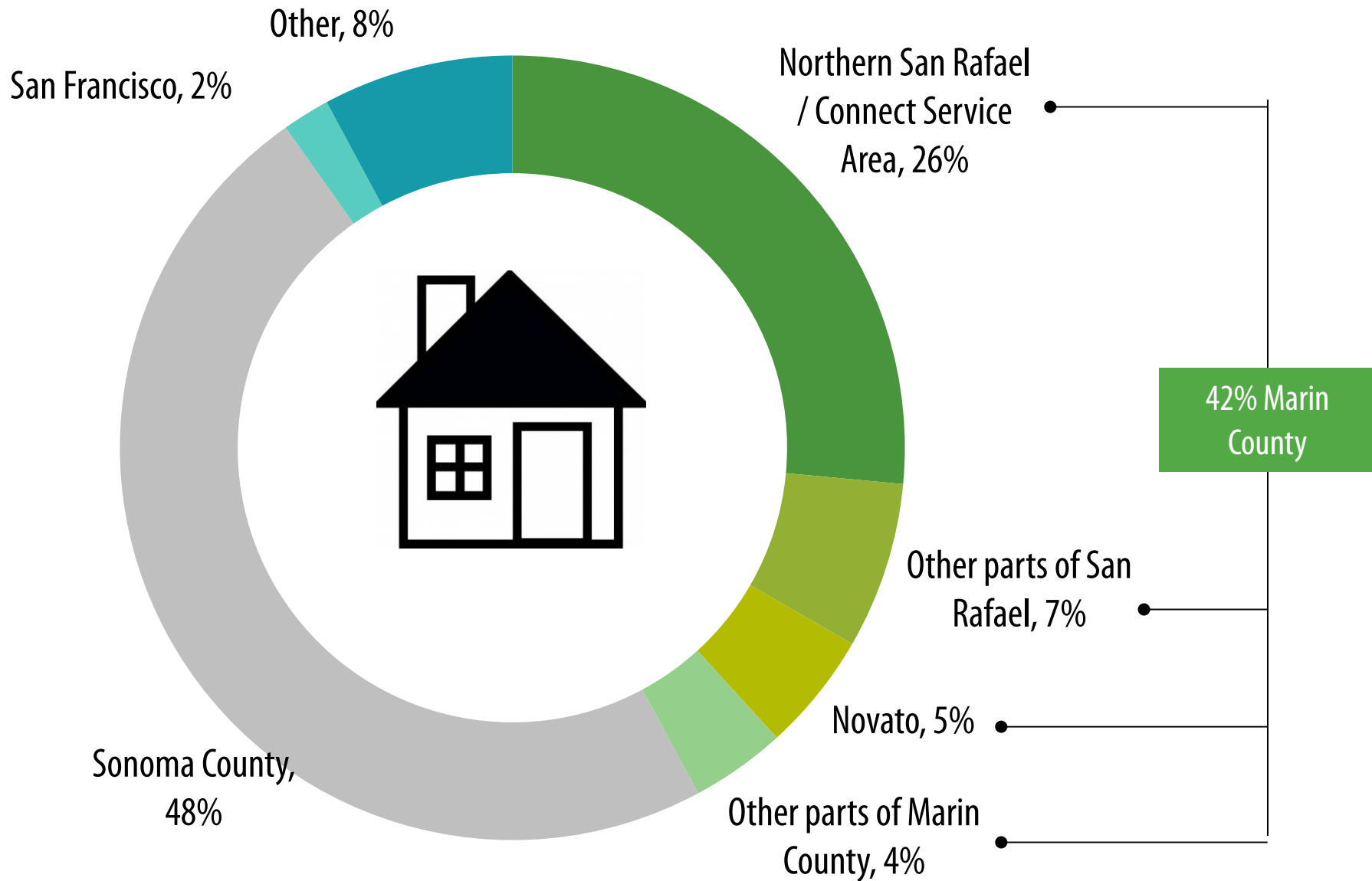
- 65% have taken more than 2 rides. 15% have taken more than 50 rides
- 11% are registered for Marin Access programs (senior+ADA services)
- 7% use a wheelchair or other mobility device that requires an accessible vehicle
- 49% of rides since September are associated with an employer-sponsored program (either Marin County or Kaiser). 38% of all accounts are related to employer programs.

