



MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

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

AGENDA

Monday, September 17, 2018

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

1. Open Time for Public Expression (limited to three minutes speaker on items not on the Transit District's agenda)
2. Board of Directors' Matters
3. General Manager's Report
 - a. General Manager's Oral Report
 - b. Monthly Monitoring Reports for July
4. Consent Calendar
 - a. Minutes for August 6, 2018
 - b. Maintenance Agreement with the California Department of Transportation for Bus Stop Improvements at Tiburon Blvd and Greenwood Cove
 - c. Second Amendment to Agreement between the Marin County Transit District and Marin Senior Coordinating Council (#181911)

Recommended Action: Approve.

5. Analysis of 2017-18 School Transit Services and Transit Youth Pass Program

Recommended Action: Accept report.

6. Overview of Passenger Loading and Corresponding Fleet Assignments

Recommended Action: Information item only.

(continued)

7. Contract with Coastsides Concrete for the Construction of the State of Good Repair Bus Stop Improvement Project

Recommended Action: Authorize Board President to execute contract for an amount not to exceed \$497,000.

Convene in Closed Session

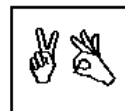
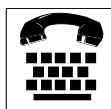
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

There is significant exposure to litigation against the Agency pursuant to Government Code section 54956.9(d)(2)

Number of Cases: 1

Report from Closed Session

Adjourn



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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.

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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.



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marintransit.org

September 17, 2018

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

SUBJECT: General Manager Report – Monthly Report: July 2018

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

Dear Board Members:

RECOMMENDATION: This is a recurring information item.

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

Overall ridership in July 2018 increased by 0.8 percent compared to July 2017. Ridership on fixed-route services increased 0.4 percent compared to the same month last year. Ridership on Marin Access services increased by 8.7 percent.

