



Marin County Transit District Board of Directors

Monday, February 5, 2024, 9:30 a.m.

Marin County Civic Center

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

Join via Zoom or Teleconference:

<https://www.zoom.us/j/87972683373>

+1 669 900 6833

Webinar ID / Access Code: 879 7268 3373

Providing Public Comment

- To provide written public comment prior to the meeting, email info@marintransit.org or use the comment form at www.marintransit.org/meetings. Submit your comments no later than **5:00 P.M. Sunday, February 4, 2024** to facilitate timely distribution to the Board of Directors. Include the agenda item number you are addressing, your name, and address. Your comments will be forwarded to the Board of Directors and will be included in the written public record.
- Public comment is limited to two minutes per speaker unless a different time limit is announced. The Board President may limit the length of comments during public meetings due to the number of persons wishing to speak or if comments become repetitious.
- Participating on Zoom or teleconference: Ensure that you are in a quiet environment with no background noise. To raise your hand on Zoom press ***9** and wait to be called upon by the President or the Clerk to speak. You will be notified that your device has been unmuted when it is your turn to speak. You will be warned prior to your allotted time being over. Your comments will be included in the public record.

General Meeting Information

- Late agenda material can be inspected at the office of Marin Transit, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
- In case of Zoom outage, dial 515-604-9094; meeting ID: 142-334-233
- All Marin Transit public meetings are conducted in accessible locations.
- Documents are available in accessible formats or additional languages by request. If you require translation or other accommodation, call (415) 226-0855 or 711. Requests must be received no less than five working days prior to the meeting.
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- Nếu bạn cần thông dịch hoặc các hỗ trợ khác, hãy gọi (415) 226-0855 hoặc 711. Để truy cập các hướng dẫn này bằng tiếng Việt, [hãy nhấp vào đây](#).

9:30 a.m. Convene as the Marin County Transit District Board of Directors**1. Consider approval of Directors request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449****2. Open Time for Public Expression**

(Limited to two minutes per speaker on items not on the District's agenda)

3. Board of Directors' Matters**4. General Manager's Report**

- a. General Manager's Oral Report
- b. [Monthly Monitoring Report: November 2023](#)

5. Consent Calendar

- a. [Minutes for January 8, 2024 Board Meeting](#)
- b. [Marin Transit 2023 Accomplishments and 2024 Look Ahead](#)
- c. [Contract with Paragon Partners Consultants, Inc. for Relocation & Specialty Appraisal Services](#)
- d. [Fare Collection Study Final Recommendations](#)

Recommended Action: Approve.

6. [Muir Woods Shuttle Evaluation for the 2023 Season](#)

Recommended Action: Discussion item.

7. [Award Operating Contract for Muir Woods Shuttle \(#1242\)](#)

Recommended Action: Authorize General Manager, with concurrence from our partner National Parks Service (NPS), to execute a one year agreement with three options years with Bauer's Intelligent Transportation, Inc. (Bauer's IT, Inc.) (#1242), in an amount not to exceed of \$1,000,000 for the one year base contract.

8. [Addition of One Full Time Staff Position](#)

Recommended Action: Authorize the addition of one staff position in the District's Operations department.

9. [Regional Transportation Revenue Measure](#)

Recommended Action: Endorse principles to guide Marin Transit's participation in regional transit coordination efforts and potential positions on legislation regarding a regional transportation revenue measure.

10. Revised Board Meeting Calendar and Procurement Policy Revision

Recommended Action: Revise the 2024 Board meeting calendar to change from monthly meetings to meetings every other month, with certain exceptions, and revise the Marin Transit Procurement Policies and Procedures to increase the General Manager’s approval authority to contracts valued at less than \$150,000.

Adjourn



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City of San Rafael

Fred Casissa

Alternate
Town of Corte Madera

February 5, 2024

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

Subject: General Manager Report – Monthly Report: November 2023

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 November 30, 2023. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall, Marin Transit experienced strong systemwide ridership growth in November 2023. Total ridership was 7% higher than the previous year (November 2022) and 8% lower than pre-COVID (November 2019).

Fixed route ridership recovery from the COVID-19 pandemic continued to be strong this month. After leveling off for six months (March through August 2023 were all 87-90% of pre-COVID ridership on fixed route services), September through November saw above 90% of pre-COVID ridership on fixed route services, with November coming in at 95% of pre-COVID. This increase is likely the result of riders returning due to the reliability improvements that came with the June service change, and staff are optimistic that the trend will continue.

Marin Access ridership has had a declining ridership trend since September 2022; this month (November 2023) continued the trend, with ridership at 40% of pre-COVID. It remains to be seen how strong of an effect the Marin Access service changes implemented in July will have on ridership going forward; the Catch-A-Ride program saw nearly triple (+192%) its ridership from the prior year (November 2022), but Local Paratransit, which accounts for the majority of Marin Access ridership, saw a 12% decline in ridership compared to the prior year. Overall, Marin Access ridership declined 7% from the prior year (November 2022). Staff is investigating these ridership changes and will bring more information to the Board this spring.

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



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

Fiscal/Staffing Impact

None.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nancy E. Whelan".

Nancy Whelan
General Manager

Attachment A: Monthly Ridership Report and Customer Comments



Month: November 2023		Program							Total
Category	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide		
Commendation	1	0	0	1	1	0	1	4	
Service Delivery Complaint	22	10	1	0	5	0	2	40	
Accessibility	0	0	0	0	0	0	0	0	
Driver Conduct Complaint	8	2	1	0	1	0	0	12	
Driving Complaint	4	6	0	0	1	0	2	13	
Early Trip	0	0	0	0	0	0	0	0	
Equipment Issue	0	0	0	0	0	0	0	0	
Farebox	0	0	0	0	0	0	0	0	
Late Trip	2	1	0	0	2	0	0	5	
Missed Connection	0	0	0	0	0	0	0	0	
Missed Trip	0	0	0	0	0	0	0	0	
No-Show	2	0	0	0	1	0	0	3	
Off-Route	0	0	0	0	0	0	0	0	
Pass-Up Complaint	6	1	0	0	0	0	0	7	
Service Structure Complaint	3	1	3	0	1	0	5	13	
Bus Stop Improvement Request	0	0	0	0	0	0	2	2	
Fares	0	0	0	0	0	0	0	0	
Other Complaint	1	0	0	0	0	0	1	2	
Scheduling Complaint	0	0	1	0	1	0	0	2	
Service Improvement Suggestion	2	1	2	0	0	0	2	7	
Safety Complaint	0	0	0	0	0	0	0	0	
Total Service Hours	11,412	1,914	1,323	137	2,027	-	16,936	16,936	
Commendations per 1,000 Hours	0.1	0.0	0.0	7.3	0.5	-	0.1	0.2	
Complaints per 1,000 Hours	2.2	5.7	3.0	0.0	3.0	-	0.4	3.1	
Total Passengers	202,887	16,656	10,527	3,277	3,728	1,764	248,040	248,040	
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.3	0.3	0.0	0.0	0.0	
Complaints per 1,000 Passengers	0.1	0.7	0.4	0.0	1.6	0.0	0.0	0.2	