Rider Profile — Trip Purpose



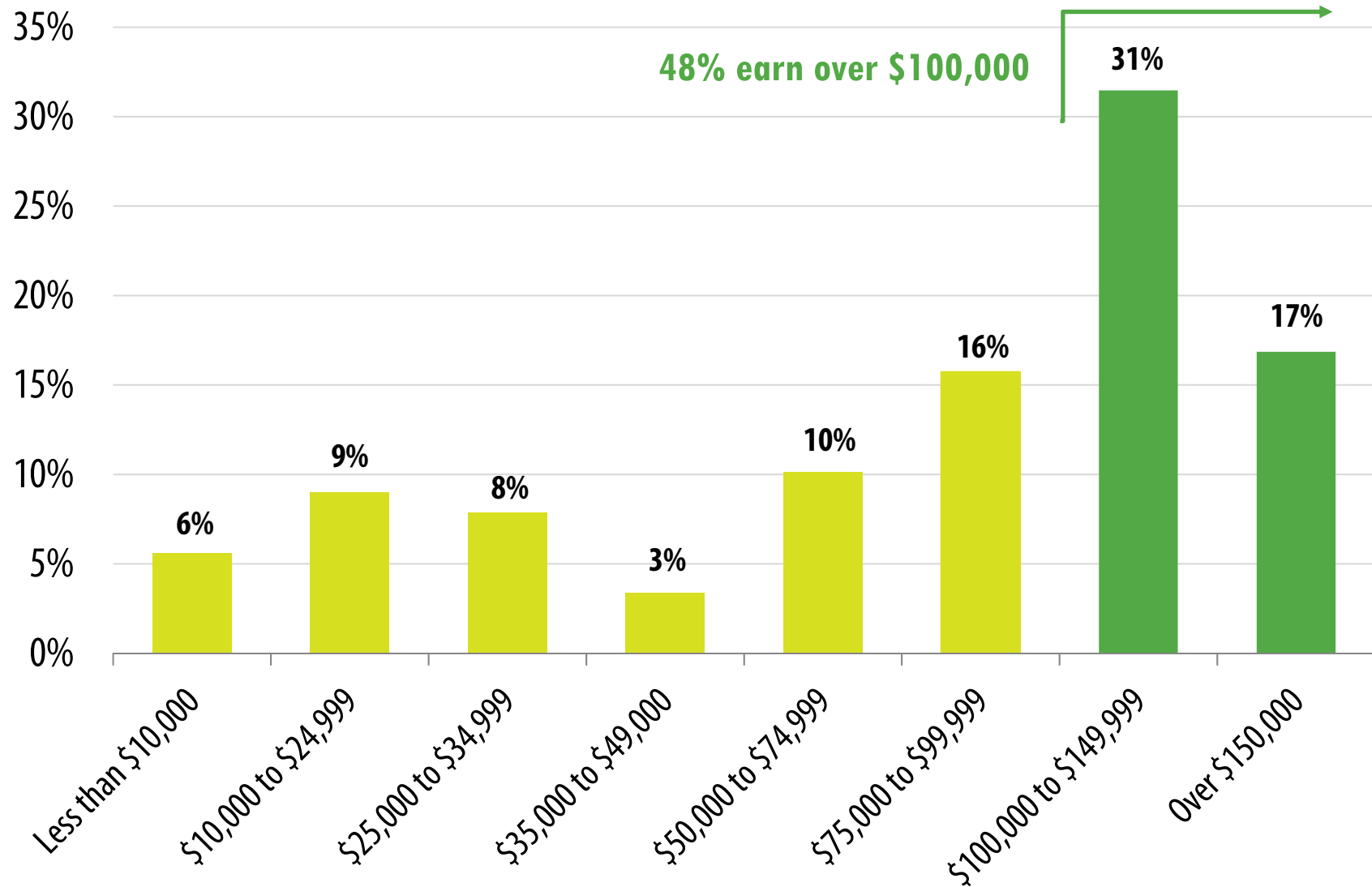
Source: 2018 Connect onboard rider survey

Rider Profile — Place of Residence



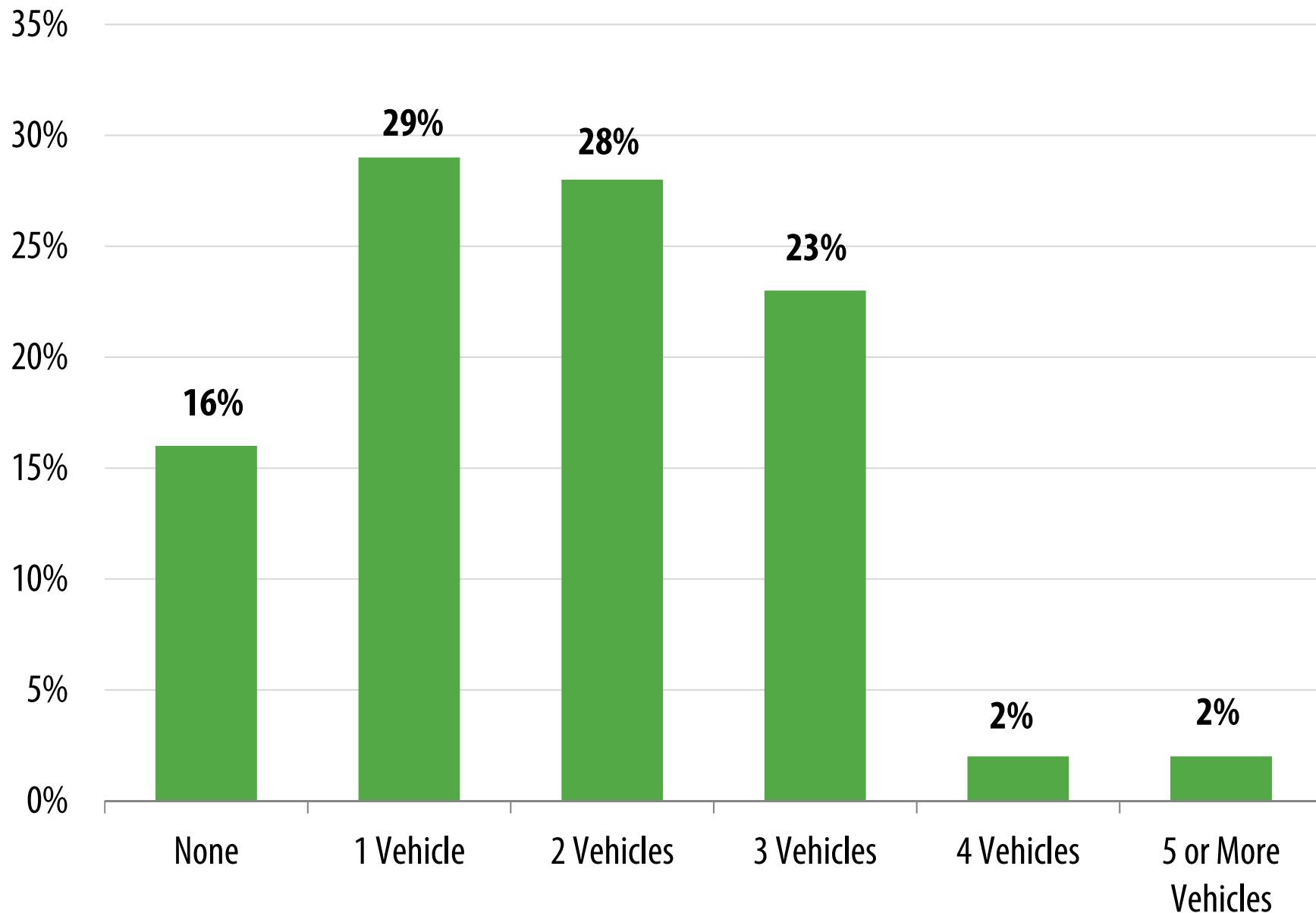
Source: 2018 Connect onboard rider survey