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

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

Nancy Whelan
General Manager

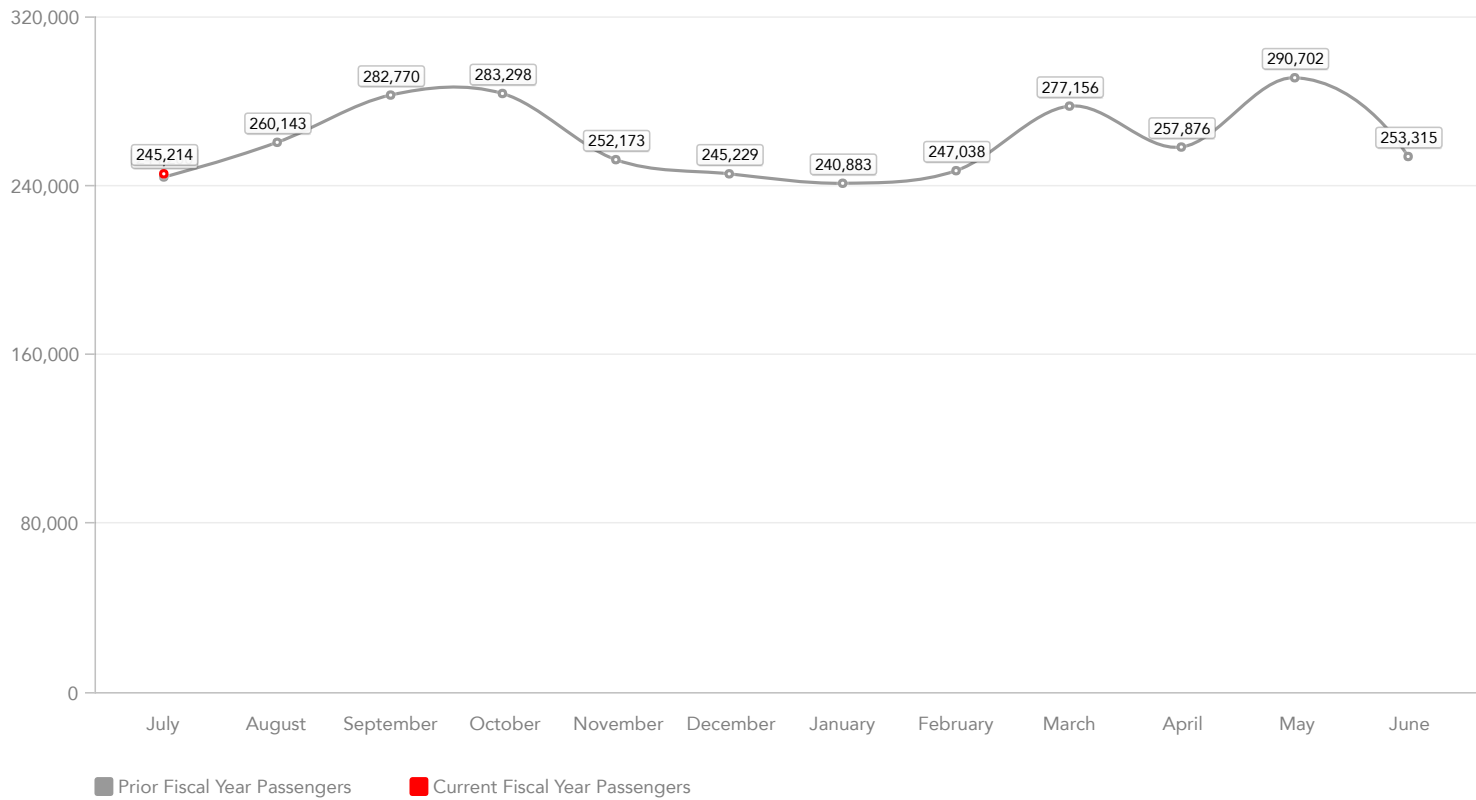
Attachments

FISCAL YEAR

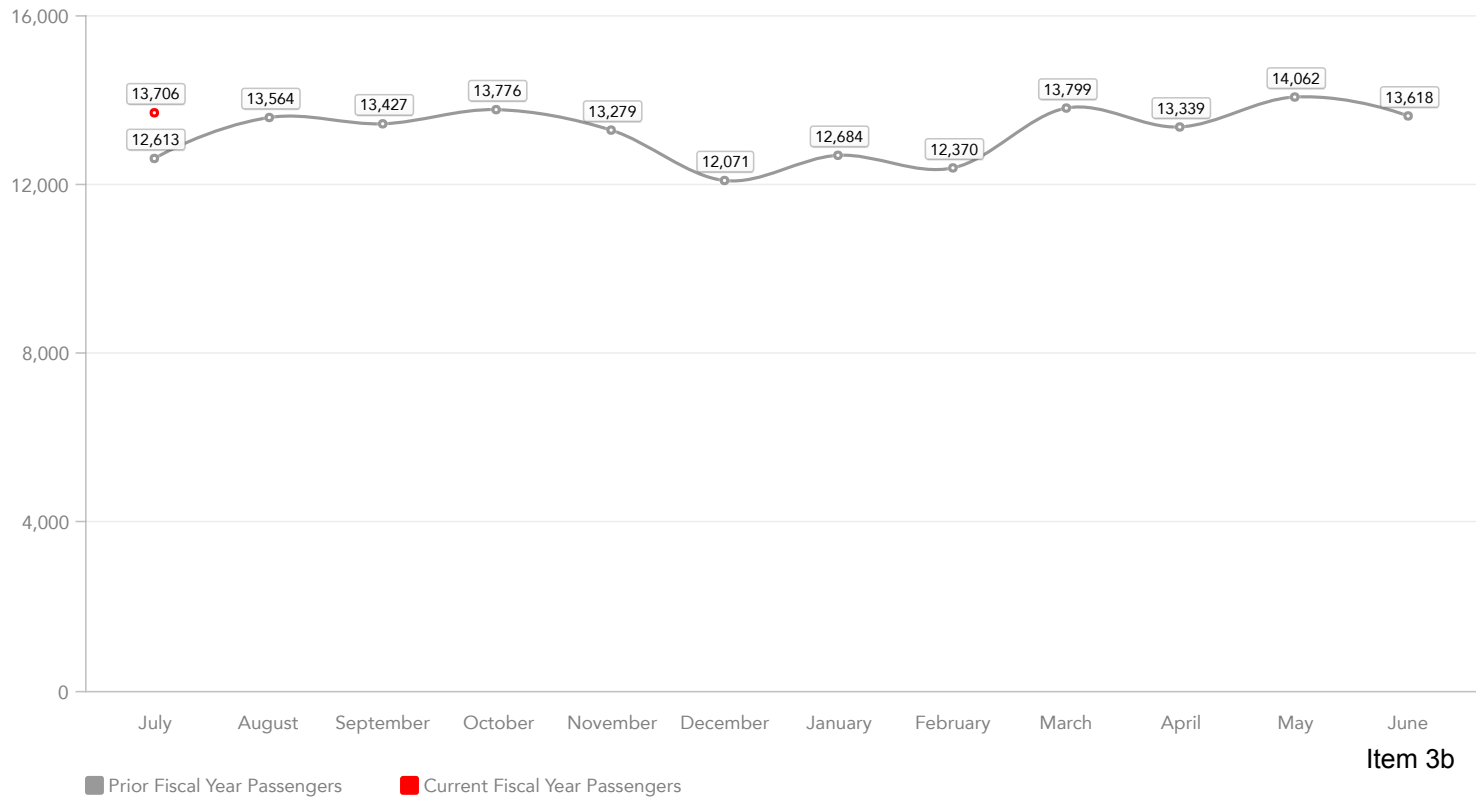
2019

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month



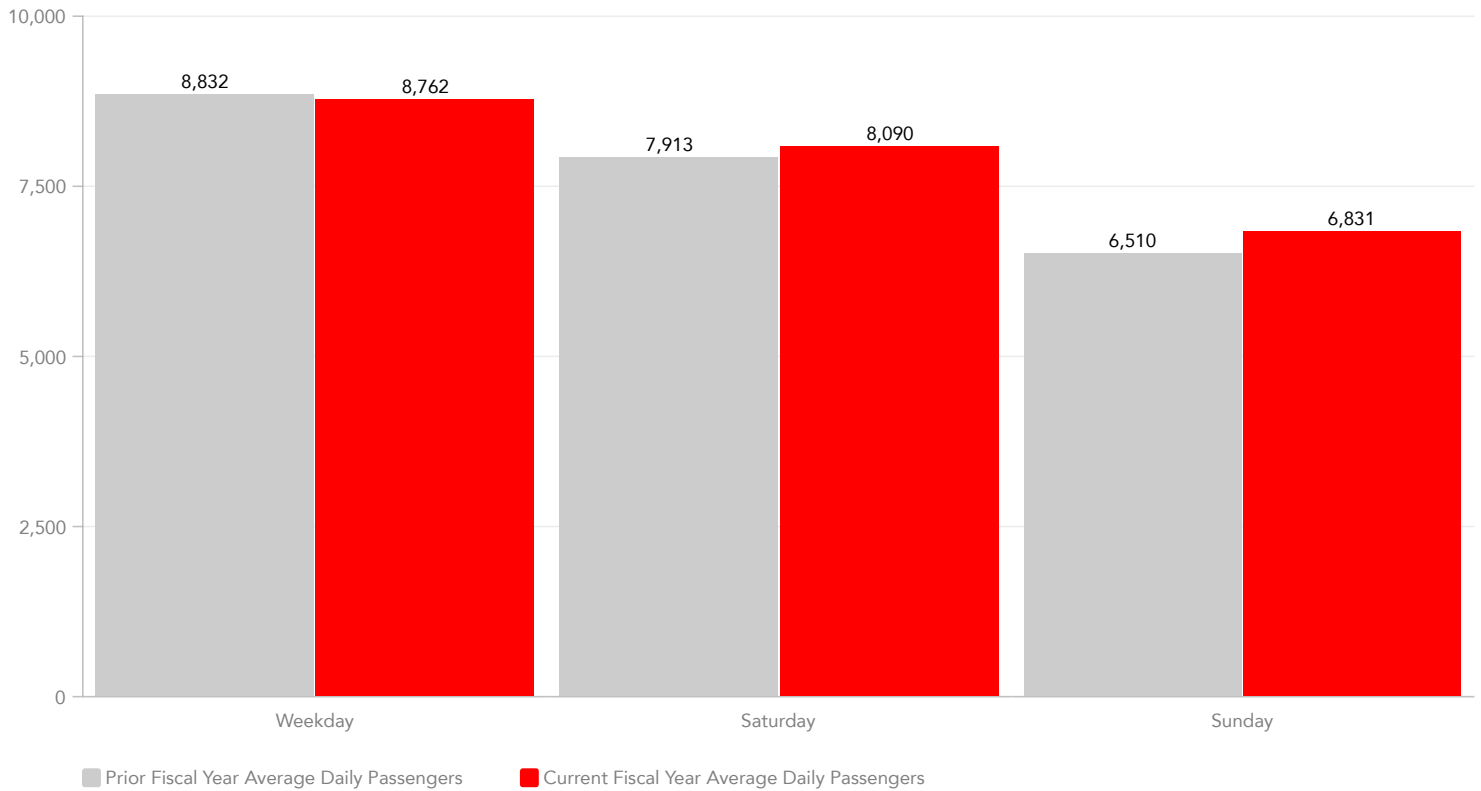
Monthly Statistics

MONTH

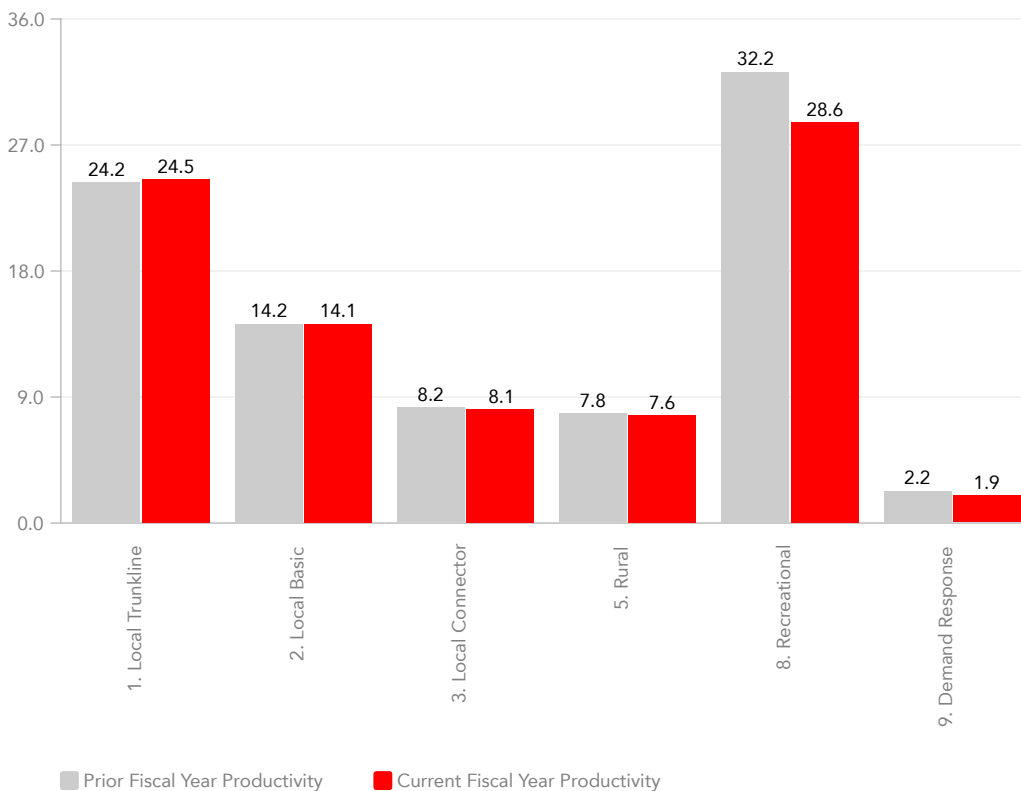
July



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: July 2018

Category	Program							Total
	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide	
Commendation	2	0	1	0	0	0	0	3
Service Delivery Complaint	35	5	2	0	2	1	0	45
Accessibility	3	0	0	0	0	0	0	3
Driver Conduct Complaint	14	1	1	0	1	1	0	18
Driving Complaint	4	0	0	0	1	0	0	5
Early Trip	1	0	0	0	0	0	0	1
Equipment Issue	0	0	0	0	0	0	0	0
Farebox	0	0	0	0	0	0	0	0
Late Trip	2	0	0	0	0	0	0	2
Missed Connection	0	0	0	0	0	0	0	0
Missed Trip	0	0	0	0	0	0	0	0
No-Show	4	3	1	0	0	0	0	8
Off-Route	0	0	0	0	0	0	0	0
Pass-Up Complaint	7	1	0	0	0	0	0	8
Service Structure Complaint	0	3	1	0	0	1	3	8
Bus Stop Improvement Request	0	0	1	0	0	0	1	2
Fares	0	2	0	0	0	0	0	2
Other Complaint	0	1	0	0	0	1	1	3
Scheduling Complaint	0	0	0	0	0	0	0	0
Service Improvement Suggestion	0	0	0	0	0	0	1	1
Safety Complaint	0	0	0	0	0	0	0	0

Total Service Hours	9,140	3,581	2,735	0	5,794	-	22,947	22,947
Commendations per 1,000 Hours	0.2	0.0	0.4	-	0.0	-	0.0	0.1
Complaints per 1,000 Hours	3.8	2.2	1.1	-	0.3	-	0.1	2.3

Total Passengers	168,138	29,116	47,960	0	11,047	2,659	258,920	258,920
Commendations per 1,000 Passenger:	0.0	0.0	0.0	-	0.0	0.0	0.0	0.0
Complaints per 1,000 Passengers	0.2	0.3	0.1	-	0.2	0.8	0.0	0.2

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, August 6, 2018 at 10:02 A.M.

Roll Call

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

Absent: Director Sears

President Moulton-Peters opened the meeting at 10:02 am.

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

No one came forward to speak.

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

President Moulton-Peters asked if any member of the Board wished to speak. Seeing none she called for the General Manager's report.

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

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

General Manager Nancy Whelan introduced Cody Lowe, Marin Transit's new Operations Analyst.

General Manager Whelan highlighted the next steps in the San Rafael Transit Center relocation project including technical advisory meetings where the project team will present the most promising concepts for further analysis. There will be a third public workshop in October.

The next Board meeting is on September 17, 2018 due to the Labor Day holiday in September.

- b. [Monthly Monitoring Reports for June](#)

General Manager Nancy Whelan reported that systemwide ridership is up for the month of June, a 1.7 percent increase over June 2017. Staff will provide a detailed analysis of the trends and additional performance data in a future quarterly performance report.

4. [Consent Calendar](#)

- a. Minutes for July 9, 2018
- b. First Amendment to Agreement with MITTERA Group for Printing the Marin Transit Rider Guide

Recommended Action: Approve.

M/s: Director Arnold - Director Colin

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

Noes: None

Absent: Director Sears

5. [Muir Woods Shuttle Evaluation Report for the 2017 Season](#)

Robert Betts, Director of Operations and Planning, explained that the annual evaluation summarizes the Muir Woods Shuttle Program's previous season performance and is typically presented earlier in the year. Staff are presenting year's evaluation later in the year because of the new reservation system implemented in partnership with the National Park Service.

Aida Banihashemi, Planning Manager, highlighted the 2017 season statistics with an evaluation of the regular season and the winter holiday service. The regular season includes the traditional May – October weekend and holiday services and the newer weekday service that operated between Mid-June and Mid-August.

Director Katie Rice asked whether the total cost of \$246,000 includes capital costs. General Manager Nancy Whelan noted that the subsidy amount is split 50-50 with the National Park Service and includes all operating costs. They do not include capital costs, such as bus purchases.

Robert Betts summarized the 2017 season improvements in effect since January 20th. These improvements included: year-round shuttle service holidays and weekends from both the Pohono and the Sausalito operations, an increase in service days, the new online reservation system at GoMuirWoods.com that allows customers to pre-purchase Muir Woods shuttle tickets in advance, and the implementation of the mobile information kiosk that operates every weekend at the Pohono location.

Second Vice President Rodoni asked whether staff are considering the possibility of expanding the weekday service an additional month.

Mr. Betts replied that the buses used for the scheduled weekday service are the same buses that provide supplemental school service during the school

year. A small expansion may be possible. However, such an extension would not have the same flexibility of the summer-only period. Mr. Betts noted that extending the eight-week period of weekday service may conflict with the supplemental routes. Individual school bell times can and do vary on a daily basis.

President Moulton-Peters asked whether ridership has increased since the most recent service adjustments, including the new reservation system.

Mr. Betts noted that ridership has increased in 2018 as service began earlier in the year. In 2017 service did not begin until mid-May, while this year it began on January 20th. As of July, the shuttle has carried over 77,000 passengers in 2018. In addition, the earlier buses are filling up because visitors pre-book their trips. In 2017, the early morning buses were typically half full.

Recommended Action: Approve report.

M/s: Director Rice - Director Arnold

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

Noes: None

Absent: Director Sears

6. [Response to Marin County Civil Grand Jury Report, "Yellow School Bus for Traffic Congestion Relief"](#)

General Manager Nancy Whelan reported that on June 8th the Marin County Civil Grand Jury issued their report with eight findings and eleven recommendations.

Ms. Whelan highlighted the Grand Jury's findings. Among them, school districts do not coordinate and this may result in inefficiencies. The report identifies Marin Transit as the appropriate entity to manage and coordinate the Yellow School Bus Program.

Ms. Whelan is requesting that the Board approve the District's response to the Grand Jury. The response states that there are two issues that need to be resolved before Marin Transit can fully embrace the Grand Jury recommendation for a coordinated program. The first is securing reliable ongoing funding for operations and required capital projects that includes the purchase of additional buses and an operation and maintenance location. The second related issue is securing a site for permanent long-term school bus parking.

There will be a small increase in school transportation funding if Marin voters renew the countywide half-cent sales tax in November 2018. At that time, the ad-hoc school transportation committee will consider establishing a larger advisory group. Ms. Whelan stated that further analysis should be conducted on the purpose and need of the committee, staff support for the committee, and other resources requirements. The analysis should also consider what entity the independent committee will advise.

Ms. Whelan stated that this will rely on school districts wanting to participate in such a program. If a stable funding source is secured, Marin Transit will further consider governance and management options for a coordinated county-wide program, evaluate the existing program, and update plans for expansion.

Director Katie Rice commented that staff's response to the report is very thorough and well done. She noted that both the Muir Woods Shuttle Program and the Yellow School Bus program were originally developed to provide congestion relief.

Vice President Damon Connolly asked about the definition of stable funding. He remarked that many would see Measure A as a funding source due to the emphasis on the yellow school bus service.

Ms. Whelan confirmed that the proposed renewal of Measure A will include a requirement that five percent of the sales tax be dedicated towards school transportation. Ms. Whelan noted that Marin Transit has been delivering a significant portion of school transportation services. About 25 percent of all Marin Transit riders are under age 18. Marin Transit already uses a large portion of the five percent of funds singled out in the sale tax renewal that is identified as dedicated to school transportation.

Ms. Whelan noted that the study found that Marin Transit needs \$7 million a year to deliver a robust program of school transportation countywide and that renewal of the transportation sales tax will not achieve this.

Director Kate Rice commented that the issue is that there is not enough money in the transportation sales tax for a significant expansion of the Yellow School Bus Program.

President Stephanie Moulton-Peters quoted Tiburon's Transportation Authority of Marin Commissioner Alice Fredricks who stated that all Marin jurisdictions will need to help fund the school bus program. Ms. Moulton-Peters emphasized that there is no single source of funding for this program.

Recommended Action: Authorize the Board President to forward the attached response to Marin County Civil Grand Jury Report, "Yellow Bus for Traffic Congestion Relief."

M/s: Director Arnold - Director Rice

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

Noes: None

Absent: Director Sears

7. [Local, Regional, and State Transportation and Transit Funding Measures – What's the Difference?](#)

Amy Van Doren, Director of Policy & Legislative Programs, described three recent or proposed funding measures and their role in supporting transportation investments in Marin County. These include: renewal of Marin County's local transportation sales tax, the Regional Measure 3 bridge toll increase, and the Senate Bill 1 state gas tax and vehicle registration fee. Though distinct, these sources complement each other and will have a significant impact on the future of transportation projects and services in Marin County. Ms. Van Doren noted that there is no one funding source that can provide all the funding needed to deliver transit and transportation projects and services in Marin County. Funding measures may expire, previously prioritized projects are finished, and new investment priorities and needs are identified. New funding sources must be created to ensure that services continue and investments in transportation infrastructure is maintained and improved. The half-cent transportation sales tax enables Marin County to set and pursue its own transportation priorities and objectives and is the source of local matching funds to attract state and federal grants. Ms. Van Doren noted that each funding measure has a different focus and together they will address the multi-modal transportation needs of Marin communities.

Director Judy Arnold commented this is a good explanation that will assist those who are confused about the many funding measures.

Director Kate Colin remarked that the graph makes it clear how all of the measures work together and is very helpful and clear.

President Stephanie Moulton-Peters suggested that it would also be helpful to have a pie or bar chart showing the diminishment of state funds over the last ten years and that the need for transportation and transit funding has increased.

Recommended Action: Information item only.

[Adjourn](#) President Moulton-Peters adjourned the meeting at 10:58 am.

SINE DIE

PRESIDENT

ATTEST:

CLERK



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san rafael, ca 94901

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September 17, 2018

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

SUBJECT: Maintenance Agreement with the California Department of Transportation for Bus Stop Improvements at Tiburon Blvd and Greenwood Cove

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

RECOMMENDATION: Approve Resolution 2018-05 authorizing the General Manager to execute a Maintenance Agreement with the California Department of Transportation (Caltrans).

damon connolly
vice president
supervisor district 1

SUMMARY: The California Department of Transportation (Caltrans) requires an authorizing resolution to specify a position authorized to execute a Maintenance Agreement on behalf of the Marin County Transit District (Marin Transit). The Maintenance Agreement clarifies maintenance responsibilities between Caltrans and the District in advance of implementing stop upgrades on the west side of Tiburon Boulevard near Greenwood Cove Drive through Marin Transit's 2018 State of Good Repair Bus Stop Improvement Project. The executed Agreement is required to obtain a permit to conduct the improvements.

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

The attached Maintenance Agreement requires Marin Transit to maintain the bus shelter, passenger pads, bus stop signs, and pedestrian paths, including sidewalks within a 15-foot radius of the shelter. Marin Transit will install these improvements later this year. This bus stop is served by Marin Transit Routes 119 and 219 and Golden Gate Transit (GGT) Route 8. Reed Union School District's yellow school bus also uses this stop. Because this stop is shared with GGT, ongoing maintenance for the stop is included in the intergovernmental agreement between Marin Transit and GGT and will be performed by GGT.

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

Staff recommends that your Board approve the attached Resolution 2018-05 authorizing the General Manager to execute this Maintenance Agreement with Caltrans.

FISCAL/STAFFING IMPACT: None associated with this report.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Anna Penoyar". The signature is fluid and cursive, with a large initial "A" and a long, sweeping underline.

Anna Penoyar
Senior Capital Analyst

Attachments:

- A. Resolution 2018-05
- B. Caltrans Maintenance Agreement for Bus Shelter in Tiburon

RESOLUTION 2018-05**RESOLUTION OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS AUTHORIZING
THE GENERAL MANAGER TO ENTER INTO A MAINTENANCE AGREEMENT WITH THE
CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR MAINTENANCE AT TIBURON BLVD &
GREENWOOD COVE (STOP ID 40223)**

WHEREAS, Marin County Transit District wishes to make improvements to the bus stop at Tiburon Blvd & Greenwood Cove to prevent flooding; and

WHEREAS, the project location is within California Department of Transportation (Caltrans) right of way; and

WHEREAS, Caltrans requires a Maintenance Agreement in order to secure a permit to perform improvements in their right of way,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Marin County Transit District, that the General Manager, or designee, is authorized to enter into a Maintenance Agreement with Caltrans on behalf of the Marin County Transit District.

APPROVED AND PASSED this 17th day of September 2018.

Stephanie Moulton-Peters
President, Marin Transit Board

I certify that the foregoing resolution was adopted by the Marin Transit Board of Directors at its meeting of September 17, 2018.