Attachment A

Monthly Monitoring Report

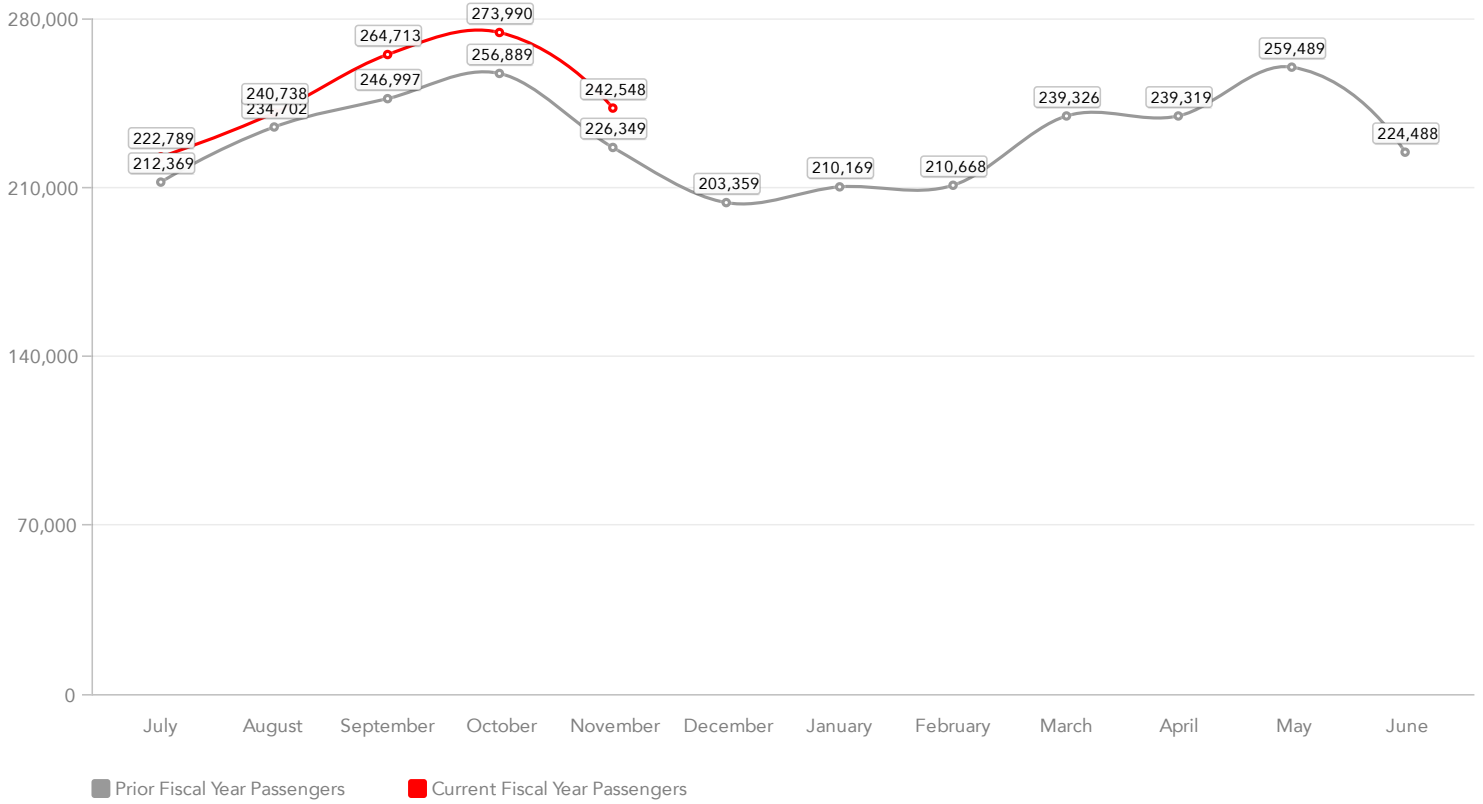
01/29/2024

FISCAL YEAR MONTH

2024 All

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

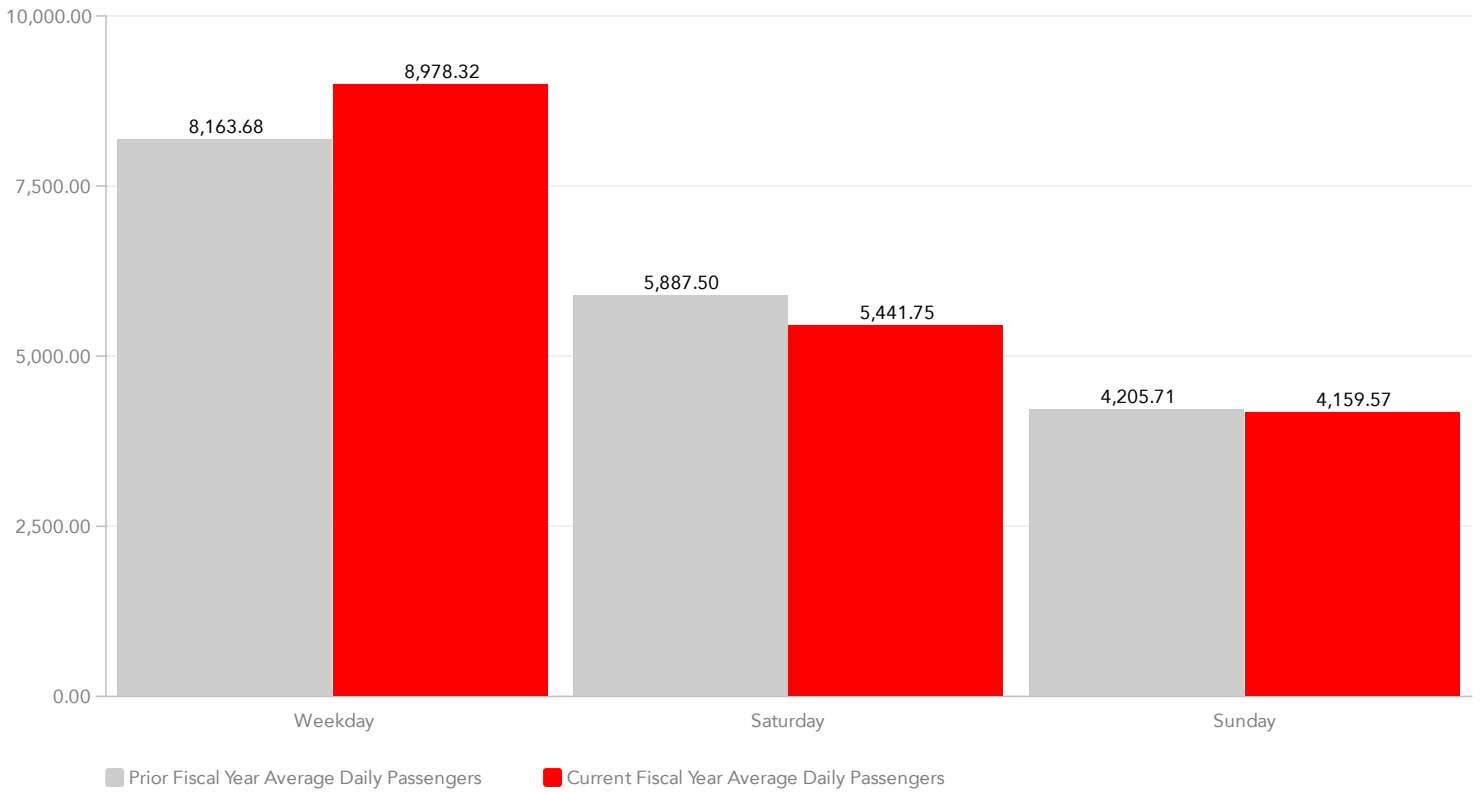


Monthly Comparison

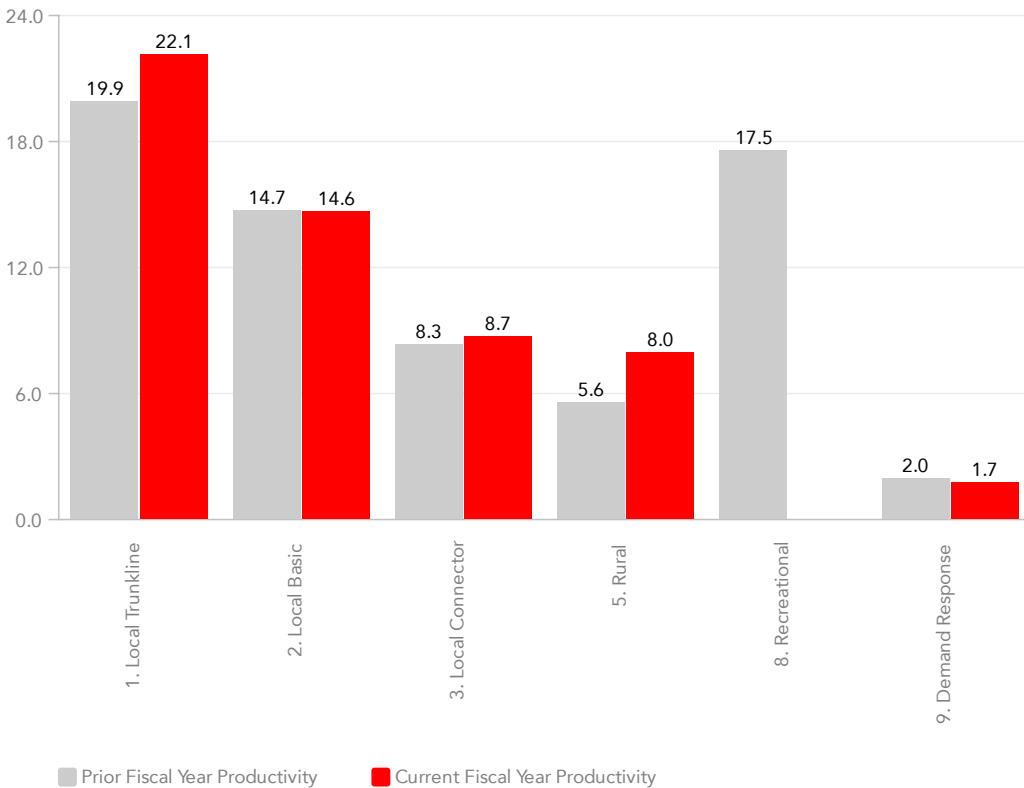
MONTH

Nov

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

- 1. Local Trunkline:
Routes 35, 36, 71
- 2. Local Basic:
Routes 17, 22, 23, 29, 49, 57
- 3. Local Connector:
Routes 219, 228, 233, 245
- 5. Rural:
Routes 61, 68
- 8. Recreational:
Muir Woods Shuttle
- 9. Demand Response:
Local Paratransit, Marin Access Shuttles

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, January 8, 2024 at 9:30 A.M.