Rider Profile — Income



Source: 2018 Connect onboard rider survey

Rider Profile — Auto Ownership



Source: 2018 Connect onboard rider survey

Rider Profile — Transit Usage



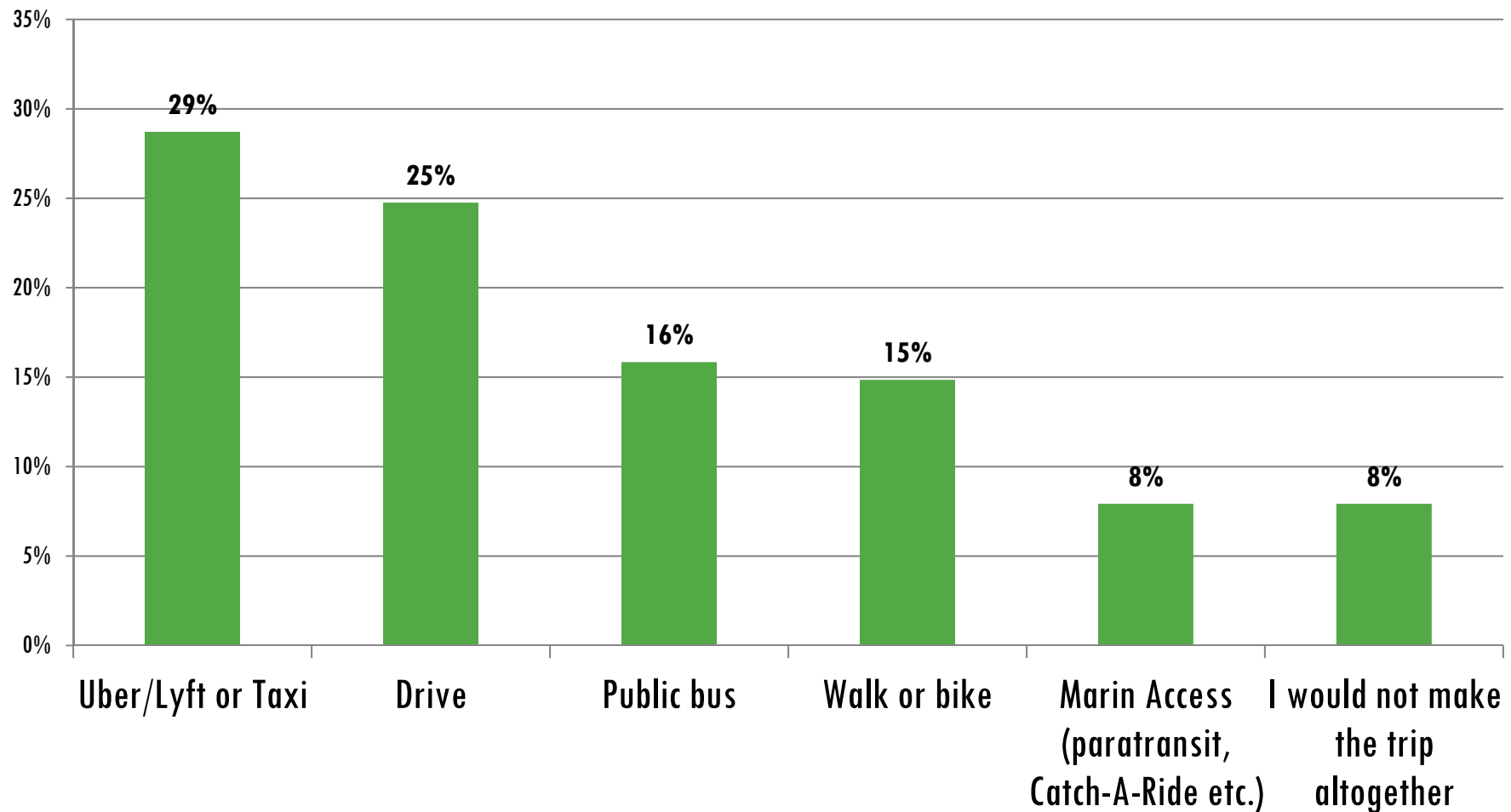
- 7% had never used any form of public transportation prior to riding Connect — “New Transit Riders”
- 93% have used some form of transit prior to riding Connect
 - Over half use SMART, 38% exclusively
 - Only 33% used an existing Marin Transit service (bus or senior/ADA service)
 - 13% used Marin Access prior to using connect