District Secretary

**PROJECT SPECIFIC MAINTENANCE AGREEMENT
FOR MAINTENANCE OF BUS SHELTER IN THE COUNTY OF TIBURON**

THIS AGREEMENT is made effective this _____ day of _____, 20____, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE" and the Marin County Transit District; hereinafter referred to as "DISTRICT" and collectively referred to as "PARTIES".

SECTION I RECITALS

1. WHEREAS, Permit Number _____ was executed between DISTRICT and STATE to construct bus stop improvements including widening the sidewalk on the west side of Tiburon Boulevard just south of the intersection with Greenwood Cove Drive on State Route (SR) 131, hereinafter referred to as "PROJECT", and
2. WHEREAS, in accordance with the said agreement, it was agreed by PARTIES that prior to or upon PROJECT completion, DISTRICT and STATE will enter into a Maintenance Agreement, and
3. WHEREAS, the PARTIES hereto mutually desire to identify the maintenance responsibilities for improvements of PROJECT constructed under the Permit Agreement Number _____.

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

SECTION II AGREEMENT

4. Exhibit A consists of plan drawings that delineate the areas within STATE right of way which are the responsibility of the DISTRICT to maintain in accordance with this Maintenance Agreement.
5. If there is mutual agreement on the change in the maintenance duties between PARTIES, the PARTIES can revise the Exhibit A by a mutual written-execution of the exhibit
6. DISTRICT must obtain the necessary Encroachment Permits from STATE's District 04 Encroachment Permit Office prior to entering STATE right of way to perform DISTRICT maintenance responsibilities. This permit will be issued at no cost to DISTRICT.

7. BUS SHELTERS AND APPURTENANCES

- 7.1. DISTRICT, at DISTRICT expense, shall maintain the structural adequacy of the BUS SHELTERS, bus stop signs, passenger pads, and pedestrian paths and sidewalks installed by DISTRICT.
- 7.2. DISTRICT, at DISTRICT expense shall be responsible for all cleaning and painting as may be required to keep BUS SHELTERS, and bus stop signs, passenger pads, and pedestrian paths, including sidewalks within a 15-foot radius of a shelter, which are used by the DISTRICT, free of debris and graffiti and shall make no claims against STATE for such maintenance expense.
- 7.3. The degree or extent of maintenance work performed and the standards therefore, shall be in accordance with the provisions of Section 27 of the Streets and Highways Code and the then current edition of the State Maintenance Manual.

8. ACCESS

- 8.1. The STATE reserves the right to use those areas within the STATE right of way for future construction, reconstruction, expansion, modification, or maintenance purposes without restriction.
- 8.2. An encroachment permit from the STATE will be required for third parties if DISTRICT delegates its maintenance work.

9. LANDSCAPED AREAS - DISTRICT is responsibility for the maintenance of any plantings or other types of roadside development lying outside of the area reserved for exclusive freeway use.

10. LEGAL RELATIONS AND RESPONSIBILITIES

- 10.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not parties to this Agreement or to affect the legal liability of a PARTY to the Agreement by imposing any standard of care with respect to the operation and maintenance of STATE highways and BUS SHELTERS different from the standard of care imposed by law.
- 10.2. Neither DISTRICT nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by, under or in connection with any work, authority or jurisdiction conferred upon STATE under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless DISTRICT and all of their officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse

condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement.

- 10.3. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by DISTRICT under or in connection with any work, authority or jurisdiction conferred upon DISTRICT under this Agreement. It is understood and agreed that DISTRICT shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including section but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by DISTRICT under this Agreement.

11. PREVAILING WAGES:

- 11.1. Labor Code Compliance- If the work performed on this Project is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public work" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. DISTRICT must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. DISTRICT agrees to include prevailing wage requirements in its contracts for public work. Work performed by DISTRICT's own forces is exempt from the Labor Code's Prevailing Wage requirements.
- 11.2. Requirements in Subcontracts - DISTRICT shall require its contractors to include prevailing wage requirements in all subcontracts funded by this Agreement when the work to be performed by the subcontractor is a "public work" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in DISTRICT contracts

12. INSURANCE –

- 12.1. SELF-INSURED - DISTRICT is self-insured. DISTRICT agrees to deliver evidence of self-insured coverage providing general liability insurance, coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement in a form satisfactory to STATE, along with a signed copy of the Agreement.
- 12.2. SELF-INSURED using Contractor - If the work performed under this Agreement is done by DISTRICT's contractor(s), DISTRICT shall require its contractor(s) to maintain in force, during the term of this agreement, a policy of

general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE and shall be delivered to the STATE with a signed copy of this Agreement.

13. TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES, and DISTRICT's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.

14. TERM OF AGREEMENT - This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the PARTIES or until terminated by STATE for cause.

PARTIES are empowered by Streets and Highways Code Section 114 and 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

THE MARIN COUNTY DISTRICT

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

By: _____
NANCY WHELAN
General Manager

LAURIE BERMAN
Director of Transportation

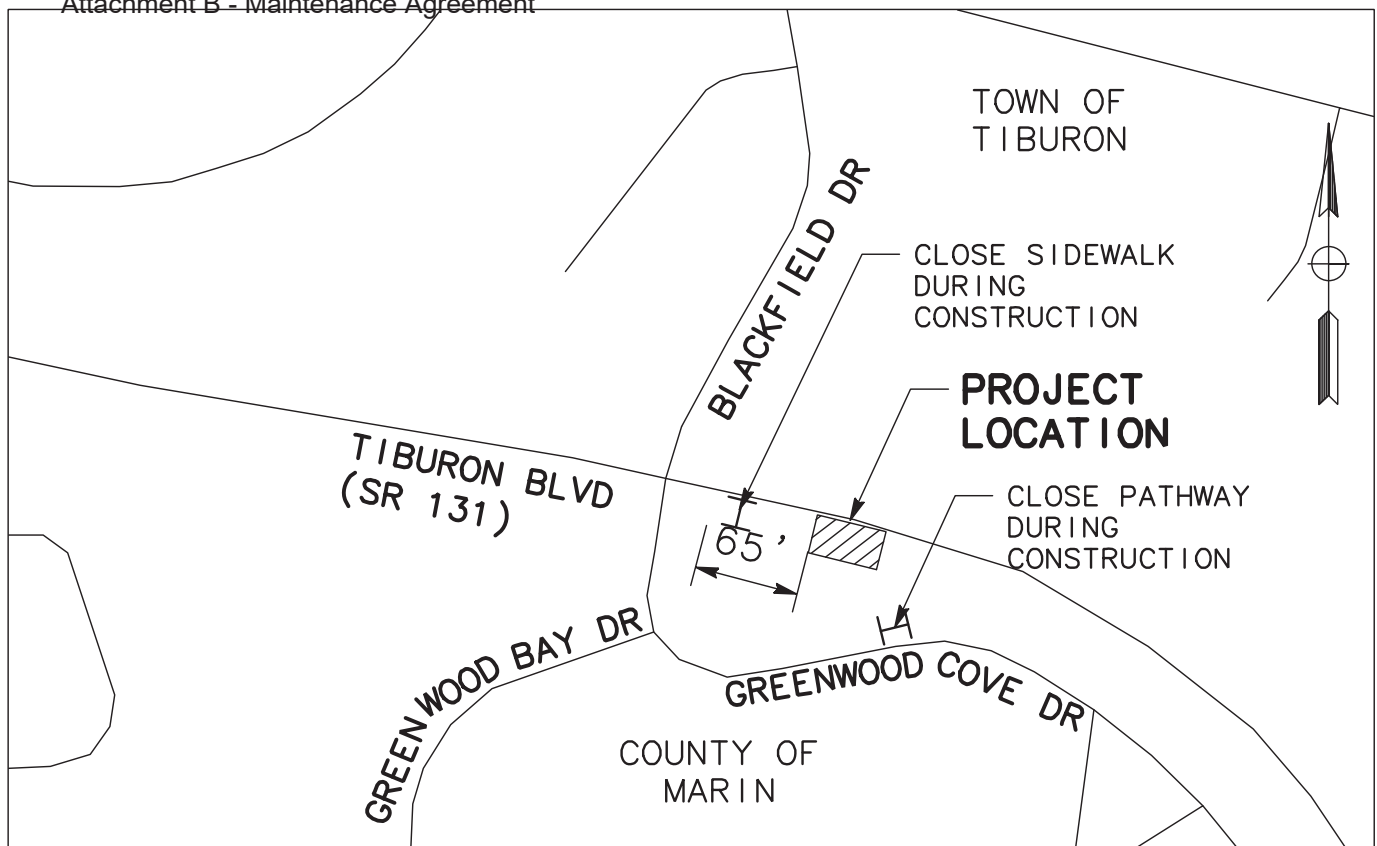
Attest:

Approved as to form:

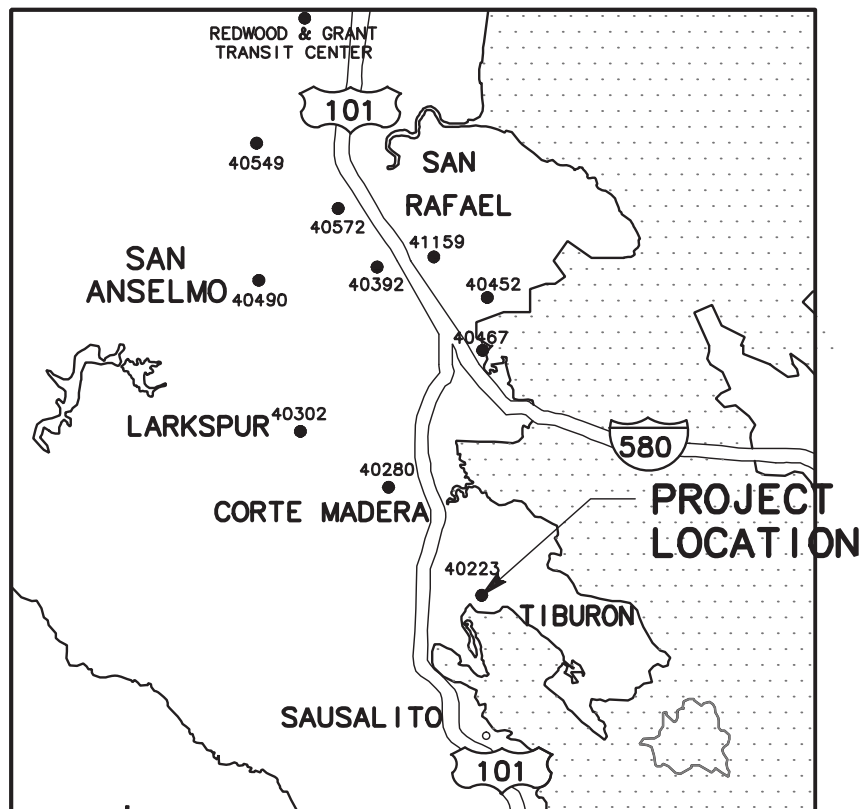
By:

By: _____
Attorney for the District

DAVID AMBUEHL
Deputy District Director
Maintenance District 4

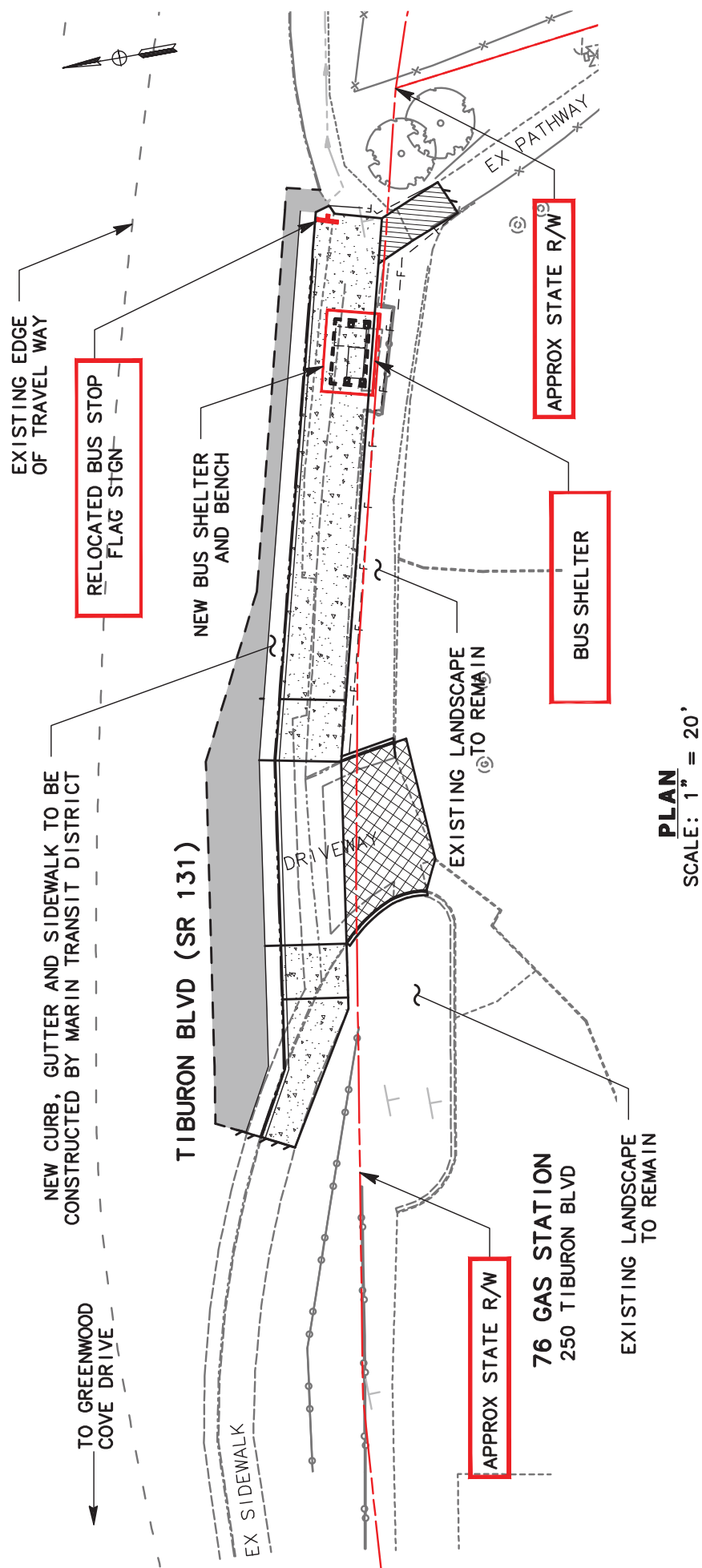
**VICINITY MAP**

SCALE : NTS

**EXHIBIT "A"
LOCATION MAP**

SCALE : NTS

EXHIBIT "A"
MAINTENANCE AGREEMENT WITH
MARIN TRANSIT DISTRICT





711 grand ave, #110
san rafael, ca 94901

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fax: 415.226.0856
marintransit.org

September 17, 2018

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

SUBJECT: Second Amendment to Agreement between the Marin County Transit District and Marin Senior Coordinating Council (#181911)

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

RECOMMENDATION: Authorize the General Manager to amend the agreement between the Marin County Transit District and Marin Senior Coordinating Council for Paratransit Service Operations and Maintenance for an increase of \$14,513 in the total contract value.

damon connolly
vice president
supervisor district 1

SUMMARY: Staff recommends that your Board authorize the General Manager to execute a second amendment to the agreement between the Marin County Transit District and Marin Senior Coordinating Council (dba Whistlestop) for Paratransit Service Operations and Maintenance for an increase of \$14,513 in the total contract value. This amendment addresses start-up costs for the Marin Transit Connect pilot project, further defines service hours to be compensated in the project, and clarifies the driver and dispatcher requirements related to the pilot project.