Roll Call

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

Absent: None

Director Casissa was in attendance as a non-voting member.

Board President Rice opened the meeting at 9:31 A.M.

1. [Consider approval of Directors request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449](#)

Administrative Assistant & Board Secretary Kate Burt reported there were no requests for remote participation by any Directors.

2. [Organization of the Transit District](#)

Director Moulton-Peters made a motion to nominate Brian Colbert for President, Eric Lucan for Vice President, and Mary Sackett for Second Vice President. Director Rodoni seconded the nominations.

M/s: Director Moulton-Peters – Director Rodoni

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

Noes: None

Absent: None

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

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

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

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

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

- a. [General Manager's Oral Report](#)
- b. [Monthly Monitoring Report: October 2023](#)
 - i. [Item 5b – Staff Report](#)

General Manager Nancy Whelan reviewed recent workshops and events that staff attended, including a tour of AC Transit's bus rapid transit line, Tempo. She reported on fixed route and demand response ridership from October 2023.

Second Vice President Sackett asked if the nine-mile AC Transit Tempo line is a dedicated bus lane and if it would be served by only one transit line.

Ms. Whelan confirmed it is a dedicated bus lane, explained the logistics of the line, and confirmed that it is served by only one line.

Director Moulton-Peters suggested staff should present to the Transportation Authority of Marin (TAM) regarding Transit Priority Treatments. She commended the Marin Sonoma Transit Coordination effort.

6. [Consent Calendar](#)

- a. [Minutes for December 4, 2023 Board Meeting](#)
- b. [Federal Legislative Report](#)
- c. [Update on FY 2023/24 Contracting Opportunities and Awards](#)
- d. [Interagency Agreement with Golden Gate Bridge, Highway, & Transportation District for Provision of Paratransit Service](#)
- e. [Revised Marin County Transit District Safety Plan](#)
- f. [Contract with Roebbelen Contracting, Inc. for the Construction Management at 3010/3020 Kerner Blvd.](#)

Recommended Action: Approve.

M/s: Director Rice – Director Bushey

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

Noes: None

Absent: None

Abstain: None

7. [Update on the San Rafael Transit Center Replacement Project](#)

[Staff Report](#)

Director of Operations & Service Development Robert Betts reviewed the San Rafael Transit Center (SRTC) Replacement Project and provided an Operational assessment.

Mara Baum from Dialogue Design reported on the community's involvement with the SRTC Replacement Project. She provided an update on the project design.

Second Vice President Sackett asked where the Sonoma Marin Area Rail Transit (SMART) Train tracks were on the project's rendering.

Ms. Baum pointed out where the SMART tracks were represented on the rendering.

Second Vice President Sackett expressed concern regarding bus routes needing to travel three city blocks to exit the SRTC. She acknowledged the project's efforts to address traffic considerations.

Denis Mulligan from the Golden Gate Bridge Highway & Transportation District (GGBHTD) stated that Route 35's navigation of the SRTC is an existing condition and although it is outside of the scope of the SRTC Relocation Project, the issue could be addressed separately. He explained the ongoing collaborative efforts to keep traffic flowing around the SRTC. He emphasized that the project design phase is an iterative process in its infancy.

Second Vice President Sackett expressed interest in making their discussion of the SRTC Replacement Process more inclusive of other local issues.

Mr. Mulligan noted that prioritizing buses in traffic will grow transit ridership.

Ms. Baum described the membership of the Community Design Advisory Group (CDAG).

Director Bushey asked about the decision-making process for the objectives of the SRTC Replacement Project.

Mr. Mulligan outlined which decisions would be influenced by stakeholder agencies.

Ms. Baum noted how community engagement would influence decisions. She explained how the project is layered and iterative.

Mr. Mulligan said that as the SRTC is a gateway to the City of San Rafael, the community should be involved with the project.

Director Bushey commented on the value of having one decisionmaker versus a design-by-committee process.

Ms. Baum specified the amount of influence that the CDAG would have.

Director Rice asked about the modeling of different traffic scenarios near the SRTC. She emphasized the importance of studying traffic near the SRTC. She discussed the role of partner and stakeholder agencies.

Mr. Mulligan explained the traffic modeling and analysis process.

Director Casissa asked about pedestrian travel in the proposed SRTC design. He asked how the proposed SRTC canopy would protect riders from weather and whether there is potential to include solar panels in the design. Director Casissa asked how buses will operate during construction.

Mr. Mulligan explained how pedestrian travel would be safer and improved.

Ms. Baum explained how they considered and studied weather and said they will consider including solar panels in later iterations in the design.

Mr. Mulligan answered that the impacts to transit during construction will be modest.

Director Casissa commended the work of the SRTC Replacement Project's team.

Vice President Lucan asked for a financial overview of the project and asked if the current SRTC site would be sold to help fund the project.

Mr. Mulligan listed the sources of funding for the project. Mr. Mulligan confirmed sales proceeds from the site would help fund the project.

Vice President Lucan asked about the design of the pavement at the proposed SRTC.

Ms. Baum outlined the options for pavement.

Director Rodoni asked if the SRTC Replacement Project team is considering installing hydrogen or electric charging sites at the new SRTC.

Mr. Mulligan explained the potential of installing hydrogen or electric charging sites at the new SRTC.

President Colbert emphasized the importance of a sense of place, project scope, and anticipation of who will use the proposed SRTC.

President Colbert called for public comment.

Anthony Nachor expressed concerns regarding adaptive reuse and the local impacts of the SRTC Replacement Project.

Leo asked how the SRTC Replacement Project has considered pedestrian access and experience.

Recommended Action: Discussion Item.

8. [Fare Collection Study Update](#)

[Staff Report](#)

Director of Planning Cathleen Sullivan summarized the outcomes of staff's rider outreach and survey, presented staff's draft farebox technology recommendation, and reviewed next steps for implementation of the technology.

Director Moulton-Peters asked how Automated Passenger Counters (APCs) count passengers.

Ms. Sullivan explained how different types of APC systems work.

President Colbert called for public comment.

Anthony Nachor asked how transfers would work under the new farebox system.

Recommended Action: Discussion item.

Adjourn President Colbert adjourned the meeting at 11:10 AM

SINE DIE

PRESIDENT

ATTEST:

CLERK



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Maribeth Bushey

Director
City of San Rafael

Fred Casissa

Alternate
Town of Corte Madera

February 5, 2024

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

Subject: Marin Transit 2023 Accomplishments and 2024 Look Ahead

Dear Board Members:

Recommendation

Information only.

Summary

As we begin a new year, staff has reflected on our organization's accomplishments in 2023 and we look forward to the challenges and opportunities the new year will bring. Attached is a list of 2023 accomplishments and look ahead into calendar year 2024. Among the 2023 accomplishments, a few highlights include:

- Ridership on fixed route service grew back to near pre-pandemic.
- Marin Transit was awarded a competitive Federal Transit Administration Grant for \$31.5 million to purchase Right of Way, build a zero-emission fixed route bus facility, and implement a workforce development program.
- Staff developed and implemented successful service changes focused on improving service reliability in July 2023.
- Revamped Marin Access services to provide expanded Catch-a-Ride program and increased volunteer driver rates.
- Improved real-time information for riders.
- Advanced bus stop improvement project and facility project at 3010/3020 Kerner and received grant for new Transit Priority Corridor project.
- Kicked off and made substantial progress on a comprehensive Fare Collection Study.
- Updated the agency's Title VI Program for 2023-2026.
- Adopted a new logo.
- Transitioned back to in-person Board meetings.



Looking ahead into 2024, the agency anticipates lots of exciting work to advance to agency's mission, support our riders, and benefit the communities we serve. Highlights include:

- Advance the zero-emission facility project and other facility capital projects.
- Implement fare collection and passenger counting recommendations and transition to a new Clipper system.
- Complete a 10-year Short Range Transit Plan.
- Advance the Transit Priority Corridor Project.
- Analyze Marin Access ridership trends.

Fiscal/Staffing Impact

None associated with this report.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nancy E. Whelan".

Nancy Whelan
General Manager

Attachment A: 2023 Accomplishments and 2024 Look Ahead

Marin Transit 2023 Accomplishments

SERVICE IMPROVEMENTS AND RIDERSHIP

- ❖ Ridership on fixed route service grew back to near pre-pandemic levels. Marin Transit provided over 2.8 million unlinked passenger trips in FY 2022/23 with over 212,000 revenue hours of service.
- ❖ After public outreach, staff developed and implemented successful service changes focused on improving service reliability in July 2023. The changes improved efficiency by reducing the number of drivers and vehicles needed during the peak period while minimally impacting service hours. Missed trips are down, reliability is improved, and the District retained ridership through the service change.
- ❖ Revamped Marin Access programs and services, including consolidation of low-productivity programs into a new expanded Catch-A-Ride program that offers vouchers on taxi and Uber services and increased volunteer driver reimbursement rates. Usage on Catch-A-Ride has significantly increased month-over-month since the change.
- ❖ Awarded new competitively bid school bus contract. Awarded new contract for Operations & Maintenance of the Muir Woods Shuttle.
- ❖ Negotiated a new interagency agreement for service operations with Golden Gate Bridge Highway and Transportation District.
- ❖ Worked to improve data reliability for real-time bus arrivals and monitoring; added real-time messaging for riders that includes trip cancellation and detour information.
- ❖ Offered free summer fares for youth and free fares during the Marin County Fair.