Source: 2018 Connect onboard rider survey

Rider Survey Results: Alternative Transportation Options



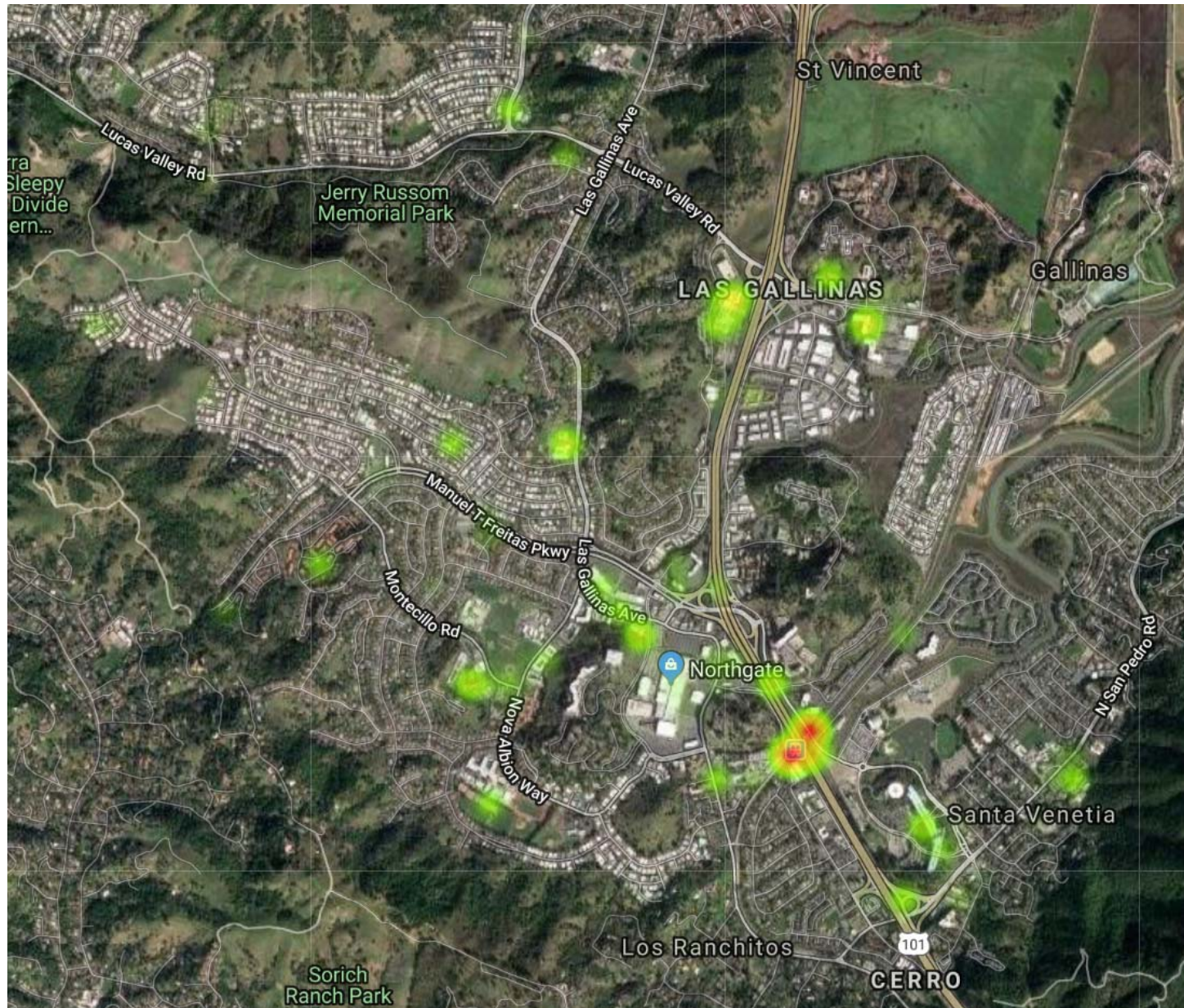
If the Connect service wasn't available, how would you complete your trip to get to your destination?



Service Performance Trends

| | |
|--------------------------------|-------------|
| Average Wait Time for Pickup | 7.4 minutes |
| % On Time Arrival for Pickup | 85.7% |
| Average Trip Length (time) | 7.5 minutes |
| Average Trip Length (distance) | 1.1 miles |