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

Marin Transit initiated the Connect Pilot Project on May 1, 2018 in northern San Rafael after several months of planning conducted in collaboration with Whistlestop. Connect is an on-demand shuttle van service powered by VIA, a smart phone app, and operated by Whistlestop. Riders can request a ride from any location to any location within the service area.

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

With support from Marin Transit and VIA, Whistlestop trained its staff, dispatchers, and drivers to perform duties related to the Marin Transit Connect project. They have requested compensation for this effort. While the contract includes training costs as a part of the fixed fee, it did not anticipate the additional special training needs for this pilot service. In addition, to ensure a smooth start up Whistlestop assigned dedicated dispatchers to the service.

katie rice
director
supervisor district 2

Staff recommends that your Board amend the contract to provide Whistlestop a one-time lump sum payment of \$14,513 for the

additional training and dispatch hours associated with the Connect pilot project start-up.

Compensation under the contract is based on a fixed monthly fee and an hourly rate. Due to the on-demand nature of the service, compensation for service hours for the Connect service are defined slightly differently than revenue service hours operated for paratransit services. That is, service hours for the Connect will be defined as the total time the driver is within the service area and available to take trip requests plus breaks. This revised definition is provided in the amended Attachment A, Compensation, item 3.

To further clarify drivers and dispatcher requirements for the Connect service, staff recommends amending Article 2, Personnel. As detailed in the attached amendment, these sections are in addition to the contract requirements for paratransit drivers and dispatchers.

FISCAL IMPACT: Under the first amendment, staff projected the total cost of the approved contract over six and one-half years at \$27,990,688 for intra-county service and \$5,839,052 for intercounty service. With this second amendment, the total contract cost for intra-county service will increase by \$14,513 to \$28,005,201. The cost of this contract amendment, \$14,513, is within the budgeted cost of the Marin Transit Connect Pilot Project. This amount is included in the FY 2018/19 Marin Access operating budget. The pilot project is funded with a Federal Section 5310 mobility grant and Local Measure B Vehicle License Fee revenue.

Respectively submitted,



Nancy Whelan
General Manager

Attachment: Second Amendment to Agreement between Marin Transit and Whistlestop
(#181911)

SECOND AMENDMENT TO AGREEMENT

BY AND BETWEEN THE

MARIN COUNTY TRANSIT DISTRICT AND MARIN SENIOR COORDINATING COUNCIL DATED DECEMBER 28, 2015

THIS AMENDMENT is made and entered into this 17th day of September 2018, by and between the MARIN COUNTY TRANSIT DISTRICT, a political subdivision of the State of California (hereinafter referred to as "District") and Marin Senior Coordinating Council (hereinafter referred to as "Contractor")

RECITALS

WHEREAS, the District and the Contractor entered into an agreement on December 28, 2015 ("Agreement"); and

WHEREAS, the terms of the contract (#151629) require operations and maintenance of Marin Access intercounty and intracounty paratransit services; and

WHEREAS, the parties amended the contract to increase compensation to drivers and other staff in Amendment One (#171829); and

WHEREAS, the District is piloting an on-demand transit service, Marin Transit Connect, operated by the Contractor; and

WHEREAS, certain training, dispatch, and administrative costs for the initiation or "start-up" of Marin Transit Connect are above and beyond the costs identified in the Agreement; and

WHEREAS, the District and the Contractor desire to: increase the total maximum cost to the District to include the Marin Transit Connect pilot project start-up cost, to define the Transit Connect service hours for which the District will compensate the Contractor, and to further clarify the requirements of drivers and dispatchers as it relates to the pilot project.

NOW, THEREFORE, IT IS AGREED:

- 1) Except as otherwise provided herein all terms and conditions of the Agreement shall remain in full force and effect; and
- 2) Increase the total cost of the contract by \$14,513 for Transit Connect start-up costs; and
- 3) Article 2 – Personnel Requirement is amended in Section 203.B **Requirements for Operators** to include the additional conditions related to the Connect service
 - u. To the extent possible and without compromising safety in any way, the driver must follow the routing and turn-by-turn instructions provided by the Transit Connect app to facilitate the app's ability to aggregate pick-ups and drop-offs. If there are specific turns or pick-up/drop-off locations within the service area that are deemed unsafe by

the Contractor, the District can prohibit these within the app, so that drivers are never requested to make these unsafe maneuvers.

- v. If Operator does not have trips currently assigned, Operator will report to the assigned terminal location provided by the app. At terminal, Driver must remain vigilant of any new trip requests.
- w. Operators must respond to real-time trip requests in a timely manner. It is expected that operators will depart terminals within 60 seconds of a trip request.
- x. Operators are expected to sign out, or coordinate their sign out with Dispatch, whenever they are unavailable for service; including breaks and end of shift.

and

3) Article 2 – Personnel Requirement is amended in Section 204 Dispatchers to add the following new section

E. Requirements Related to the Connect Service. Dispatch personnel will ensure the following conditions are met with respect to dispatching the Marin Transit Connect service.

- a. The proper number of vehicles and operators are assigned based on the agreed upon daily operations plan and operators are starting at their assigned times
- b. The technology is functioning, and drivers are logged into the system properly
- c. Operator breaks are provided
- d. In-service problem resolution related to drivers unable to locate passengers
 - i. Drivers waiting longer than 120 seconds past “I’m here” indication to rider should notify Dispatch and request assistance with passenger. Dispatch should assist with locating passenger for another 180 seconds before requesting operator to mark as no-show and move on. Dispatch should trigger the default coordination message to driver and rider as part of this process as well as calling the passenger if needed.
 - ii. Support riders who book through scheduling department by answering calls from schedulers and communicating information related to trip to drivers
- e. Reassigning trips due to operational issues or traffic. Ride requests that exceed five minutes beyond their requested pickup should be addressed by Dispatch including reassignment of trip to another driver (if needed) and communication to rider and;

4) Attachment A, Compensation, is replaced in its entirety with the attached revised Attachment A, Compensation.

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

Approved as to Form

MARIN COUNTY TRANSIT DISTRICT

Deputy County Counsel

By _____
General Manager

MARIN SENIOR COORDINATING COUNCIL

By _____
Chief Executive Officer

ATTACHMENT A COMPENSATION

1. Fixed and Variable Costs

Marin Access Paratransit Operations and Maintenance Costs		Base Years						Option Years	
		Jan –June 2016	FY16/17	FY17/18	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22
				Jul 1 - Nov 30	Dec 1 - Jun 30				
Inter-County Services	Revenue Hour Rate	40.62	41.22	42.29	44.14	45.29	46.36	47.69	48.95
	Fixed Monthly Fee	30,893	31,541	33,229	33,229	34,132	35,060	36,014	36,995
Intra-County Services	Revenue Hour Rate	34.26	34.98	36.14	37.86	38.74	40.02	41.34	42.31
	Fixed Monthly Fee	117,302	119,788	126,401	126,401	129,867	133,430	137,093	140,862

For additional detail see CONTRACTOR'S Detailed Base Year and Option Year Price Forms.

2. Driver Compensation

Effective Dates	Rate	Percent Increase Over Prior Rate
12/1/17	\$15.40 per hour	10%
7/1/18	\$15.70 per hour	2%
7/1/19	\$16.00 per hour	2%

- Of the approximately 3% annual revenue rate increase, CONTRACTOR shall use 2% to increase driver starting wages as shown in the chart above and the additional 1% shall be used to offer relative pay increases to established drivers to avoid pay compression (because new employee starting rates approach the rates of more senior drivers). This increase shall be in addition to the merit pay increases described in 2.c. below.
- CONTRACTOR shall continue to offer a pay increase to drivers for achievement of a commercial driver license.
- CONTRACTOR shall continue to offer a merit increase in conjunction with a performance evaluation on an annual basis (average increase of 3%).
- CONTRACTOR shall modify its retention bonus structure to offer two bonuses during the first nine months of a driver's employment.
- CONTRACTOR shall provide proof of compensation increases (e.g., month over month payroll comparisons).

3. On Demand Pilot Project

- a. DISTRICT shall pay CONTRACTOR a one-time lump-sum payment of \$14,513 for Marin Transit Connect pilot project start-up costs incurred by CONTRACTOR for the period May 1, 2018 through August 3, 2018.
- b. Service hours for this service will be defined as the time the driver is within the service area and available to take trip requests plus breaks. The service hours to be compensated do not include lunch breaks and cannot exceed the agreed upon scheduled time for that driver on any given day. For example, if a driver is scheduled to work 8 hours and they enter the service area 15 minutes early and stay 15 minutes late (i.e., a total of 8.5 hours), maximum compensation for that day for that driver shall be 8 hours.



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September 17, 2018

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

**SUBJECT: Analysis of 2017-18 School Transit Services and
Transit Youth Pass Program**

board of directors

Dear Board Members:

stephanie moulton-peters
president
city of mill valley

RECOMMENDATION: Accept report.

damon connolly
vice president
supervisor district 1

BACKGROUND: School-based trips are a significant share of ridership on Marin Transit services, and demand for school service continues to rise each year. Students in K-12 and higher education programs countywide rely on public transit and yellow bus service to attend a host of academic campuses. This letter summarizes the District's operational activities during the 2017-18 academic year related to: supplemental public transit school services, the yellow bus program the District managed in Ross Valley, the College of Marin (COM) student pass program, and the College of Marin express service (Route 122). The letter also provides a summary and analysis of the 2017-18 Marin Transit Youth Pass Program. The Youth Pass Program report is provided as an attachment to this letter.

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

Supplemental School Service

kate colin
director
city of san rafael

The District 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 when schools start and release. 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.

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

Due primarily to equipment availability, the Supplemental School transit operation is at capacity and does not provide room for expansion. A combination of factors has consumed any additional ability to provide new service on school days. These factors include: limited parking and maintenance facility resources, fleet limitations,

adjustments to schedules in response to shifting school bell times, and increasing ridership.

The continued growth in Supplemental School route ridership is a positive trend for the District and supports congestion relief in the County. However, the constraints identified above do not allow for additional services. These capacity constraints also challenge the District's ability to maintain reliability. Supplemental service is intended to add service capacity and reduce the pressure on the general public's access to regular local transit services. Student transit ridership in many parts of the County is so high that even these regular services are full and some passengers experience extended wait times.

The District took some actions in 2017-18 to add service capacity to Supplemental service. First, staff helped facilitate a partnership between the Larkspur Corte Madera School District (LCMSD) and the Tiburon Traffic Relief Joint Powers Authority (TTRJPA) to develop a yellow bus route to serve the Cove School. This route was added to the existing program operated by the TTRJPA by using a bus that was already under contract for service and with availability to serve an additional school. By transitioning the Cove School students from Supplemental Route 117 to the yellow bus route, Marin Transit was able to redeploy those resources to help reduce overcrowding on other high demand Supplemental routes.

In 2017-18, the second action the District took was to approve the purchase of two additional vehicles to support Supplemental services. These vehicles were paid for using SB 1 (State Transit Assistance) funding and are expected to arrive in October 2018. They will be put into service on routes that currently experience overcrowding. Operating resources to fund these services will come from cancelling underproductive fixed route services that were initiated in June 2018.

Staff continue to monitor conditions and work with school administrators and parents to ensure that student riders can depend on Marin Transit services. Ongoing growth in student enrollments and ridership has created challenges during the peak school days. Through a subcommittee of your Board, the District is actively pursuing longer-term solutions identified in the Coordinated Countywide School Transportation Study.

Transit Youth Pass Program

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. Youth Pass distribution levels were higher than last year. A complete analysis of the 2017-18 Youth Pass Program is attached.

Ross Valley School District Yellow Bus Program

Marin Transit continued contracting for yellow school bus operations in Ross Valley for the 2017-18 school year. In the program's third year, over 600 students signed up for the service that offered transportation to families from around the school district to White Hill Middle School (WHMS) and Hidden Valley Elementary School (HVES). In addition to these schools, students from Ross Valley Charter (RVC), located on the White Hill Middle School campus, could also purchase bus passes. Marin Transit worked with the Ross Valley Charter (RVC) staff to develop a bell time schedule that enabled optimal use of the buses already under contract. RVC students had a dedicated bus route in the morning and shared a bus route with White Hill Middle School students in the afternoon.

Marin Transit contracted for the operation of six yellow buses with Michael's Transportation, a local school bus provider. Through a partnership with the County of Marin, Michael's had access

to mid-day and overnight parking in San Rafael. This eliminated the need for buses to travel back and forth between Marin and Vallejo where the company headquarters is located.