CAPITAL INVESTMENTS

Fleet

- ❖ Updated the District's Zero Emission Bus Roll Out Plan.
- ❖ Placed four 35-foot Gillig Electric vehicles in service, bringing the District's zero-emission fleet to six buses.
- ❖ Purchased seven Gillig hybrid buses to be delivered in 2024.
- ❖ Replaced the staff car with a zero-emission battery electric car.

Facility Projects

- ❖ District was awarded a competitive Federal Transit Administration Grant for \$31.5 million to purchase Right of Way, build a zero-emission fixed route bus facility, and implement a workforce development program.
- ❖ Awarded competitively bid contracts for demolition and Design and Engineering of parking and EV charging facility on 3010/3020 Kerner Property.
- ❖ Transitioned Rush Landing facility between service contractors.
- ❖ Completed design work for ADA Bus Stop Improvement project at 23 stops.

Transit Priority

- ❖ District was awarded a grant for \$1.6 million in Federal OBAG3 funds for a Transit Priority Corridors project to improve key transit corridors, including signal priority, infrastructure improvements, and upgraded bus stops.
- ❖ District was awarded funds on behalf of TAM to advance Part Time Transit Lane on US 101.

PLANNING AND COORDINATION WITH PARTNERS

- ❖ Kicked off and made substantial progress on a comprehensive Fare Collection Study to define the next generation of fare collection, fare policy, and passenger counting at Marin Transit. Completed public outreach and a rider survey to inform recommendations.
- ❖ Updated the agency's Title VI Program for 2023-2026, including new Public Participation Plan, Public Hearing Policy, Major Service Change Policy, and Disparate Impact/Disproportionate Burden Policy.
- ❖ Created a Marin Transit campaign plan to guide public and rider engagement efforts and engaged in joint promotional efforts with North Bay operators.
- ❖ Evaluated Pilot and promotional programs including: fare promotions conducted since the pandemic, the Transit Connect pilot program, and a Completed a Muir Woods Shuttle passenger survey.
- ❖ Completed the 2022 Muir Woods Shuttle evaluation report.
- ❖ Actively participated in several regional efforts to better coordinate transit services in the Bay Area. General Manager selected to be a member of the inaugural Regional Network Management Council.

- ❖ Initiated at Marin and Sonoma County transit coordination effort focused on improving service coordination in the 101 corridor to deliver better service to riders.
- ❖ Participated in advancement of design for the San Rafael Transit Center led by Golden Gate Transit.
- ❖ Awarded On-Call contracts for planning services and graphic design services.

ADMINISTRATION AND PERSONNEL

- ❖ Transitioned to in-person Board meetings after a multi-year hiatus due to the pandemic.
- ❖ Adopted a new Marin Transit and Marin Access logo and brand image that is more accessible, usable, and modern.
- ❖ Developed and adopted the FY2024 Annual Budget and completed a successful year-end financial audit.
- ❖ Awarded contracts for federal lobbying support, two new legal services agreements, and new contract for Independent Financial Audits.
- ❖ Added a procurement position to help coordinate and manage the District's purchasing process and major procurements.

Marin Transit 2024 Look Ahead

- ❖ Purchase first electric paratransit vehicle
- ❖ Start construction of the 3010/3020 Kerner parking facility
- ❖ New site for ZEB Operations & Maintenance facility
- ❖ Complete Marin Sonoma transit operations analysis
- ❖ Modify/simplify school services
- ❖ Analyze Marin Access ridership trends
- ❖ Implement fare study recommendations
- ❖ Clipper independence
- ❖ Switch to APC ridership counting
- ❖ Measure AA expenditure plan update
- ❖ FTA Triennial Review
- ❖ SRTP Update
- ❖ Advance transit signal priority



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February 5, 2024

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

Subject: Contract with Paragon Partners Consultants, Inc. for Relocation & Specialty Appraisal Services

Dear Board Members:

Recommendation

Authorize the General Manager to execute a contract with Paragon Partners Consultants, Inc. for three years with two additional one-year options in an amount not to exceed \$300,000.

Summary

Staff recommends that your Board authorize the General Manager to enter into an agreement with Paragon Partners Consultants, Inc. to provide Relocation and Specialty Appraisal Services for three years with two additional one-year options to support in the District's property acquisition for the construction of a bus transit maintenance yard.

Background

In June 2023, the District was awarded a \$31.5 million grant by the Federal Transit Administration (FTA) to develop a bus transit maintenance yard for its growing zero admission fleet. The grant is funded through the Bipartisan Infrastructure Law.

Marin Transit plans to acquire property for the transit facility using these federal funds and requires professional expertise to create and implement a Relocation Assistance Program that is compliant with the federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and with the California Relocation Assistance Law. The selected consultant will develop the relocation assistance program, provide business relocation services, and provide specialty appraisal services for loss of business goodwill and furniture, fixtures and equipment. Additionally, the consultant may be called upon to provide expert witness in a Relocation Assistance Appeals Board proceeding or a California Superior Court action regarding relocation claims, if necessary.



Marin Transit issued a Request for Proposals (RFP) on November 7, 2023, for Relocation and Specialty Appraisal Services. Responses were due on December 12, 2023. Marin Transit received three proposals from qualified firms. An evaluation panel was convened to review the proposals based on the criteria specified in the RFP and conducted interviews with the two most qualified proposers on January 11, 2024. The following factors were identified as evaluation criteria in the RFP:

Criteria	Max Points Available
Management Approach	25
Relevant Experience and Past Performance	35
References	20
Rates	20
Total	100


Discussion

The panel concluded that Paragon Partners Consultants, Inc. demonstrated the greatest understanding of the District’s needs for relocation and appraisal services. Paragon Partners Consultants, Inc. and its subconsultants have the expertise and experience to prepare and implement the District’s Relocation Assistance Program, including provision of relocation advice, assistance, and services to displaced businesses and residents, consistent with federal and state law.

Further, the evaluation panel found the rate structure of the proposal to be competitive in the current market. Proposed rates are shown in Attachment A.

Fiscal/Staffing Impact

Expenses under this contract will be funded from the Capital Budget in the Fixed Route Maintenance Facility Project (#FG). This project is funded with a combination of local, state and federal funds. Services will be authorized by Task Order as needs develop. Task Orders will include, at a minimum, a description of the work to be performed, the assigned personnel, estimated hours by task and by firm, a maximum payment amount. The consultant may only be paid up to the total budget authorized in a Task Order.

Respectfully Submitted,


Nancy Whelan
 General Manager

Attachment A: Paragon Partners Consultants, Inc. Proposed Hourly Rate Summary

PROPOSAL

HOURLY RATE SUMMARY



**marin
transit**

MARIN TRANSIT

FOR

RELOCATION AND SPECIALTY APPRAISAL SERVICES

DECEMBER 12, 2023



PARAGON

A C L S C O M P A N Y

ATTACHMENT F: HOURLY RATE FORM

Respondent	
Paragon Partners Consultants, Inc.	
Address: 5660 Katella Avenue, Suite 100	
City, State, Zip Code: Cypress, CA 90630	Fax Number: 714-908-8484
Phone Number: 714-379-3376	Email: cdemucci@paragon-partners.com

Relocation Services (Not Litigation Support)		Hourly Rate (\$)				
		FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Mark Mendoza	Corporate Broker	225	229.5	234	239	244
Phillip Bonina	Project Manager	185	189	193	197	201
Dionisio Marquez	Relocation Manager	160	163	166	169	172
Cheryl DeMucci	QA/QC Manager	195	199	203	207	211
Addiel Flores	Relocation Lead Agent	140	147	154	162	170
Benjamin Neighbors	Senior Relocation Agent	105	107	109	111	113
Bill Tanner	Senior Relocation Agent	105	107	109	111	113
Colin Valles	Relocation Agent	95	97	100	102	104
Sarah Riggs	Project Coordinator	85	86.5	88	90	92
Michael Lacey	F&E Appraiser	150	150	150	150	150
Richard Hodges	F&E Appraiser	150	150	150	150	150
Madeleine Mamaux	Goodwill	400	412	424	437	450
Kevin Blair	Goodwill	350	361	372	383	395
Ricardo Goni	Goodwill	350	361	372	383	395
Eric Lietzow	Goodwill	350	361	372	383	395
Silvia Tauber	Goodwill	200	206	212	218	225
Anwesh Roy	Goodwill	175	180	185	191	197
Kaung Myat	Goodwill	150	155	160	165	170
* Marin Transit Fiscal Year (FY) is July 1 – June 30.						