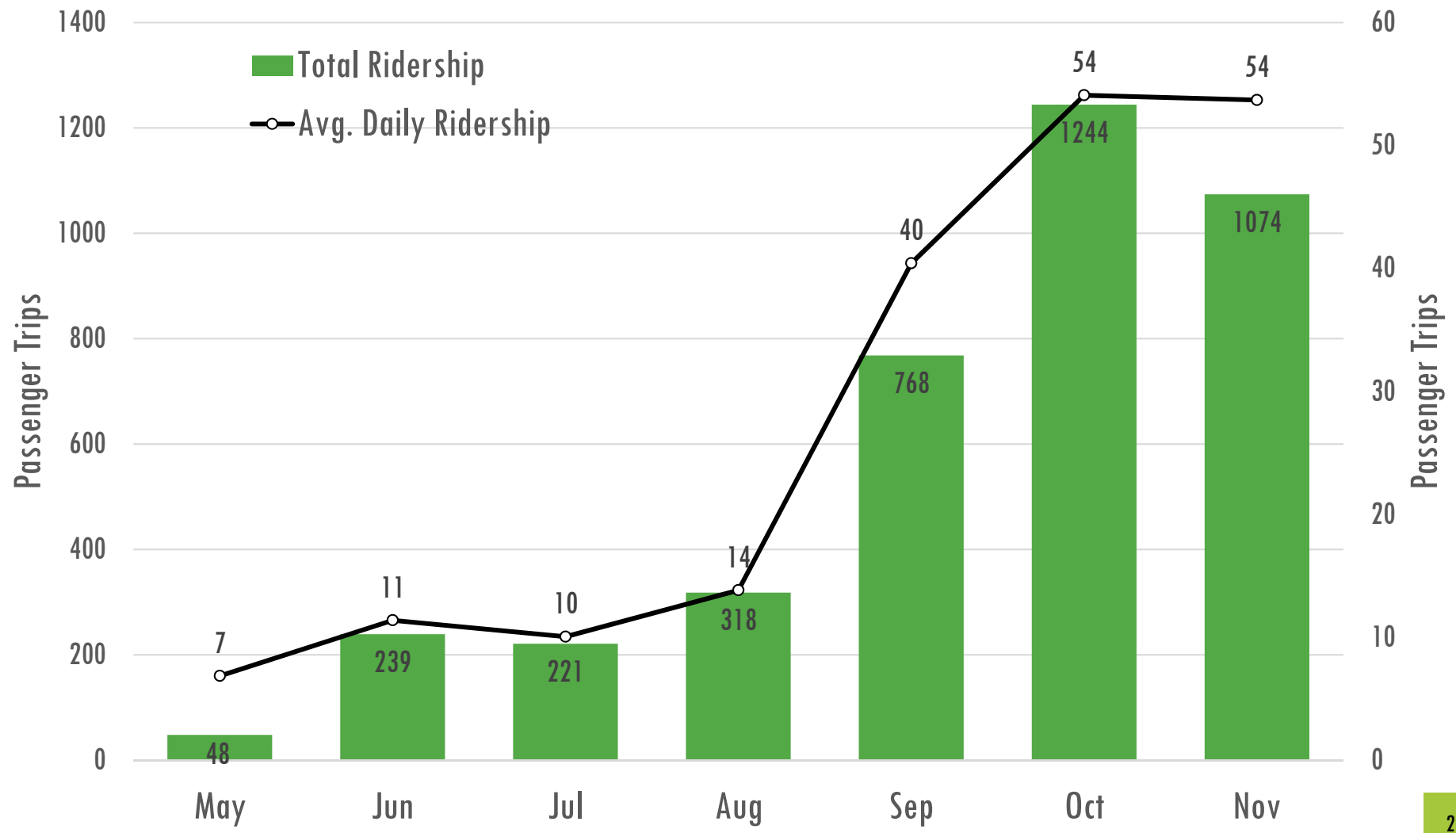
Trip Origins



Performance Trends - Ridership

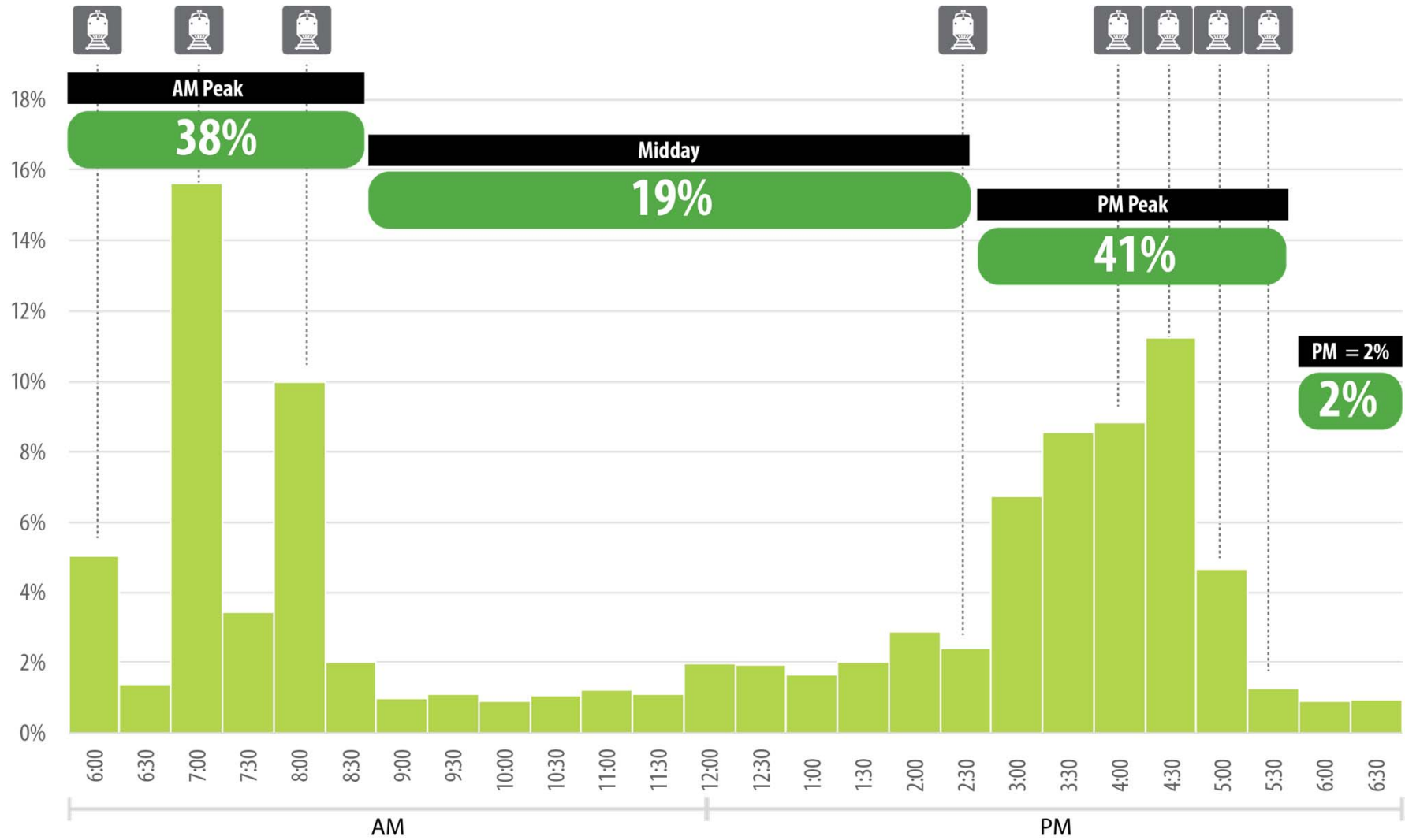


Ridership continues to increase. Average daily ridership has increased or keep steady ever month since the start of service.