Marin Transit simplified the pass program by selling “AM Only” and “PM Only” passes with each priced at \$375. A parent purchased passes for the morning and afternoon for a “round trip” ride for the student. The total cost of the combined passes to and from school was \$750 and equivalent to \$2.08 per trip. Parents were able to pay for the passes in full or in monthly installments. The cost of the annual “round trip” to/from school increased by \$50.00 from the “round trip” pass price in 2016/17. All passes were available for purchase through the program website at <https://store.marintransit.org>. Students whose families demonstrated income restrictions were eligible to obtain an annual reduced-price bus pass by submitting an application to the Ross Valley School District. The cost of the reduced-price bus pass was \$175 per morning or afternoon pass or \$350 for a “round trip.”

For the 2017-18 school year, pass sales opened in late May 2017 and continued throughout the Summer. Over 600 Ross Valley students had a pass to ride the yellow bus by the end of the school year. Table 1 provides a breakdown of pass sales by school campus and a comparison with pass sales over the three years of the program’s operation. Note that RVC pass sales are combined with WHMS pass sales. Annual pass sales have remained steady for the yellow bus service and select routes are routinely sold out within days of the passes going on sale. This demonstrates strong support for the program and commitment from parents to use school transportation services throughout the school year and not just seasonally - based on weather or after school programs.

Table 1: Summary of annual one-way passes sold over initial three years of program operation

	2015/16	2016/17	2017/18
Annual One-Way Pass Price	\$ 300.00*	\$ 350.00*	\$ 375.00
White Hill	922	928	951
Hidden Valley	54	39	62

* one-way pass is calculated as half of round trip pricing

In 2017-18, one of the most significant changes to the program from the prior academic year was afternoon bus assignments for students. In the first two years of the program, students who purchased a PM bus pass were allowed to take any bus and travel to different destinations day by day. This system was advantageous for students and families who had different after school activities in different locations. However, this flexibility led to overcrowding on the most popular routes and unsafe behavior on campus for students competing to get in line first. Marin Transit staff worked with WHMS staff to develop a new policy that required students to hold a bus pass for a specific PM route. When parents purchased a pass through the program website they chose a route for their student to ride in the afternoon every day. This new system eliminated the need for early queueing and overcrowding. To maintain some flexibility, routes were designed to serve multiple high demand stops and students alighted the bus at any stop along the route.

In the morning, WHMS has two different arrival times for students (0 period and 1st period). This allows for re-deployment of buses after a first route. The RVC school also has a morning start time that is offset from these two times. These factors enable Marin Transit to design nine

routes to meet all of the requested demand in the morning. In the afternoon, however, all WHMS students are released at the same time and RVC students are released shortly after. All six buses depart WHMS at the release time and two buses return to operate a second route. The buses returning to school are delayed approximately 30 – 40 minutes after the initial release bell. This reduces demand for these two routes. The lower ridership in the afternoon reflects the variable demand combined with one less route compared to the morning. Table 2 summarizes average ridership by school for the AM and PM routes.

Table 2: Average Peak Ridership 2017-18 School Year

School	AM Routes	PM Routes
White Hill	376	321
Hidden Valley	25	18
TOTAL	401	339

While White Hill routes operated at capacity through most of the year, Hidden Valley passes did not sell out during the school year. As a result, a pay-per-ride program for Hidden Valley students was continued from the previous year. Families could purchase ticket booklets of 5 or 10 passes for \$20 or \$40, respectively. Hidden Valley students purchased a total of 155 single ride passes at seven orders of 5-ticket booklets and twelve orders of 10-ticket booklets.

College of Marin Class Pass Program and Express Route 122

In August 2015, Marin Transit and the College of Marin (COM) began a partnership that enables students to use a valid College of Marin student ID to ride any local Marin Transit service. The program is funded through a COM transportation fee approved by 72 percent of the student body in Spring 2015. Fall/Winter passes are valid from August through January, and Spring/Summer passes are valid from January through August. During the 2016-17 school year, over 4,500 passes were issued and an average of 500 local bus trips were taken using the pass each school day.

This Class Pass program includes a direct route to the Kentfield campus. The Route 122 links the San Rafael Transit Center to the campus with one stop in San Anselmo and reduces the travel time by about 25 percent compared to other local routes. During the 2016-17 school year, Route 122 carried an average of 139 passengers daily. Compared to the prior year, total ridership increased by 16% and productivity remained steady at approximately 11.5 passengers per hour.

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

Respectfully submitted,



Kelly Zalewski
School Operations Analyst

Attachment A: Analysis of the 2017-18 Youth Pass Program

Analysis of the 2017-18 Marin Transit Youth Pass Program

Summary

Marin Transit has offered a school-based Youth Pass program to Marin County students for the past ten years. In fiscal year 2017-18, nearly 4,500 youth pass “stickers” were distributed to 33 participating public and private schools. This report provides a brief overview of the 2017-18 program results and compares them to historic participation levels.

Program Overview

Marin Transit offers both a six month and an annual youth pass that are distributed through participating Marin County schools. With a youth pass, registered Marin County students and youth ages 18 and under are able to ride on all local Marin Transit routes. The passes are not accepted on Golden Gate Transit commuter routes or their basic, all-day regional routes (e.g., Routes 30/70/101).

The Fall/Winter passes are valid starting in August and expire in February, and the Spring/Summer passes are valid from February through August at the start of the next school year. The annual passes are valid from the start of school in August through the summer and expire just prior to the next school year the following August.

Youth passes are provided by affixing a sticker to the student’s school ID card. Used as a “flash pass,” this method speeds up boarding time and eliminates the need for students to carry cash and exact change. The six-month pass costs \$175, and the annual pass costs \$325. The annual pass provides a 5-10% discount for students who ride Marin Transit daily to and from school. Students whose families demonstrate income restrictions similar to the State-administered free and reduced price meal program participate in the Youth Pass Program at no charge. These students submit a Parent/Guardian Certification Form for eligibility to obtain a free youth pass. Marin Transit distributes and collects these forms from the school coordinators.

Marin Transit encourages all public and private schools in the County to participate in the Youth Pass Program. The majority of participating schools are public - middle or high school - though a few elementary and private schools also participate. Each participating school has a designated contact person or coordinator responsible for keeping a roster of participating students, distributing and collecting income eligibility forms, and collecting payment for the passes. Marin Transit invites the coordinators to participate in an annual coordination meeting each Spring. The coordinators perform a critically important role in the success of the Youth Pass Program throughout the school year. School coordinators also serve as the District’s liaison regarding other school transit services, including adjustments to bell time schedules and calendars.

Coordinators maintain all student rosters, financial payments, and eligibility forms electronically using the District’s integrated data management system - TransTrack. The District has assigned each school and school district unique access codes to the system for maintaining their respective records. The web-based application enables student information to be shared between schools, school districts, and District staff to reduce administrative burden. The system has helped to improve organization, tracking, and analysis of the program while supporting increased monitoring and oversight.

Participation

Statistics from the Youth Pass program over the last three years are summarized in Table 1. During the 2017/18 school year, 33 schools distributed youth passes to students. About 96% of passes distributed last year were provided free to students from income-qualified families.

Table 1: Youth Pass Statistics

	2013/14	2014/15	2015/16	2016/17	2017/18
Number of Participating Schools ¹	25	31	28	32	33
Number of Passes Distributed ²	3,659	4,092	3,952	4,038	4,495
Passes Sold	9%	8%	6%	6%	4%
Passes distributed free to Income Qualified Students	91%	92%	94%	94%	96%

1. Schools that distributed passes to students

2. Equivalent 6-month passes

The 2017/18 school year had increased pass usage compared to the previous year and a higher percentage of passes were distributed free to income-qualified students.

Clipper use on the Supplemental School routes increased on most routes compared to the prior year. Riders can use Clipper on all fixed route buses and shuttles within Marin County, as well as on regional routes and other Bay Area transit services. Special youth Clipper cards automatically provide the 50% youth discount off of the regular adult fare. For students who do not ride the bus to and from school every day, Clipper provides a more flexible option for payment and benefits for those who also travel on regional routes and other Bay Area transit services.

Table 2 provides a summary of Clipper usage on the supplemental school services over the last four years. On average, Clipper is used by 10.7% of all riders on Supplemental routes. In 2017-18, Clipper usage increased on six of the nine Supplemental School routes and overall usage increased by 20% on these routes.

Table 2: Percent of Total Passengers Using Clipper as Payment

Supplemental School Route	2013/14	2014/15	2015/16	2016/17	2017/18
113	0.8% ⁽¹⁾	1.5%	3.8%	3.5%	4.1%
115	9.1% ⁽¹⁾	5.8%	8.1%	6.4%	4.5%
117	0.3%	1.7%	3.8%	1.7%	4.5%
119	12.3% ⁽¹⁾	7.7%	8.1%	4.6%	9.3%
125	10.0%	12.0%	14.3%	7.3%	14.2%
126 ⁽²⁾	24.3%	18.4%	—	—	—
127 ⁽²⁾	54.1%	58.7%	—	—	—
139	27.4% ⁽¹⁾	15.6%	17.1%	22.9%	18.2%
145	—	2.6%	1.4%	1.5%	1.8%
151	5.9% ⁽¹⁾	2.6%	4.5%	3.9%	4.3%
154	14.8% ⁽¹⁾	5.8%	4.3%	4.9%	3.9%

1. Routes were not equipped with Clipper devices during the 2013/14 school year, but accepted Clipper as a flash pass

2. Routes 126 and 127 were discontinued and replaced with Yellow Bus service for the 2015/16 school year

In the 2017/18 school year, public schools from ten different districts participated in the program. Students from non-participating schools acquired youth passes directly from Marin Transit. Table 3 summarizes the 2017/18 Youth Pass Program statistics by district.

Hall Middle School in the Larkspur-Corte Madera School District has the highest number of purchased passes of any school in the County. This is primarily a result of the school district offering an additional subsidy to its students that reduces the cost of the paid passes by 35% equivalent to a full-year pass for \$210. The reduced price of the pass combined with the dedicated Supplemental Route 117 makes it particularly advantageous for parents to purchase the Youth Transit Pass as opposed to having their students pay per ride.

The Larkspur Corte-Madera School District issued approximately 50% fewer Youth Transit Passes in 2017/18 as compared to 2016/17 levels as a result of transitioning service to Cove School from Supplemental service to yellow bus service. The yellow bus route serving the Cove School was developed in partnership with the Tiburon Traffic Relief Joint Powers Authority. Marin Transit supported the transition by providing planning support to develop the schedule and routing for the new yellow bus route. With a dedicated route for students traveling from Larkspur to the school in Corte Madera, Marin Transit discontinued timed service the Cove School with the Route 117.

Table 3: 2017/18 Youth Pass Statistics by District

District	# Schools	# Passes	% Free
Dixie	1	4	100%
Lagunitas	1	8	100%
Larkspur-Corte Madera ¹	1	143	50%
Marin County Office of Education	1	140	100%
Mill Valley ¹	1	6	100%
Novato Unified	10	1,259	99%
Reed Union ¹	1	2	100%
Ross Valley ¹	1	36	72%
San Rafael	6	2,105	100%
Sausalito-Marín City ¹	2	194	100%
Tamalpais Union ²	5	579	83%
Private/Independent	3	19	84%

1. Elementary and middle school only district

2. High school only district

Discussion

In 2005, Marin Transit staff recommended that your Board implement a program offering free bus tickets for students in middle and high schools who qualify for the free and reduced price lunch programs. Staff proposed this ticket program as an interim solution prior to your Board's adoption of the current Youth Pass Program initiated in the 2006/07 academic year. As the program continues to develop, staff have formed strong partnerships with the local school districts and schools that help administer the program. A list of 2017/18 participating schools is provided in Table 5.

Fiscal/Staffing Impact

Revenue and expenses for the Youth Pass Program over the last four years are summarized in Table 4. About 96% of the youth passes distributed last year were distributed free to students. The cumulative face value for these free youth passes was

approximately \$688,225, an 8% increase from the 2016/17 value of \$636,875. Revenue earned from youth pass sales totaled \$37,750, a decrease from the FY 2016/17 total of \$45,713 in sales. Staff estimates annual administrative expenses associated with this program including labor, materials, and supportive technology at approximately \$10,000 per year.

Table 4: Youth Pass Revenue and Expense

	2013/14	2014/15	2015/16	2016/17	2017/18
Total Value of Subsidized Passes:	\$543,125	\$610,275	\$602,250	\$636,875	\$688,225
Est. Staff Administrative Costs:	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Net Cost of Program to Marin Transit:	\$553,125	\$620,275	\$612,250	\$646,875	\$698,225
Total Revenue from Pass Sales:	\$52,885	\$56,020	\$40,625	\$45,713	\$34,870

Table 5: 2017/18 Youth Pass Participating Schools¹ in Marin County

	School	Address	City
1.	Bahia Vista	125 Bahia Way	San Rafael
2.	Davidson Middle School	280 Woodland Avenue	San Rafael
3.	Del Mar Middle School	105 Avenida Miraflores	Tiburon
4.	Hall Middle School	200 Doherty Drive	Larkspur
5.	Hamilton School	5530 Nave Drive	Novato
6.	Lagunitas	1 Lagunitas School Rd	San Geronimo
7.	Loma Verde	399 Alameda de la Loma	Novato
8.	Lu Sutton	1800 Center Rd	Novato
9.	Lynwood School	1320 Lynwood Drive	Novato
10.	Madrone High School	310 Nova Albion Way	San Rafael
11.	Marin Academy	1600 Mission Ave	San Rafael
12.	Marin City Academy	200 Phillips Drive	Sausalito
13.	Marin Oaks	720 Diablo Ave	Novato
14.	Mill Valley Middle School	411 Sycamore Avenue	Mill Valley
15.	Miller Creek	2255 Las Gallinas Ave	San Rafael
16.	MLK Jr Academy	200 Phillips Drive	Marin City
17.	Novato High School	625 Arthur St	Novato
18.	Phoenix Academy	PO Box 4925	San Rafael
19.	Redwood High School	395 Doherty Drive	Larkspur
20.	San Andreas School	599 William Avenue	Larkspur
21.	San Jose Middle School	1000 Sunset Parkway	Novato
22.	San Marin High School	15 San Marin Drive	Novato
23.	San Rafael High School	185 Mission Avenue	San Rafael
24.	San Ramon Elementary School	45 San Ramon Way	Novato
25.	Sinaloa Middle School	2045 Vineyard Drive	Novato
26.	Sir Francis Drake High School	1327 Sir Francis Drake Blvd	San Anselmo
27.	Tamalpais High School	700 Miller Avenue	Mill Valley
28.	Tamiscal School	305 Doherty Drive	Larkspur
29.	Terra Linda High School	320 Nova Albion Way	San Rafael
30.	The Branson School	39 Fernhill Ave	Ross
31.	Venetia Valley School	177 N. San Pedro Road	San Rafael
32.	White Hill School	101 Glen Drive	Fairfax
33.	Willow Creek School	636 Nevada Street	Sausalito

1. Schools that distributed passes to students and have an assigned youth pass coordinator



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September 17, 2018

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

SUBJECT: Overview of Passenger Loading and Corresponding Fleet Assignments

board of directors

Dear Board Members:

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 item only.