* The above hourly rates shall include all incidental expenses of the Respondent, including the costs and charges of the following: toll telephone calls, document binding, filing fees, express mail, delivery and courier service, in- and out-of-house photocopying, facsimile transmittal, transportation, travel, automobile rental, taxicabs, parking, meals, secretarial services, printing, photographs, renderings, maps, Internet access, computers, overhead, administration, and other costs and charges incurred by the Respondent or the Respondent's subcontractors.

Litigation Support		Hourly Rate (\$)				
Staff Name	Staff Function	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
Mark Mendoza	Corporate Broker	250	255	260	265	270
Phillip Bonina	Project Manager	250	255	260	265	270
Dionisio Marquez	Relocation Manager	250	255	260	265	270
Addiel Flores	Relocation Lead Agent	250	255	260	265	270
Michael Lacey	F&E Appraiser	375	150	150	150	150
Richard Hodges	F&E Appraiser	375	150	150	150	150
Kevin Blair	Goodwill	350	361	372	383	395
Richardo Goni	Goodwill	450	464	478	492	507

Litigation Support		Litigation - Per Diem (\$)				
Staff Name	Staff Function	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28
		n/a	n/a	n/a	n/a	n/a
		n/a	n/a	n/a	n/a	n/a
		n/a	n/a	n/a	n/a	n/a

* Marin Transit Fiscal Year (FY) is July 1 - June 30.



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February 5, 2023

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

Subject: Fare Collection Study Final Recommendations

Dear Board Members:

Recommendation

Approve Fare Collection Study recommendations to replace Genfare Odyssey validating fareboxes with mechanical drop fareboxes and transition to automated passenger counters (APCs) for passenger counting over the next three years.

Summary

This is the final Board item on the Fare Collection Study which evaluated technology options to replace Marin Transit's fareboxes and count passengers. Staff has completed the evaluation process and is recommending a technology package of Drop Fareboxes and Automated Passenger Counters for Board adoption. This item includes anticipated cost ranges for the recommended technology but does not include approval of funding for technology procurement; staff will request Board approval of any technology procurements that result from these recommendations. The recommended technology does not necessitate any fare policy changes; this letter summarizes fare media changes that will result from the technology for your information.

Following Board action, staff will bring the Fare Study to a close, including finalizing documentation of recommendations and a staff-level implementation plan and marketing/outreach plan that will guide staff efforts in managing the upcoming changes.

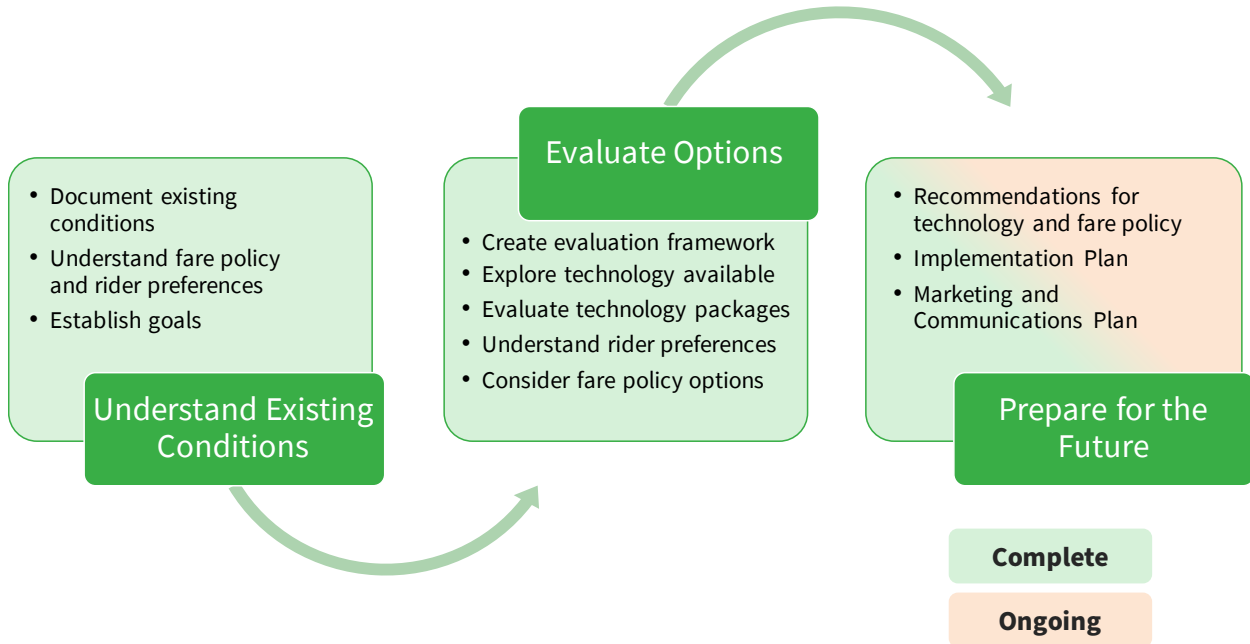
Background

With the introduction of Clipper 2.0 in 2024 and the end of production and maintenance support for Marin Transit's current GFI fareboxes in 2025, the District has spent the last six months considering what functionality it needs from the next generation of fareboxes, how it will continue to count passengers in the future, and the appropriate fare policy to complement these decisions.

Key goals for the fare system that have served as the foundation for the evaluation of technology alternatives are: Maintain business continuity, Increase equity and inclusion, and Attract and retain riders.

The Study took form over three phases, illustrated in the figure below. The team is in the final Phase. Additional background on the study can be found in prior Board items (Sept. 2023 – Jan. 2024).

Figure 1 Fare Collection Study Phases



As follow-up to a prior fare-related item in November 2023 – your Board requested examples of the scale of service decrease that \$2.5M loss in fare revenue represents – staff prepared the information included in Attachment B.

Discussion

Clipper 2.0

With the introduction of Clipper 2.0, Clipper will become a much more useful and beneficial product for Marin Transit riders. This new iteration of Clipper will eliminate some of the current disadvantages and provide additional benefits for riders, including:

- **One tap:** Riders will no longer need to tap off and using Clipper will no longer carry the risk of getting overcharged for forgetting to tap off.
- **Pass products:** Marin Transit pass products will be available on Clipper.
- **Fare Capping:** Clipper will offer “fare capping” via fare accumulator products. Marin Transit will have two accumulator products – a Daily Pass Accumulator and a Monthly Pass Accumulator. Riders will be able to “pay-as-they-go” rather than paying up front for pass products. Each tap will count towards a daily and monthly pass. E.g. once a rider has paid \$5 in fare, their fare for the day will be capped and they will not be charged anything else for any trips made during the remainder of that day.
- **Credit/debit cards:** Clipper 2.0 will offer riders the option to ‘tap to pay’ with a credit or debit card enabled with a contactless chip .



- **Smartphone mobile wallet:** Clipper 2.0 will also offer riders the option to ‘tap to pay’ with a Smartphone mobile wallet (e.g. Google Pay or Apple Pay).
- **Free/Reduced Interagency Transfers:** A new regional free/reduced interagency transfer program will be available with Clipper 2.0 – all riders using Clipper will get \$2.50 off when they transfer to or from any other operator in the region. This means riders will get a free ride on Marin Transit when transferring from any other operator and will get a \$2.50 discount when transferring to any other operator.¹
- **Clipper SMART:** This is not a new program but bears emphasis that any low-income transit rider can get 50% off all transit fares throughout the region when using Clipper. This discount is only available via Clipper.

When Clipper 2.0 is available, Marin Transit will transition to Clipper as the foundation of our fare system. The above features will make Clipper the most cost effective and beneficial way for our riders to pay. Further, most of these features will benefit riders across all transit systems they use; to the degree Marin Transit can help get Clipper cards into riders’ hands, it will yield benefits for them beyond their use of Marin Transit.

Staff recognizes that there are barriers to transitioning riders onto Clipper, including lack of awareness of Clipper and its benefits, lack of retail locations in Marin County to get Clipper cards, barriers for unbanked riders, and barriers to apply for discounted cards. Staff are actively working on plans to address each of these barriers as part of the implementation and marketing/outreach plans.

Technology Recommendations

In addition to Clipper, Marin Transit will need to continue to allow riders to use cash to pay fares into the future – this has been a foundational assumption of the Fare Study and was underscored by peer agency interviews and a rider survey conducted in Fall 2023. The team evaluated three technology alternatives that could meet this need: Drop Farebox, Registering Farebox, and Validating Farebox. Clipper was assumed as a baseline in all three packages. The Study considered the following options for counting passengers to capture the number of boardings as well as the type of rider (a.k.a. rider segment): driver tally, automated passenger counters (APCs), and validating fareboxes.