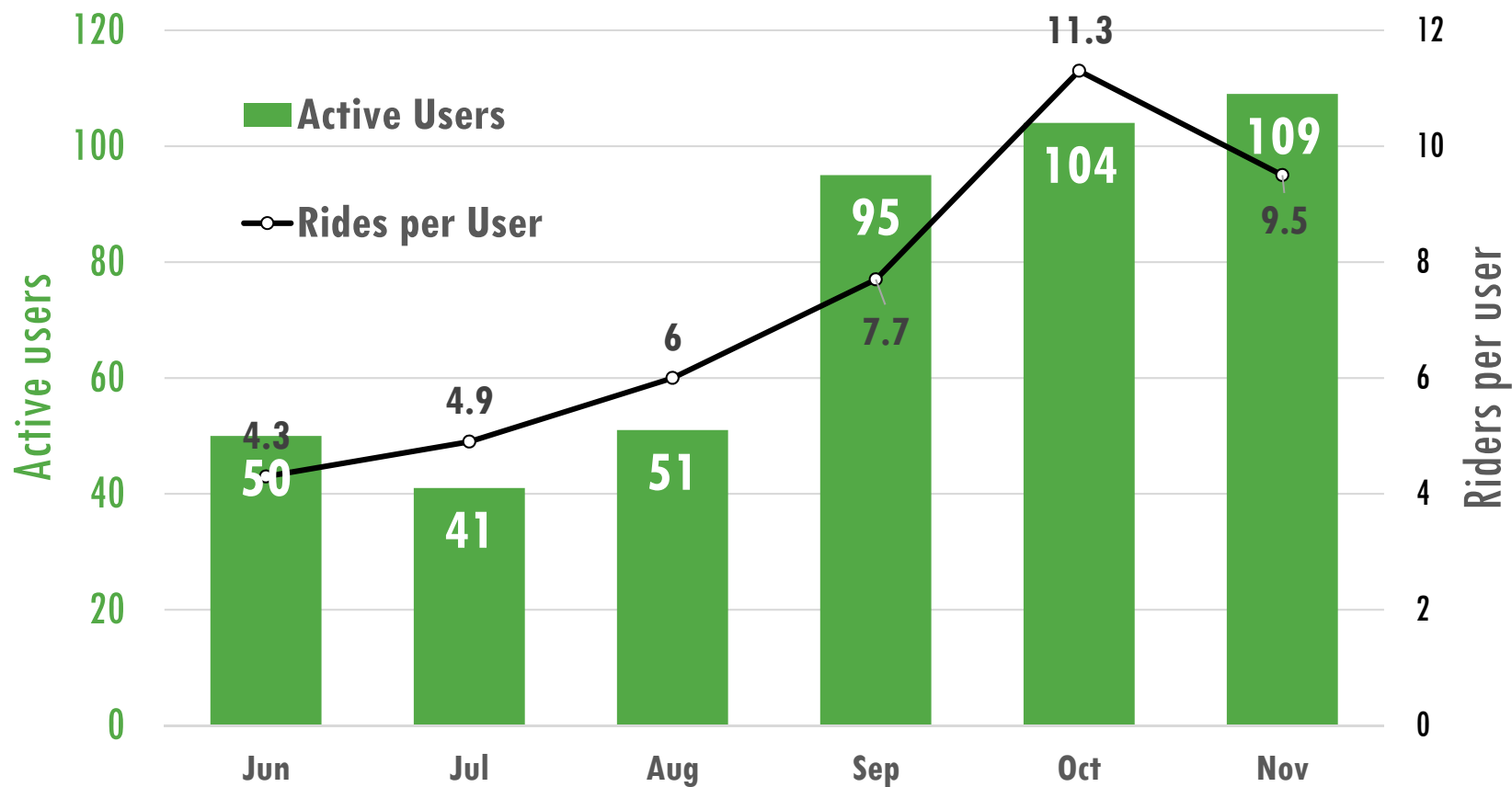
When Do Rides Occur?

Most trips occur during the AM/PM peak hours.