SUMMARY: Marin Transit provides a variety of different public transit services to the residents of Marin County using a range of vehicle types. This letter summarizes the factors that influence how the District assigns vehicles to different routes and services. The letter also discusses the role of recent service changes and expansion, why someone may see an “empty bus,” and planning considerations for vehicle procurements in the future.

BACKGROUND: The District categorizes its fixed route services into seven route typologies. Staff developed these typologies in response to community feedback and new partnerships. The table in Attachment A shows the seven different service typologies and includes the routes that fall within that typology, the typical vehicle operated, the operational focus (capacity, frequency, speed, accessibility), the percent of total passengers, hours, and operating costs. In addition to a classification system for operational purposes, typologies guide how the District assesses route performance through ongoing service monitoring. Thus, each typology has a differing set of performance targets based on the desired function of the service.

Route typologies represent the District’s desire to serve all types of riders, from youth to seniors, and the diverse topography and settlement patterns of Marin County. Prior to voter approval of the Measure A local transportation sales tax in 2004, all fixed route services in Marin County were served with standard size 40-foot buses. These buses were owned and operated by the Golden Gate Highway and Transportation District and could be assigned to either local and regional service.

After Measure A approval, Marin Transit took responsibility for the service planning and design of all local transit routes. The first step was to develop a local transit system that was responsive to community input and rider needs for those traveling within Marin County. Some changes were related to vehicle assignments and the type of vehicles operated in the local service. Along Highway 101 and within the Canal, overcrowding was an issue and larger vehicles were desired. Within other residential areas of the community, smaller shuttle type vehicles were being requested.

Along with planning and design responsibilities, the District was also taking financial responsibility for the services, including purchase of vehicles. From 2005 through 2009, the District purchased its first low-floor buses, articulated buses, community shuttles, and hybrid electric buses. The District implemented significant service changes in 2012 and significantly expanded service in 2016. Overtime, Marin Transit has taken ownership of all the transit vehicles that deliver local public transit services in Marin.

Marin Transit developed and implemented Marin County's first local service plan as part of the 2005 Short Range Transit Plan (SRTP). The service plan identified the District's transit vehicle needs, and the capital plan projected vehicle purchase and replacement needs over a five year period. Marin Transit updates the SRTP every two years. Subsequent planning studies include the Transportation Authority of Marin sponsored Community Based Transportation Plans for the Canal, Marin City, and Novato. Marin Transit conducted Transit Needs Assessment Studies for West Marin, the Tiburon Peninsula, and Novato and developed a Countywide Market Assessment. These studies profiled current and future ridership and local community needs for transit services. Ultimately, these efforts identified the desired service profiles for these communities and identified the transit vehicles to support that service.

Smaller shuttle vehicles were assigned to lower ridership routes in residential areas, standard 40-foot vehicles along the County's primary arterials, and larger articulated vehicles along Highway 101 and in the most densely settled part of Marin located in San Rafael's Canal neighborhood. Staff is preparing a recommendation to your Board regarding replacing the articulated buses as they become eligible for replacement. Under a draft proposal, the District may replace them with smaller 40-foot buses on Routes 35 and 36. The District already operates these smaller buses on these routes during weekends.

Though larger vehicles may operate on routes during times of day when ridership does not match their capacity, they are otherwise full during peak travel periods and on specific route segments. Buses are assigned to meet a maximum passenger load point on a route during peak periods, and it is inefficient to swap out a bus in the middle of a driver shift. Due to scheduling and vehicle availability constraints, Marin Transit must balance vehicle assignments to provide adequate service to meet ridership demand and cost considerations.

At your September 17th meeting, staff will discuss the attached presentation that provides additional detail on passenger loading and vehicle assignments. The presentation outlines Marin Transit's process for identifying and assigning vehicles to the different service typologies and the goal to provide adequate capacity on our services to accommodate peak ridership loads and reduce overcrowding. The presentation also describes future considerations for fleet investments.

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


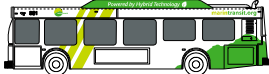




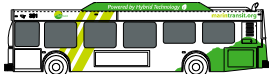
Respectfully submitted,

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

Robert Betts
Director of Operations and Planning

Attachments: A. Typology Table
B. Presentation on Passenger Loading and Fleet Assignment

Attachment A: Typology Table

Typology	Typical Vehicle	Operational Focus				% Annual Ridership	% Annual Revenue Hours	% Annual Operating Costs
		Capacity	Frequency	Speed	Accessibility			
/// Local Trunkline Routes: 35, 36, 71X		●	●	●		34%	18%	21%
/// Local Basic Routes: 17, 22, 23, 23X, 29, 49			●	●	●	37%	39%	45%
/// Local Connector Routes: 219/219F, 228, 233, 245, 251, 257					●	14%	25%	20%
/// Supplemental School Routes: 113, 115, 117, 119, 125, 139, 145, 151, 154		●				6%	3%	3%
/// Rural Routes: 61, 68					●	4%	10%	7%
/// Recreational Routes: 66/66F		●			●	4%	3%	3%
/// Partnership Routes: 122		Depends on partnership goals				1%	2%	2%

Attachment B: Presentation on Passenger Loading and Fleet Assignment



Fleet Assignment Overview

Marin Transit Board of Directors

September 17, 2018

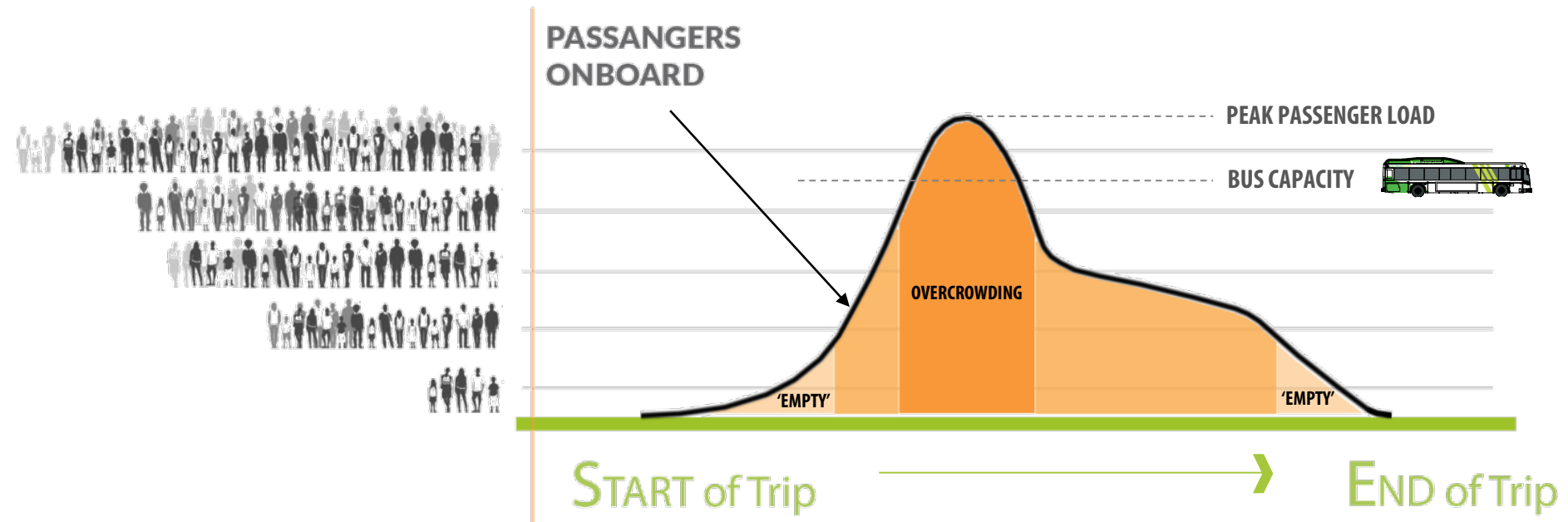
Overview of Presentation

- Ridership characteristics of a trip/route (load profile)
- Fleet overview and vehicle assignments
- Service design and expansion
- Discussion of empty bus perception
- Considerations for the future fleet



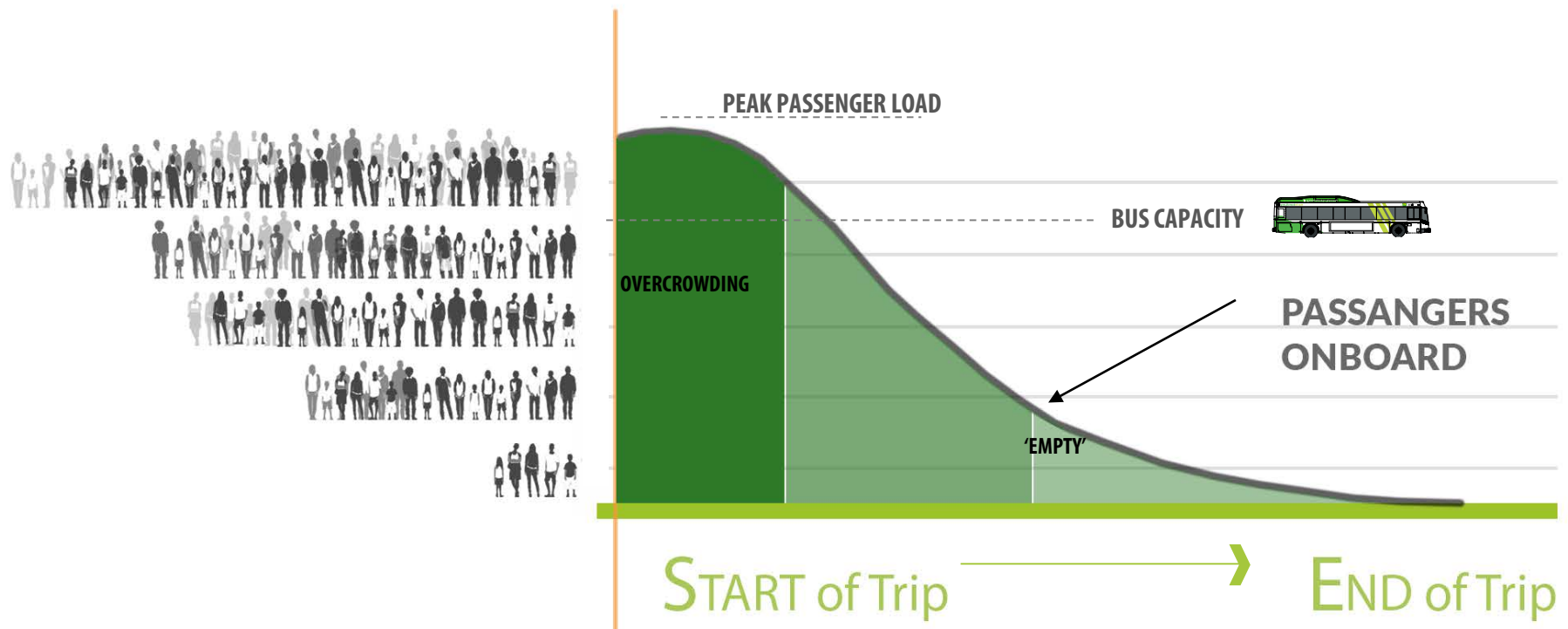
Typical Trip Level Ridership Profile (Fixed Route)

Peak loads typically occur in the middle segments of a bus route. On segment where the number of riders is well below vehicle capacity, it may appear to be 'empty'



Typical Trip Level Ridership Profile (School/MWS)

Peak loads for School and Muir Woods Shuttle routes typically occur at each end of the route. When the number of riders at the start/end of the route is well below vehicle capacity, it may appear to be ‘empty’



OVERCROWDING

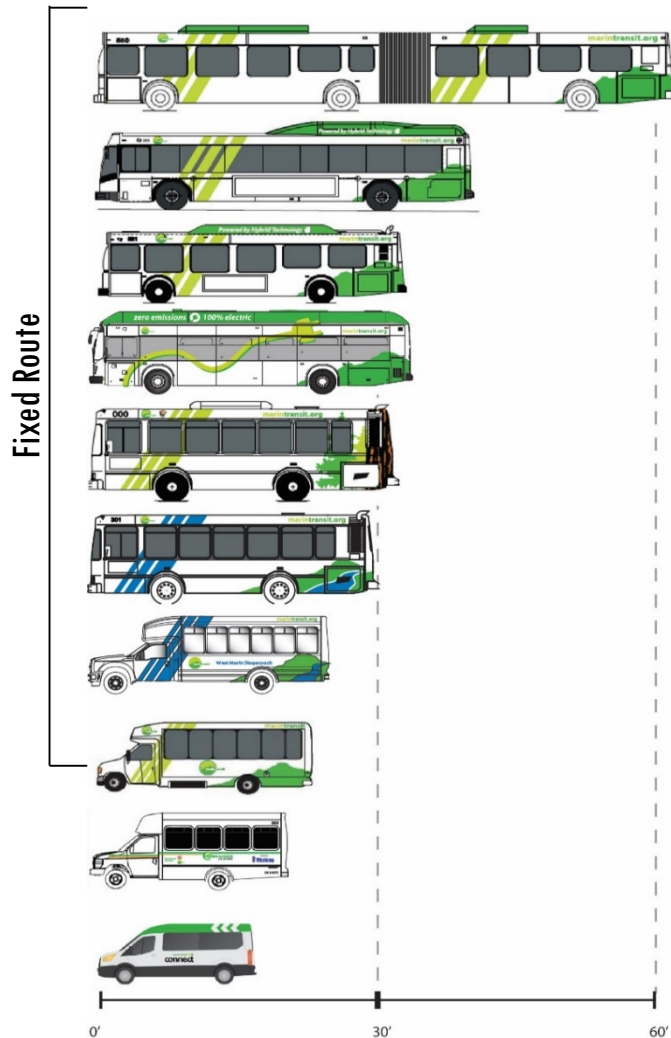
Short Range Transit Plan, Goal E: Provide service levels to prevent overcrowding

Marin Transit aims to **minimize the number of overloaded trips and overcrowding**. The system-wide goal is an average maximum load factor for local service that does not to exceed 1.25, as measured by a ratio of total passengers to seats on board the vehicles. This equates to a maximum of approximately 10 standees on a 40' vehicle and 15 standees on a 60' articulated vehicle.