The team has completed the technology evaluation. The final recommendation for Board approval is shown in Figure 2. This figure includes anticipated cost ranges for each technology component. The variation reflects estimates provided by vendors during vendor interviews this winter. The large range for APCs reflects the fact that some Marin Transit buses are already equipped with APCs; the team is currently assessing these existing APCs to determine how many counters will need to be procured and what complementary software is needed.

Figure 2 Final Fare Study Technology Recommendation

Technology Component	Recommended Technology	Estimated Cost Range
Farebox	Drop Farebox	\$260,000 - \$370,000
Passenger Counting	Automated Passenger Counters (APCs)	\$300,000 - \$945,000

¹ For reference, riders currently get a discount of \$1.50 transferring to or from SMART and \$1.80 Clipper or \$2.00 cash discount transferring to/from Golden Gate bus or ferry.



Rider Segment Counting	Driver tally (separate tablet)	N/A (included in CAD/AVL system) ²
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Fare Media Impacts

The upcoming fare collection changes at Marin Transit do not necessitate any fare policy changes – fare prices and eligibility will not change. The technology will necessitate some changes to the fare payment process and fare media – Clipper 2.0 introduces several new fare options, and removal of GFI validating fareboxes will require discontinuation of some fare media.

Change	Explanation	Clipper Replacement Product
Discontinue paper change cards	Not supported by Drop Farebox. Very low current usage.	Load value onto Clipper card
Discontinue paper day pass	Not supported by Drop Farebox. Very low current usage.	Day pass accumulator
Discontinue paper monthly pass	Not supported by Drop Farebox.	Month pass accumulator
Transition flash passes to Clipper (COM, youth, Marin Access Fare Assistance passes))	Driver tally can continue to record flash pass products. Staff plans to transition these programs to Clipper over time.	Clipper institutional products
Consider discontinuation of paper transfers	Not supported by Drop Farebox. High usage by current riders. Postpone decision on discontinuation of paper transfers until Clipper 2.0 is well established. Sufficient uptake may allow discontinuation of paper transfers; equitable access for Clipper and cash-paying riders will be central to this decision.	Clipper transfer

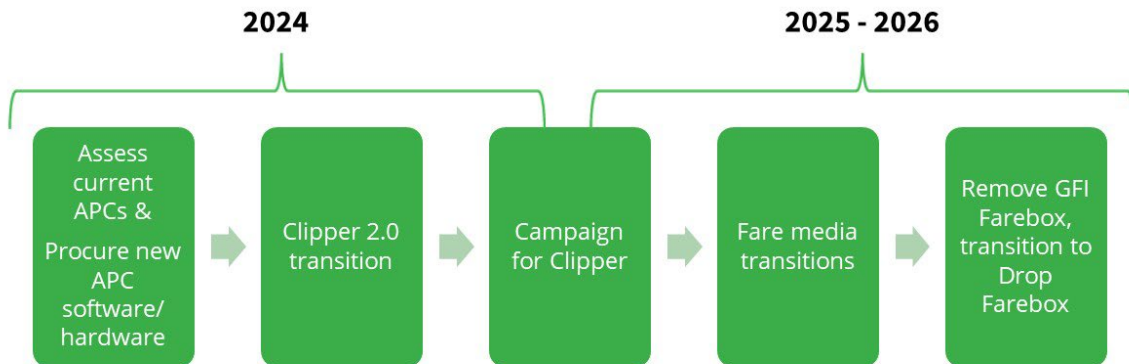
Timeline

Board approval of this recommendation gives staff the direction to pursue transitioning to the recommended technology options over the next three years. Staff will not move forward with making all technology or fare media transitions immediately. This provides Marin Transit with the opportunity to adjust if needed as we move forward with implementation. Staff will return to the Board to request approval of technology procurements that result from these recommendations. The first of these is anticipated later this year to begin the transition to counting riders via APCs.

² Computer-Automated Dispatch/Automated Vehicle Locator system, responsible for all onboard system integration.



Staff recommends the following phased implementation plan.



The transition to rider segment counting via tablet through CAD/AVL vendor can happen before or at same time as the transition to a Drop Farebox. The changes to fare media will occur over the next three years – in general, staff anticipates a several month or longer transition period while Clipper 2.0 gets established before making any changes to fare media that will impact a large share of riders.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Cathleen Sullivan
Director of Planning

Attachment A: Follow-up Responses to Board Questions

February 5, 2023

**Subject: Follow-up to Board Questions Regarding Free Fares for All
Marin Transit Fixed Route Riders**

In November 2023, staff estimated that Marin Transit collects approximately \$2.5 million annually in fixed route fare revenue.¹ Marin Transit's farebox recovery ratio for fixed route is currently 8.7%². Thus, \$2.5 million is the amount of revenue loss Marin Transit would sustain if free fares were offered on fixed route buses (does not include Marin Access impacts).

This memo provides more information on examples of the scale of service decrease that \$2.5M loss in fare revenue represents. Other questions posed in that meeting will be addressed at future meetings.

Service Implications of Fare Revenue Loss

In response to questions from your Board, staff estimated what a loss of \$2.5 million in revenue means for service. Each of the following service cuts represents approximately \$2.5 million:

- Cancel one of our 30-minute frequency local routes (Route 17, 23, 36). These are 3 out of the 5 highest ridership routes.
- Reduce 30-minute frequency on routes 17, 22, 23, and 49 to every 60 minutes.
- Reduce 15-minute Canal frequency on Route 35 to every 60 minutes.
- Cut the whole stagecoach program plus all rural shuttles .
- Cut all school programs including the Supplemental school, Yellow Bus, and all Measure AA subsidy distributed to the other four yellow bus programs.

A key conclusion of fare assessments conducted by staff was that Marin Transit should not eliminate fares unless a secure ongoing source of funding were identified to backfill and avoid these types of service cuts. Thus, staff also explored the reverse of the question -- if Marin Transit had the good fortune to identify an additional \$2.5 million more for service provision, what would that represent in terms of service increases:

- Double the whole Stagecoach program (Routes 61 & 68)
- Change all 60-minute frequency service on Community Shuttle routes (the four 200 series routes – 219, 228, 233, 245) to 30-minute frequency
- Take 30-minute frequency service on Route 17 (Mill Valley) to every 15 minutes
- Reduce 30-minute frequency on Route 36 (Canal) to every 15 minutes
- Make all existing yellow bus service in the County free, double the Ross Valley Yellow Bus program and add another 5 yellow buses to other schools countywide
- Buy 2 new electric buses (expansion), per year (fully locally funded) or provide the local match to replace up to 10 retired buses with new electric buses, per year (with federal match)

¹ Staff further estimated that the District spends approximately 10-15% of this revenue on fare collection.

² Marin Transit FY 2022/23 Annual Performance Report.



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February 5, 2024

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

Subject: Muir Woods Shuttle Evaluation for the 2023 Season

Dear Board Members:

Recommendation

Discussion item.

Summary

In October, staff presented the 2023 Muir Woods Shuttle passenger survey results with the Board. This item complements survey results with a more comprehensive overview of Shuttle performance for the 2023 season.

Background

Marin Transit assumed operation of the Muir Woods Shuttle in 2009 as part of a funding partnership with the National Parks Service (NPS). The Shuttle is an important mode of access to Muir Woods National Monument and has historically carried up to 40+ percent of park visitors on busy weekends. The District continues to work to improve the Muir Woods Shuttle service to meet visitor needs, reduce congestion, and improve service.

Several changes were made to the operations of the Shuttle in May of 2023. Most notably was the change in service provider for the shuttle, switching from MV Transportation to Bauer's IT. This was the first change in contract operations in nearly 15 years. Other changes included the use of contractor-provided equipment, the requirement for passengers to pre-book trips to and from the Woods, and a modified schedule that did not provide service past October.

In October of 2023, staff presented to your board the results of the 2023 passenger survey for the Muir Woods Shuttle. Over 90% of passengers said they had an excellent or very good experience with Bauer's delivery of the Shuttle service.

Discussion

During the 2023 calendar year, the Shuttle operated on weekends and holidays from January through October and operated seven days a week during the peak season from mid-June to mid-August. The 2023 season was shorter than the



2022 season, which had some level of service year-round. In 2023, the Shuttle provided service on 126 days, 18% fewer than the prior year. Park visitors took 61,120 one-way trips in 2023, representing a 28% percent decrease in ridership compared to 2022. The ridership decrease reflects not only reduced days of service, but also fewer trips provided per day.

The Shuttle carried an average of 12 passengers per revenue hour and 13 passengers per trip for the 2023 season. Passengers per trip has increased by 3% from the prior year. Daily ridership reached up to 1,257 unlinked passenger trips on the Shuttle’s busiest days in July.