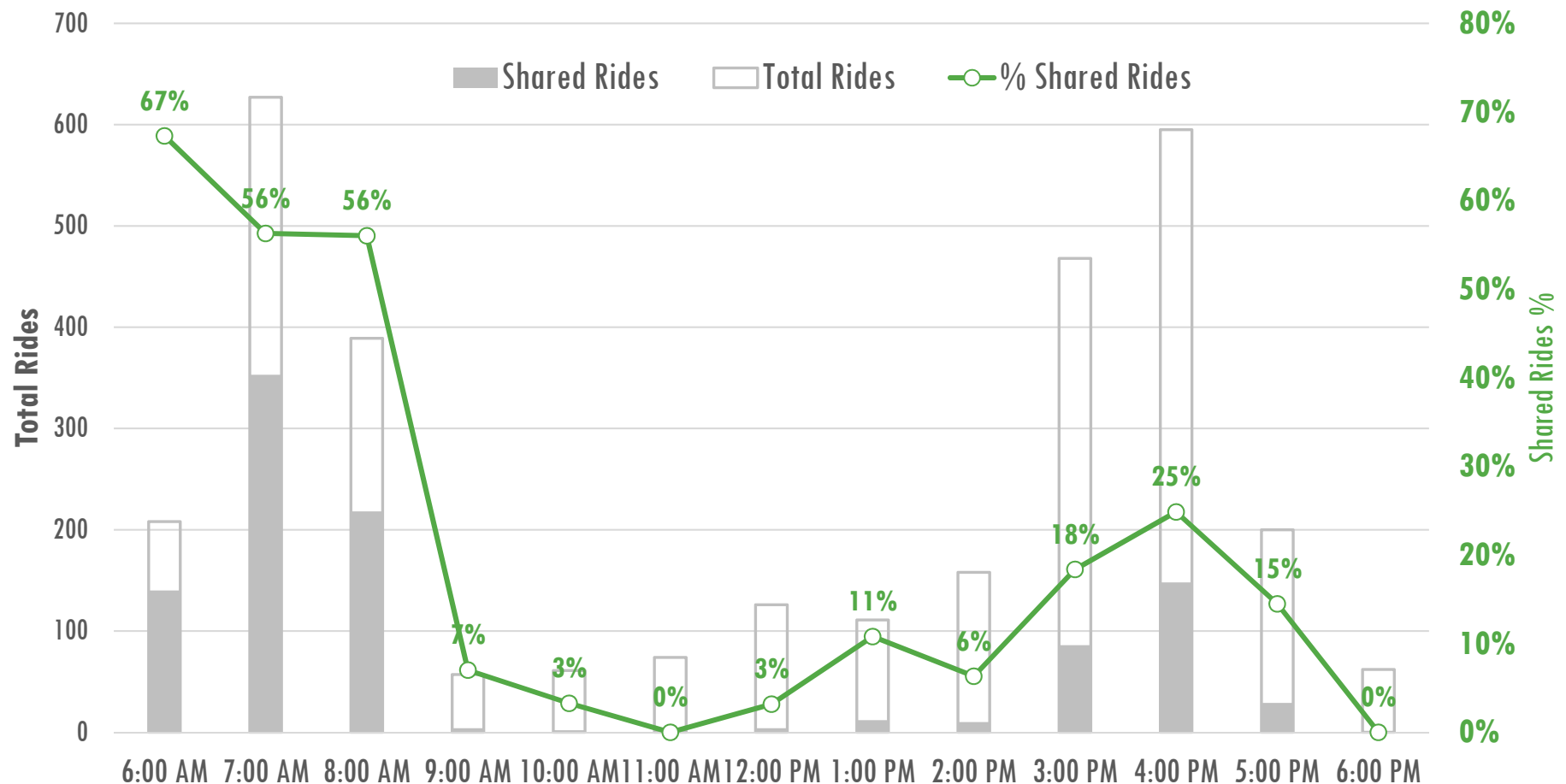
Ridership Growth-Retention

The service is retaining riders over time. The number of active users has increased each month, and they are taking more trips



Ridesharing by Time of Day

Most rides are shared. AM rides have the highest % shared due to common origin trip requests associated with train station



Summary Findings



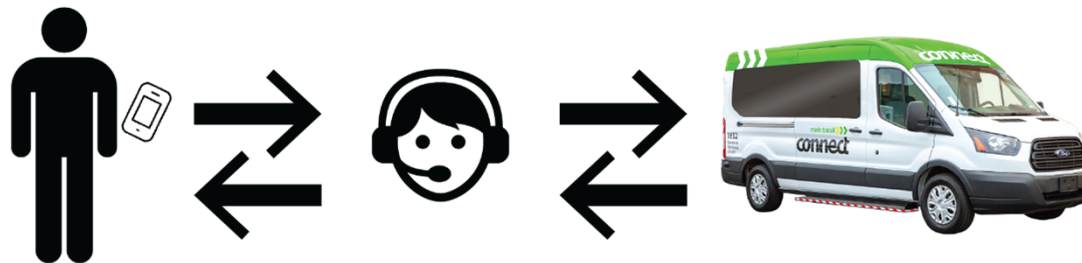
- Service is experiencing ongoing growth
- Over 75% of trips occur during AM/PM peak hours
- Overall, riders are satisfied with the service
 - 90% surveyed responded as somewhat satisfied, satisfied, or very satisfied with the service
 - Nearly 90% of riders rated their ride as a 5 / 5 within the app following their trip
- Connect is not necessarily attracting a new public transit rider but is attracting a new Marin Transit rider
- If the service wasn't available, 29% would take another on-demand service while 25% would drive. 8% would not make the trip altogether.
- Typical connect rider is a higher income rider compared to other fixed route services and more likely to use SMART
- The top requested change by both riders and non-riders is service area expansion

Initial Lessons Learned

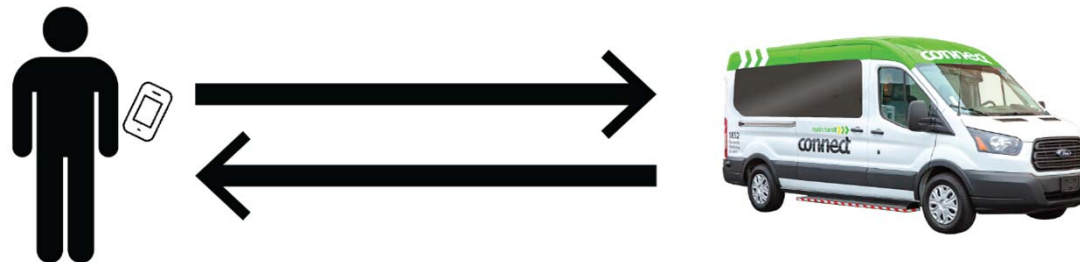
- New innovative programs require **additional resources**
 - New technology and training for drivers, dispatch, and schedulers
- Service development depends on **software development**
 - Ability for software to perform directly impacts the effectiveness and efficiency of service
- An app-based on-demand service **impacts how riders understand and begin to use the service**
 - Initial use is challenging, especially for transit riders who are used to set schedule/stops
 - Once riders use service, it is easier for them to understand