SOURCE: 2018-2027 Short Range Transit Plan Item 6

Fleet Overview

Marin Transit has a diverse fleet to meet different passenger load requirements and implement service changes

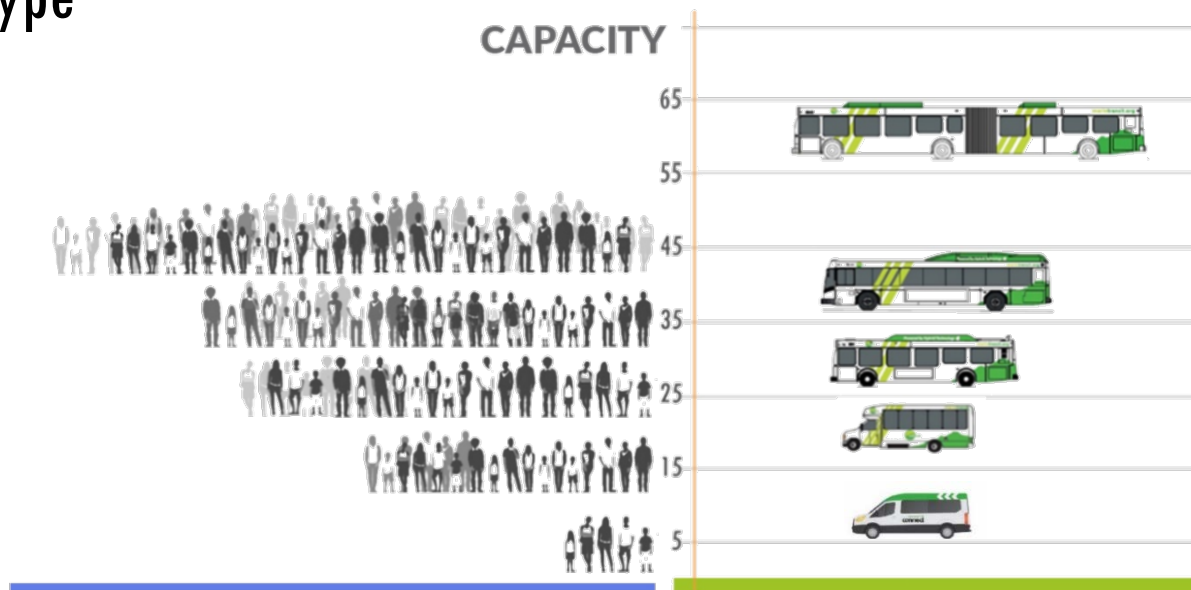


Qty	Size	Capacity (seated)	Est Cost (2019\$)	Lifespan
10	60'	63	\$1.0 M	12 yrs
21	30'/'40'	38/26	\$750k	12 yrs
7	35'	29	\$750k	12 yrs
2	35'	29	\$750k*	12 yrs
12	35'	37	\$400k	12 yrs
3	30'	29	\$400k	12 yrs
4	28'	24	\$120k	7 yrs
12	24'	20	\$100k	7 yrs
34	22'	8/12	\$90k	7 yrs
4	18'	6	\$60k	7 yrs

* Cost of infrastructure improvements not included

Vehicle Assignments & Planning Considerations

- Vehicles are assigned by **ridership demand, scheduling, availability, safety, and cost**
 - Accommodate daily AM & PM peak loads/direction + service expansions
 - Inefficient to swap vehicles during driver shifts
 - Operating cost is primarily driver time and not a function of vehicle type



Vehicle Assignments & Planning Considerations (con't)

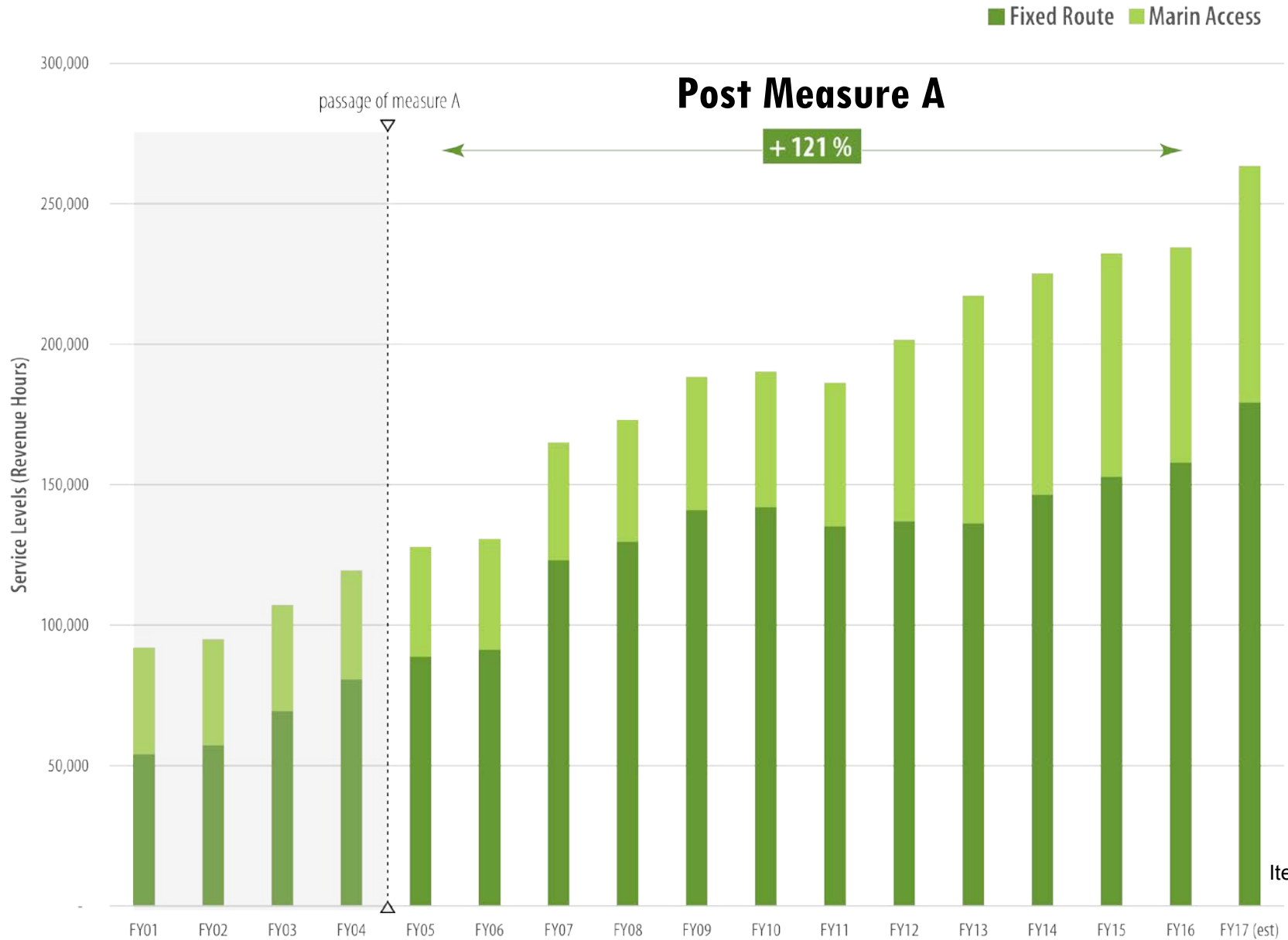


- Available vehicles are a function of contractor assignments and the routes they operate
- Route alignments often limit the size of vehicle
 - Unsafe/non-maneuverable turns
 - Narrow/winding roadways
 - Bus stops/turnout may limit the ability to move safely in and out of traffic

Marin Transit Service Design and Expansion



service levels

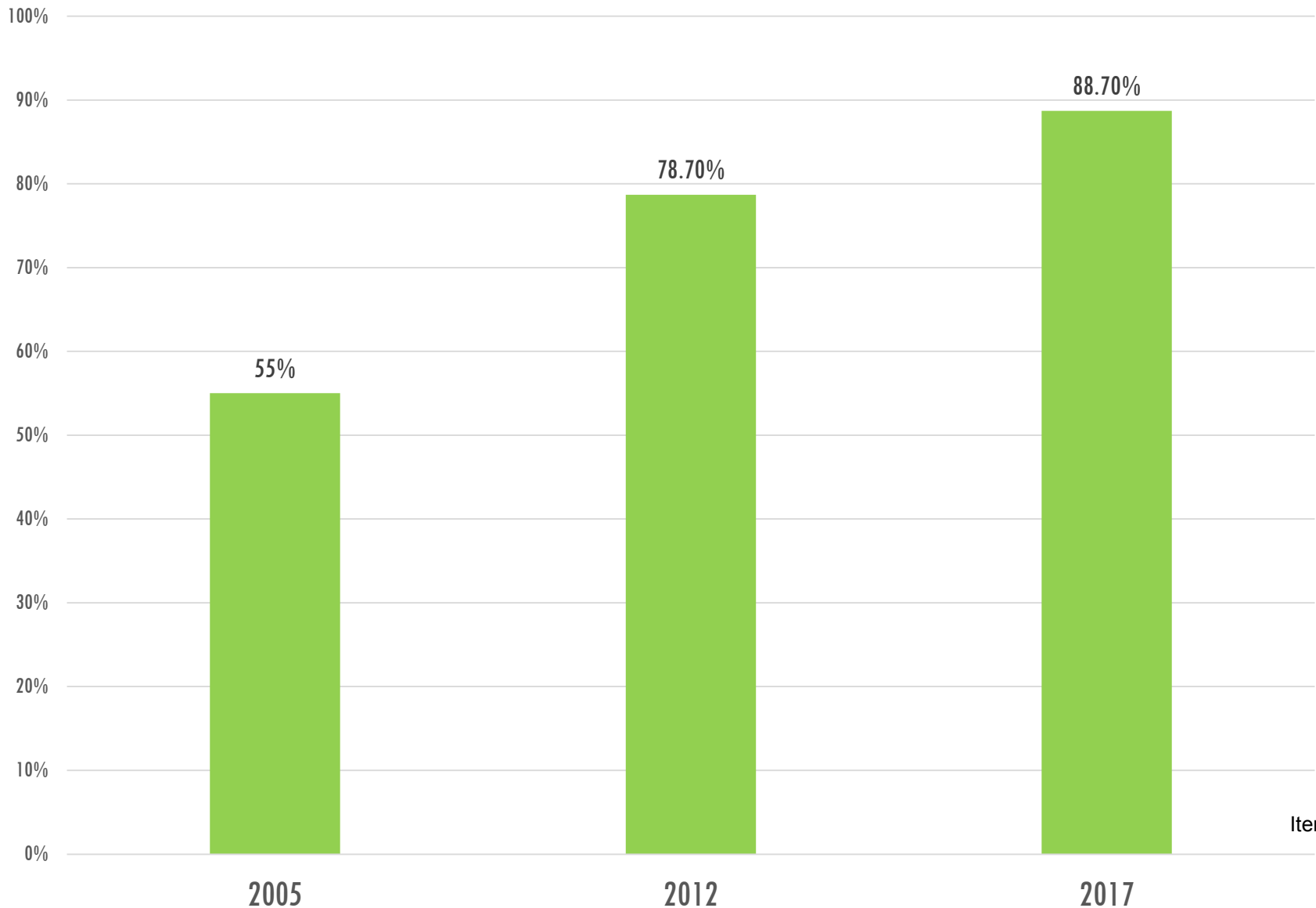


Item 6



Marketing Materials from Marin Transit's 2016 service expansion

Percent of Marin Transit riders that rate the fixed route service as “good” or “excellent”

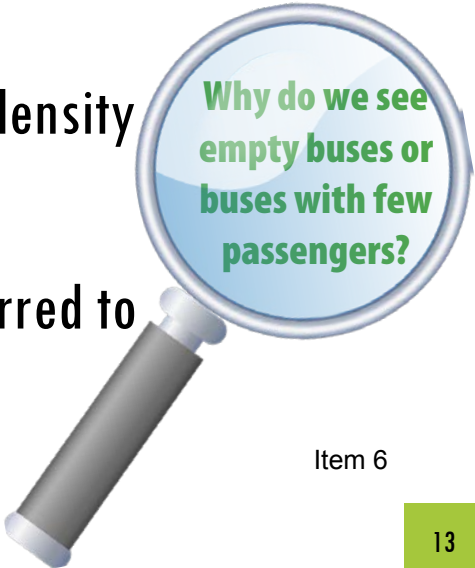


- Although the cost of transit vehicles may differ, the operating cost is largely a function of revenue service hours and not vehicle type. Smaller vehicles have:
 - Less rider capacity for nearly the same operating cost
 - Greater risk of overcrowding or rider pass-ups
- Federal grants fund up to 80% of the cost to replace a transit vehicle
- Smaller transit vehicles make sense for lower ridership services
 - Examples of transitions from big bus to shuttle vehicles:
Santa Venetia Route 33 to 233 (2008), Novato and Tiburon routes 19 and 51 to 219* and 251* (2013), Larkspur/Ross Valley route 28 to 228 (2016)

* Supplemental school trips were added to serve Novato and Tiburon to provides sufficient capacity at bell times