Program Costs

For the 2023 season, the total program costs for the Muir Woods Shuttle service were \$1,253,497. The total cost includes service operations, marketing, Marin Transit administration, part-time Customer Liaisons, and the provision of portable restrooms. Marin Transit signed a new Cooperative Agreement with NPS mid-year to fund the program through the end of 2023. In the prior agreement, NPS funded 50% of net program costs after deducting fare revenue. Since the fares were collected by NPS’s concessionaire, NPS also funded the equivalent value of \$5 per passenger. Starting with the new funding agreement, Marin Transit will fund a maximum of \$400,000 in program costs split 50/50 with NPS. NPS will pay for 100% of any program costs over \$800,000, but will not remit payment for the fares or fare equivalents. Under the terms of the Cooperative Agreements, NPS and passenger fares were responsible for an estimated \$669,041 (53%) of the CY 2023 program costs. Measure A/AA and property tax funds provided the balance of the funds necessary to operate the 2023 program.

Table 1: Muir Woods Shuttle Program Cost Split Between NPS and Marin Transit

	CY 2023		CY 2024 (estimated)	
Total Cost	\$1,253,497		\$1,100,000	
National Parks Service Share (includes fare revenue)	\$669,041	53%	\$700,000	64%
Marin Transit Share	\$584,454	47%	\$400,000	36%

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Asher Butnik
Senior Transit Planner

Attachment A: 2023 Muir Woods Shuttle Evaluation Presentation



Muir Woods Shuttle Evaluation Report

2023 SEASON

Agenda

- 01** Performance Overview
- 02** Financial Metrics
- 03** Next Steps

2023 Season Overview

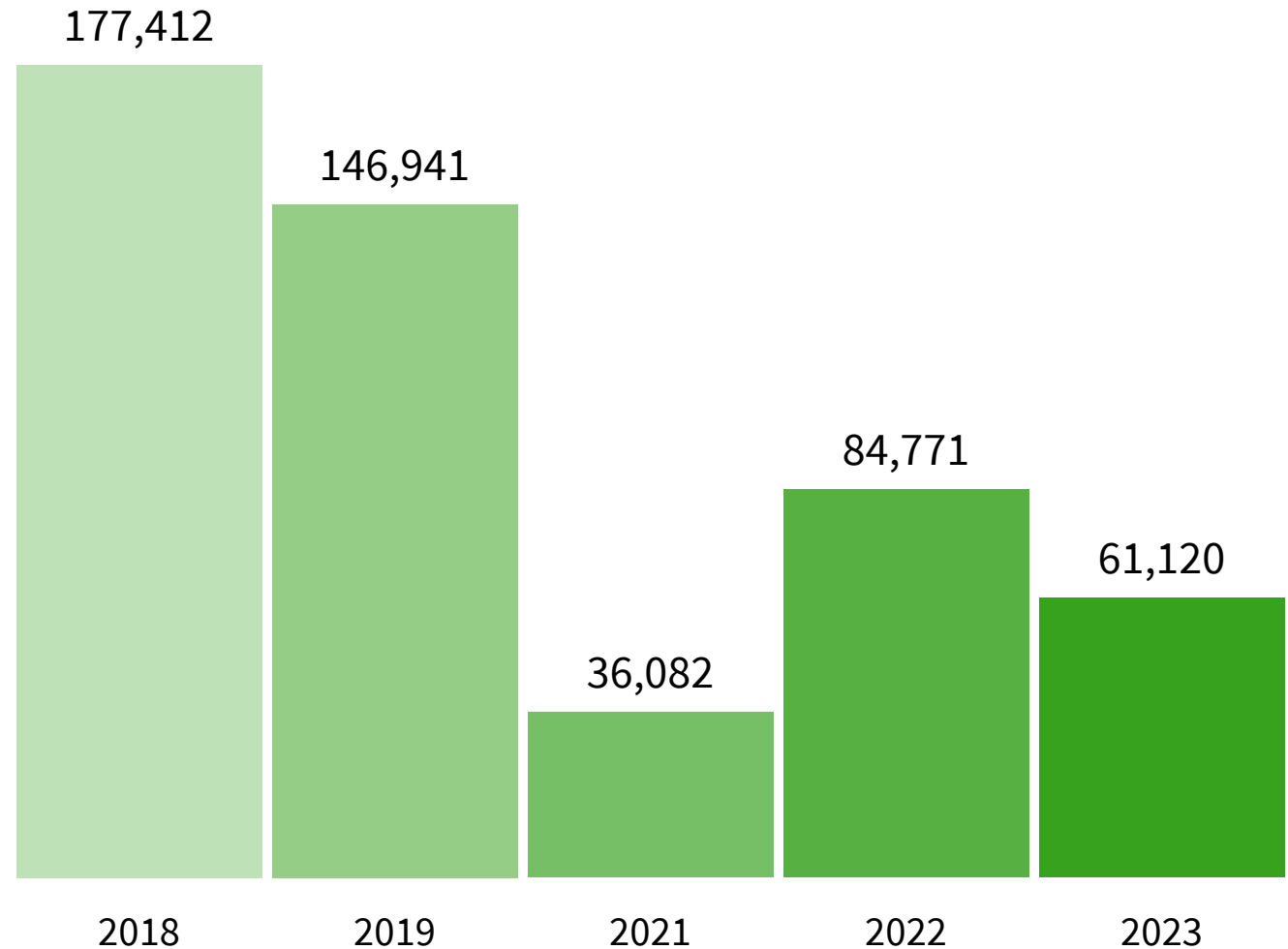
- 126 total days of service
 - Shuttle did not operate in November and December
 - 18% fewer service days compared to 2022
- Shuttle ran on weekends and holidays from January to October
 - All weekend and holiday service ran from Larkspur Ferry Terminal
- Shuttle ran seven days a week from mid-June to mid-August
 - All weekday service ran from Sausalito Ferry Terminal
- Bauer's took over Shuttle operation Memorial Day weekend (May 27, 2023)

Performance Overview

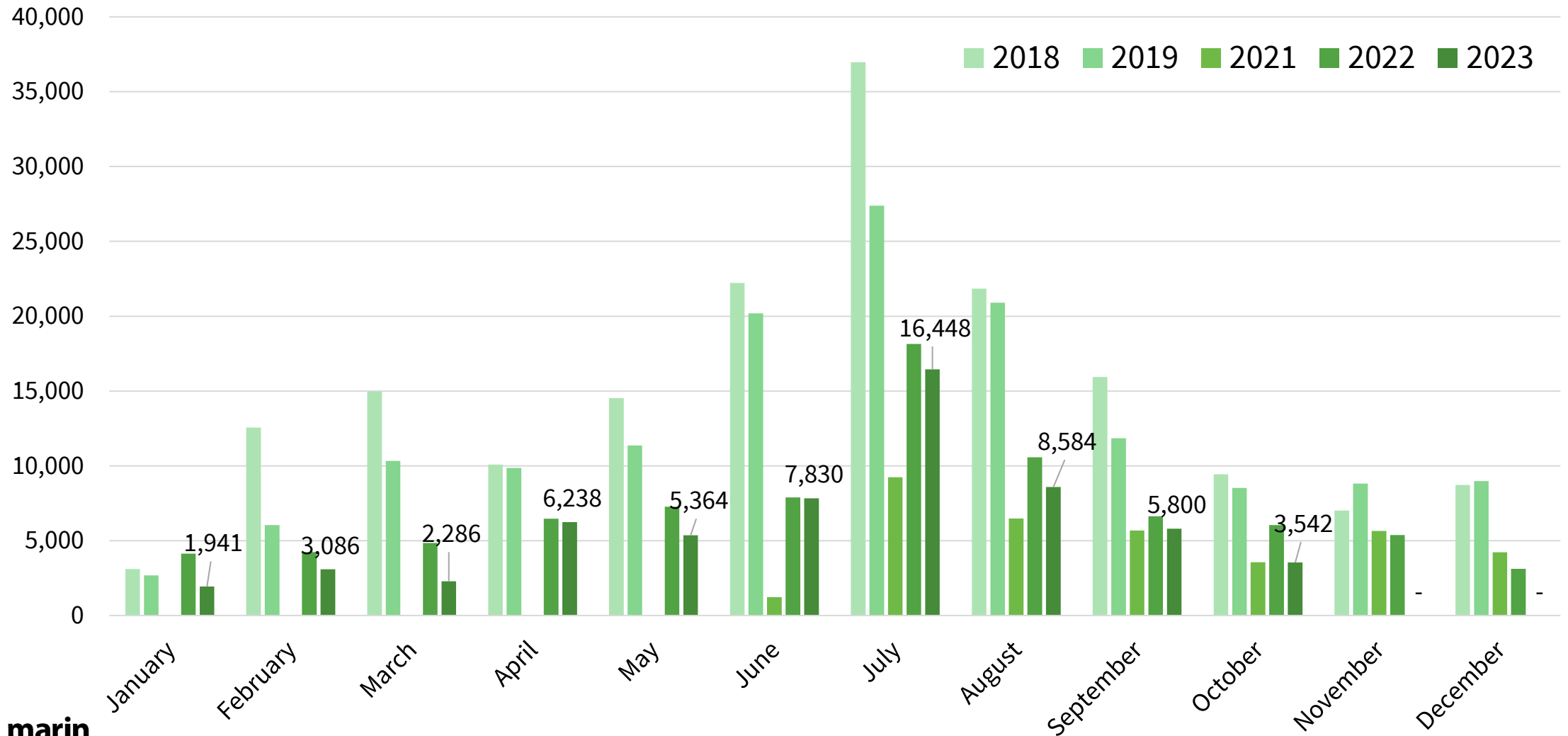
Ridership

- 61,120 passengers in 2023
 - Down 28% from 2022
 - Down 58% from 2019
- Ridership decrease is due to:
 - Fewer days of service
 - Fewer trips per day