Initial Lessons Learned (con't)

- An app-based service **changes operational roles and responsibilities**
 - Reduces pressure on scheduling department
 - Dispatch needs to provide customer service



Marin Transit Connect



Typical TNC

Next Steps

- **Continued efforts to improve usage and utilization**
 - Constant monitoring and adjusting supply to meet demand
 - Targeting outreach and marketing to senior/ADA clients
 - General public mailer
 - Re-evaluate the service area
 - In-App promotional campaign to attract new riders to the service
- **Formal program evaluation in Summer of 2019**
 - Develop performance metrics and targets
 - Identify synergies/integration with other transit and transportation offerings

Questions?

Robert Betts

Director of Operations & Planning, Marin Transit

rbetts@marintransit.org





711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

SUBJECT: Update on the State of Good Repair Bus Stop Improvement Project

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Information only.

SUMMARY: This report provides an update on the State of Good Repair Bus Stop Improvement Project currently under construction. The project primarily consists of upgrades to 11 bus stops throughout Marin County including passenger amenities, Americans with Disabilities (ADA) improvements, and sidewalk and pavement construction.

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

Respectively submitted,

Adrienne Taylor
Capital Project Manager

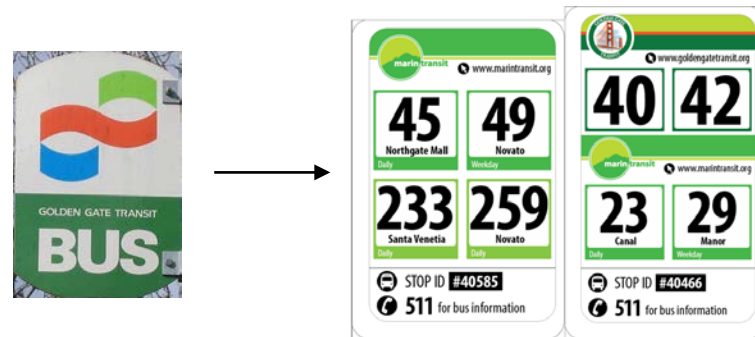
Attachment: SOGR Update Presentation



State of Good Repair Bus Stop Improvements

January 7, 2019

- **Phase 1:** Replaced signage throughout the county in 2013
- **Phase 2:** Improved 12 stops throughout the county in 2015
- **Current - Phase 3:** Improve 11 additional stops



2017: 21 potential locations identified, site visits conducted, sites prioritized

2017-18: action plan developed, engineers estimate prepared & coordination with jurisdictions begins

2018: In February, Park Engineering selected to manage construction

2018: In September, Coastside Concrete selected to construct improvements

2018: In December, construction starts



- Proposed bus stop improvement plans were shared with jurisdictions for review & approval
- Service operators were notified of the proposed improvements, included when developing construction schedules and regularly provided project updates

- Property Owners

- impacted property owners were notified of construction plans at:
 - *Red Hill Ave/Sequoia Dr*
 - *Bellam/E Francisco*
 - *Los Ranchitos Road/Golden Hind Blvd*
 - *Tamalpais Dr/Madera Blvd*
 - *Canal St & Medway Rd*

- Riders

- provided rider alerts at bus stop locations
- biweekly updates posted to MCTD website

Construction – December 2018



- **Jurisdiction:** San Rafael
- **Improvements:** Removed landscape strip and sidewalk to add an ADA landing pad
- **Status:** Complete



- **Jurisdiction:** San Rafael
- **Improvements:** Remove 2 trees and widen sidewalk to accommodate a shelter
- **Status:** Complete



- **Jurisdiction:** San Rafael
- **Improvements:** Widen sidewalk to accommodate ADA Landing Pad
- **Status :** Complete



- **Jurisdiction:**
Novato
- **Improvements:**
Update signage &
create ADA
accessible cutouts
in a bench for
windscreen
protection
- **Status :** ADA
accessibility
complete



Shelter/Bench

118



Item 8

Remaining Bus Stops

119



| Stop ID | Stop Location | Jurisdiction | Improvements |
|---------|-------------------------------------|--------------|--|
| 40280 | Tamalpais Dr/Madera Blvd | Corte Madera | Replace bench, install new shelter and trash receptacle |
| 40392 | Lincoln Ave/Grand Ave | San Rafael | Replace bench and install new shelter |
| 40490 | Red Hill Ave/Sequoia Dr | San Anselmo | Construct pavement and sidewalk improvements; replace bench and add new shelter |
| 40223 | Tiburon Blvd/Greenwood Cove Rd | Caltrans | Construct pavement and sidewalk improvements; replace bench and add new shelter |
| 40549 | Manuel T Freitas Pkwy/Del Ganado Rd | San Rafael | Construct sidewalk improvements |
| 40302 | Magnolia Ave/Bon Air Rd | Larkspur | Construct pavement and sidewalk; and add new shelter, bench and trash receptacle |
| 40467 | Bellam Blvd/E Francisco Blvd | San Rafael | Construct sidewalk, add trash receptacle |

Item 8

Questions?