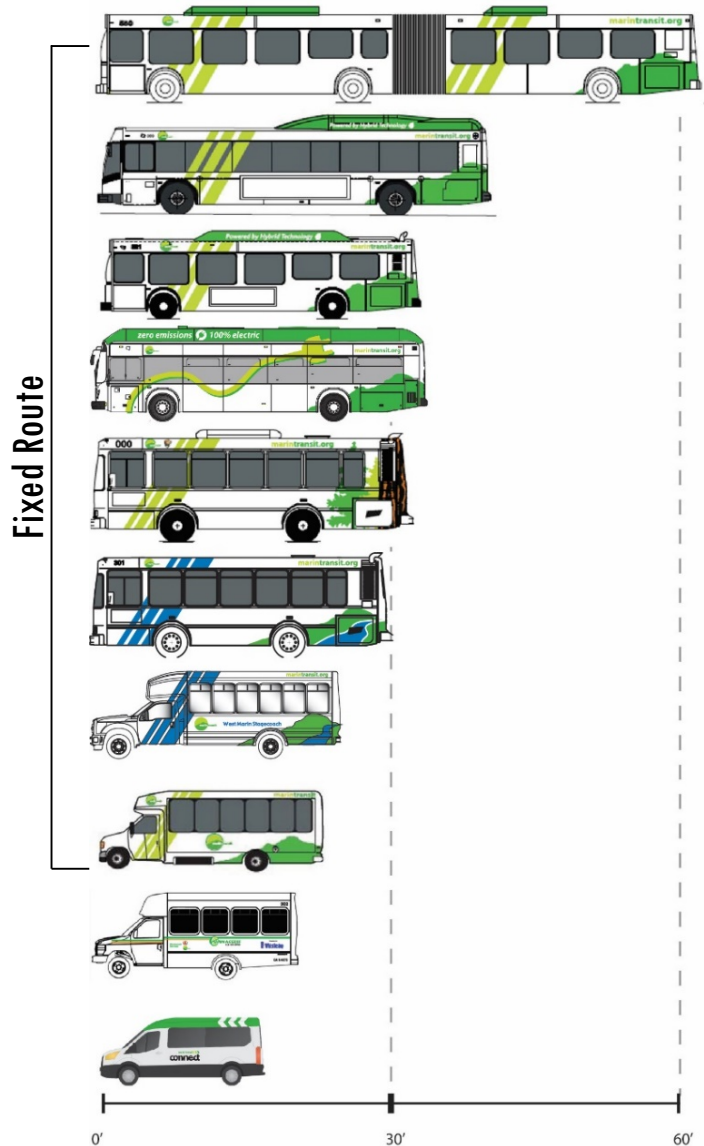
The “Empty Bus” Perception

- Buses are assigned to meet maximum load point on a route during peak periods. Therefore, the bus isn't always full
- It is inefficient to send a bus and driver back to the yard to swap out the bus in the middle of the driver's shift
- Reliable schedules are needed throughout the day, even when demand is low
- Ridership can be directional (e.g., predominantly northbound in the AM, predominantly southbound in PM)
- The length of some routes have been expanded to serve low density neighborhoods
- Buses may be returning to or coming from the bus yard - Referred to as “deadheading”
- Like automobiles, buses come in standard sizes



Why do we see empty buses or buses with few passengers?

Vehicle Lifespan and Replacement Cycle

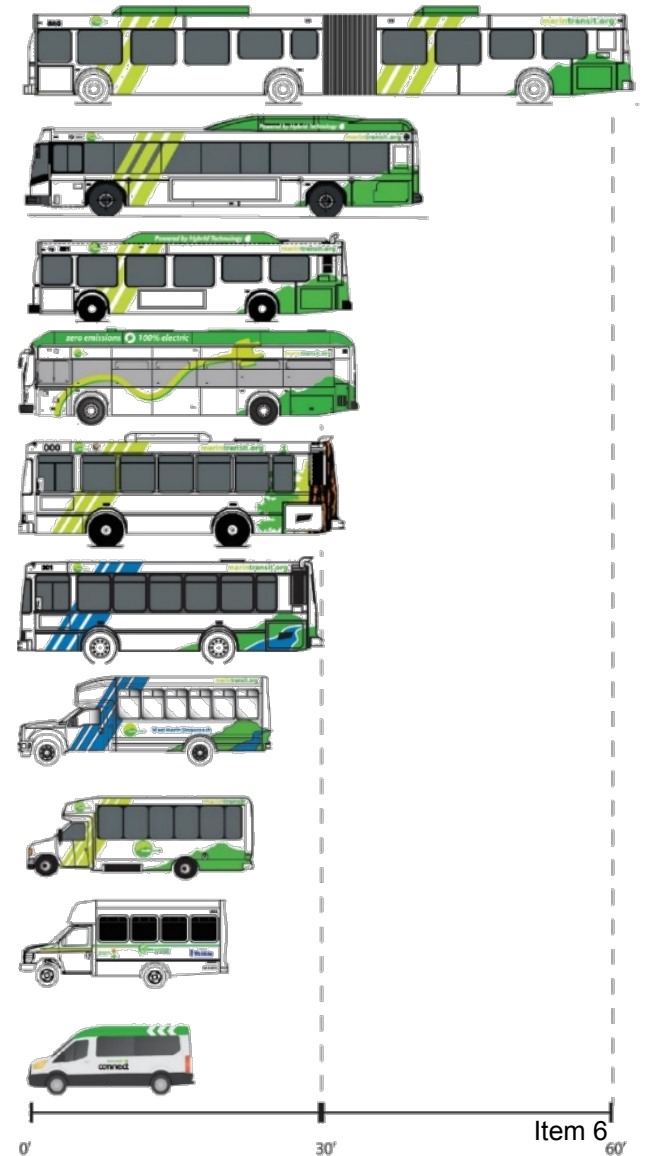


Purchase Year	Replacement Year
2007	2019
2015 / 2017	2027 / 2029
2010	2022
2018	2030
2008-2018	2020-2030
2016/2017	2028/2029
2012	2019
2013-2018	2020-2026
2011-2016	2018-2023
2018	2025

Item 6

Future Fleet Purchase Considerations

- Size
 - Vehicle Length and Width
 - Seated vs Standees
- Propulsion
 - Hybrid
 - Electric
- Fleet Consistency
- Service Needs
 - What will transit service look like in 12 years?



Questions?

Robert Betts

Director of Operations & Planning

rbetts@marintransit.org





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September 17, 2018

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

SUBJECT: Contract with Coastside Concrete for the Construction of the State of Good Repair Bus Stop Improvement Project

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

Dear Board Members:

RECOMMENDATION: Authorize Board President to execute contract for an amount not to exceed \$497,000.

SUMMARY:

Staff recommends that your Board authorize the Board President to enter into an agreement with Coastside Concrete for the construction of the federally-funded State of Good Repair Bus Stop Improvements Project. The project primarily consists of upgrades to passenger amenities and Americans with Disabilities (ADA) improvements.

Marin Transit released an Invitation for Bids (IFB) for this project on June 8, 2018 and held a public bid opening on July 10, 2018. Three bids were received from Kerex Engineering, Coastside Concrete, and Ghilotti Bros., Inc. Staff determined that only the bid from Ghilotti Bros., Inc was responsive. The bid exceeded the engineer's estimate by 92 percent. Staff rejected all bids due to insufficient funds to be able to complete the project.

Marin Transit revised the scope of the project, removing one stop from the project list, and released a Re-Bid of the project on July 18, 2018. A public bid opening was held at Marin Transit Offices on August 15, 2018. Marin Transit received two bids for the project, and Coastside Concrete was the apparent low bidder. The table below shows the bids received.

Bid Submitted by	Bid Amount
Coastside Concrete	\$497,000
Ghilotti Bros., Inc	\$863,000

Once the contract is awarded, staff expects construction to begin in October 2018 and anticipates completion in December 2018. A list

of the stops and the associated improvements are provided as a presentation attached to this letter.

FISCAL IMPACT: The bid came in over the Engineer's estimate but within the budgeted amount. The construction costs for this contract with Coastsides Concrete will not exceed \$497,000. These costs are included in the FY 2019 Budget as State of Good Repair Bus Stop Improvements Capital Project. A Lifeline grant will fully fund the stop improvements for two of the stops in San Rafael's Canal neighborhood. The remaining improvements are funded 80 percent with FTA Section 5339 State of Good repair grant funds and 20 percent with State Proposition 1B (PTMISEA) funds.

Respectively submitted,

A handwritten signature in black ink, appearing to read 'Anna Penoyar', with a stylized, cursive script.

Anna Penoyar
Senior Capital Analyst

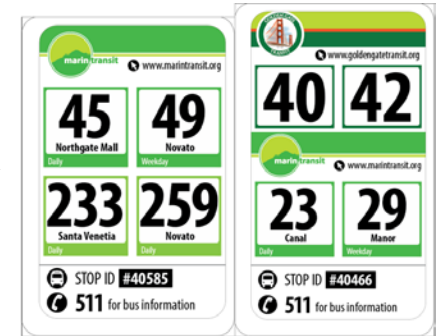
Attachment: Bus Stop Improvement PowerPoint Presentation



State of Good Repair Bus Stop Improvements

September 17, 2018

- **Phase 1:** Replaced Signage throughout the County in 2013
- **Phase 2:** Improvements to 12 stops throughout the county in 2015
- **Phase 3:** Improvements to 12 additional stops throughout the county



Tiburon Blvd & Greenwood Cove (40223)

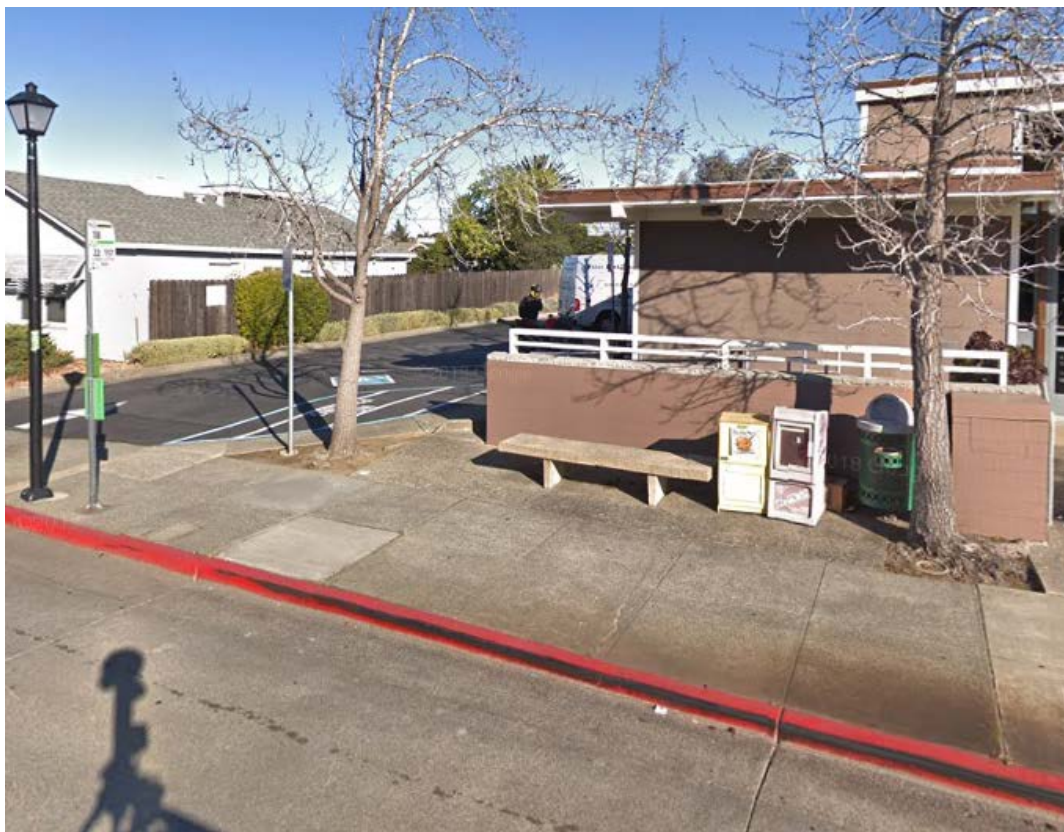
- **Jurisdiction:** Marin County, Caltrans
- **Improvements:** Fixing sidewalk and roadway grades to reduce flooding, shelter installation
- **Weekday Ridership:** 59 passengers



Tamalpais Dr & Madera Blvd (40280)



- **Jurisdiction:** Corte Madera
- **Improvements:** Shelter installation, removal of concrete bench
- **Weekday Ridership:** 25 Passengers



Magnolia Ave & Bon Air Rd (40302)

- **Jurisdiction:** Larkspur
- **Improvements:** Fill in Landscaping for ADA Accessible Landing Pad, Shelter Installation
- **Weekday Ridership:**
16 Passengers



Canal St & Medway Rd (40452)



- **Jurisdiction:** San Rafael
- **Improvements:**
Construct additional sidewalk at back of walk to accommodate installation of shelter
- **Weekday Ridership:**
69 Passengers



Lincoln Ave & Grand Ave (40392)



- **Jurisdiction:** San Rafael
- **Improvements:**
Installation of Shelter in place of concrete bench
- **Weekday Ridership:**
45 passengers



- **Jurisdiction:** San Rafael
- **Improvements:**
Construct additional sidewalk at back of walk, install trash can and receptacle
- **Weekday Ridership:**
120 passengers



Red Hill Ave & Sequoia Dr (40490)



- **Jurisdiction:** San Anselmo
- **Improvements:** Slight bulb out of sidewalk to accommodate a shelter and ADA landing pad
- **Weekday Ridership:** 19 passengers*



*Stop is also used for Yellow School Bus pickup

- **Jurisdiction:** San Rafael
- **Improvements:**
Constructing sidewalk
in place of planting strip
at front of sidewalk for
ADA Landing Pad
- **Weekday Ridership:**
6 passengers



- **Jurisdiction:** San Rafael
- **Improvements:**
Installation of
additional sidewalk at
back of walk to
accommodate ADA
Landing Pad
- **Weekday Ridership:**
10 passengers



Mission Ave & Mary St (41159)



- **Jurisdiction:** San Rafael
- **Improvements:**
Removing landscape strip at front of sidewalk to for ADA landing pad.
- **Weekday Ridership:**
9 passengers



Redwood Blvd & Grant Ave (40696/40697)



- **Jurisdiction:** Novato
- **Improvements:** Updates to signage and creation of ADA Accessible cutouts in bench to give passengers access to windscreens.
- **Weekday Ridership:** 850



Questions?

Anna Penoyar

Senior Capital Analyst, Marin Transit

apenoyar@marintransit.org