Passengers



Monthly Ridership

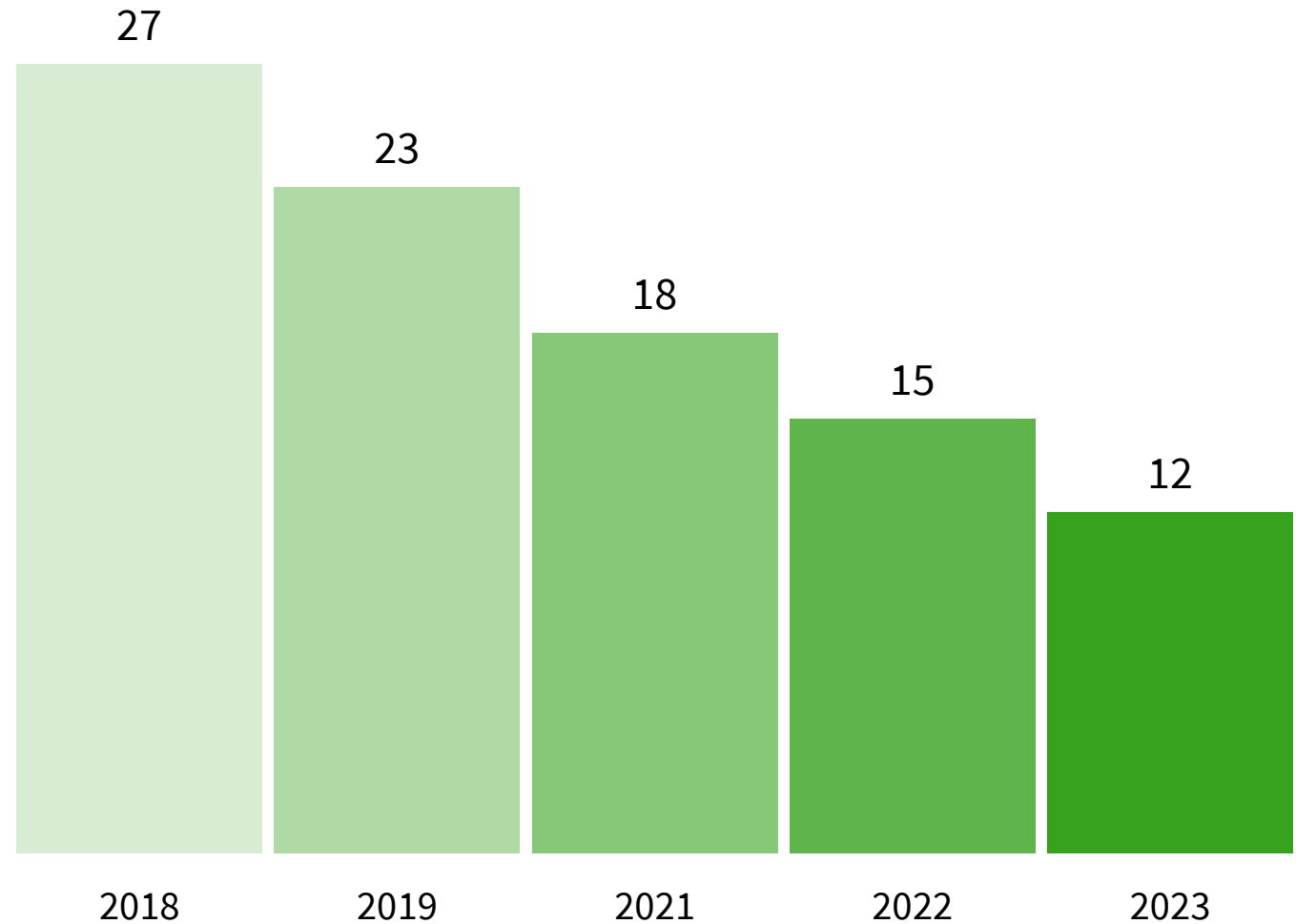


Productivity

12 passengers per hour

- 22% decrease from 2022
- Does not meet productivity target of 25 passengers/hour
- Operating service from Larkspur & Sausalito vs Pohono increased hours per trip

Passengers per Revenue Hour

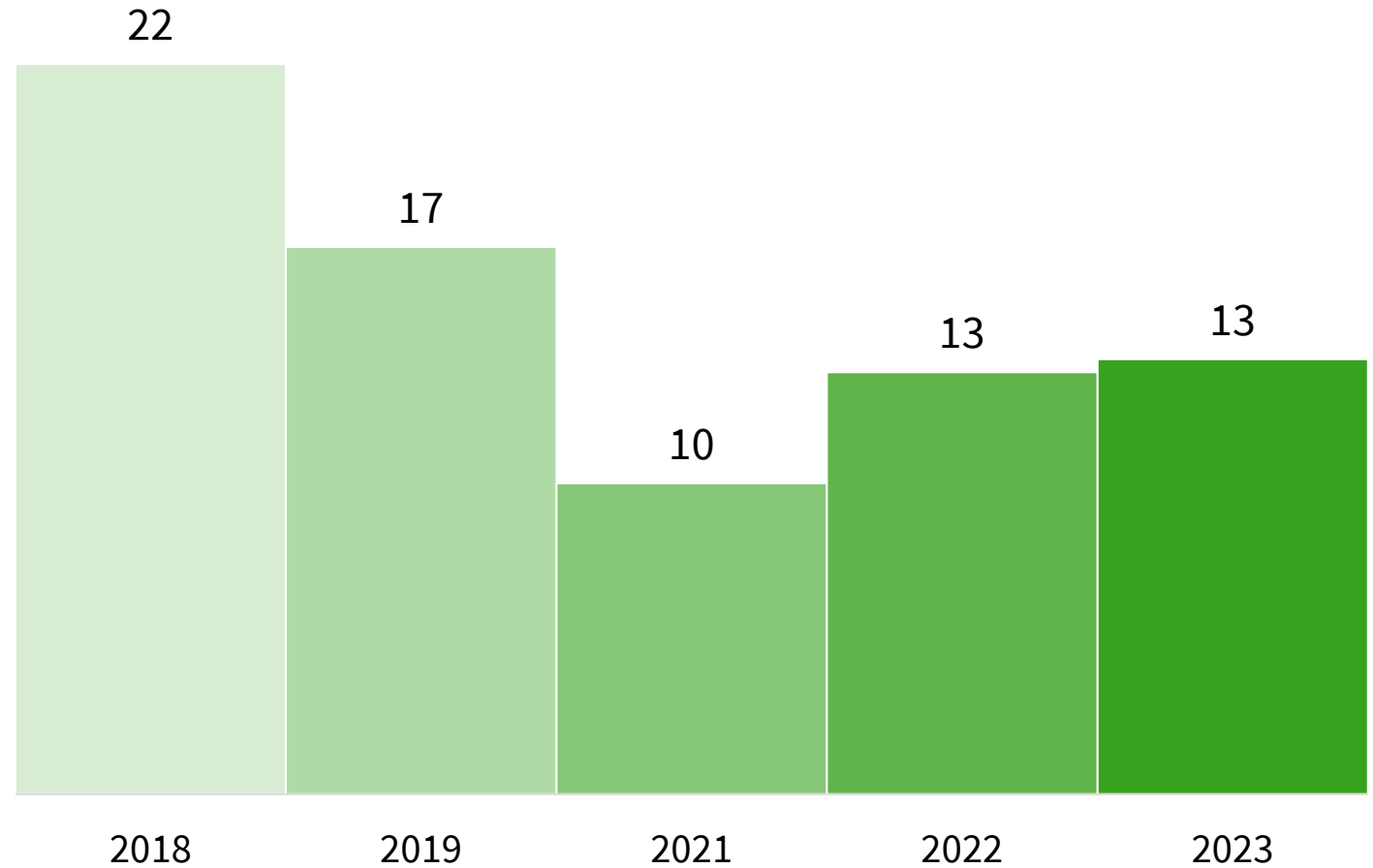


Productivity

13 passengers per trip

- 3% increase from 2022

Passengers per Trip

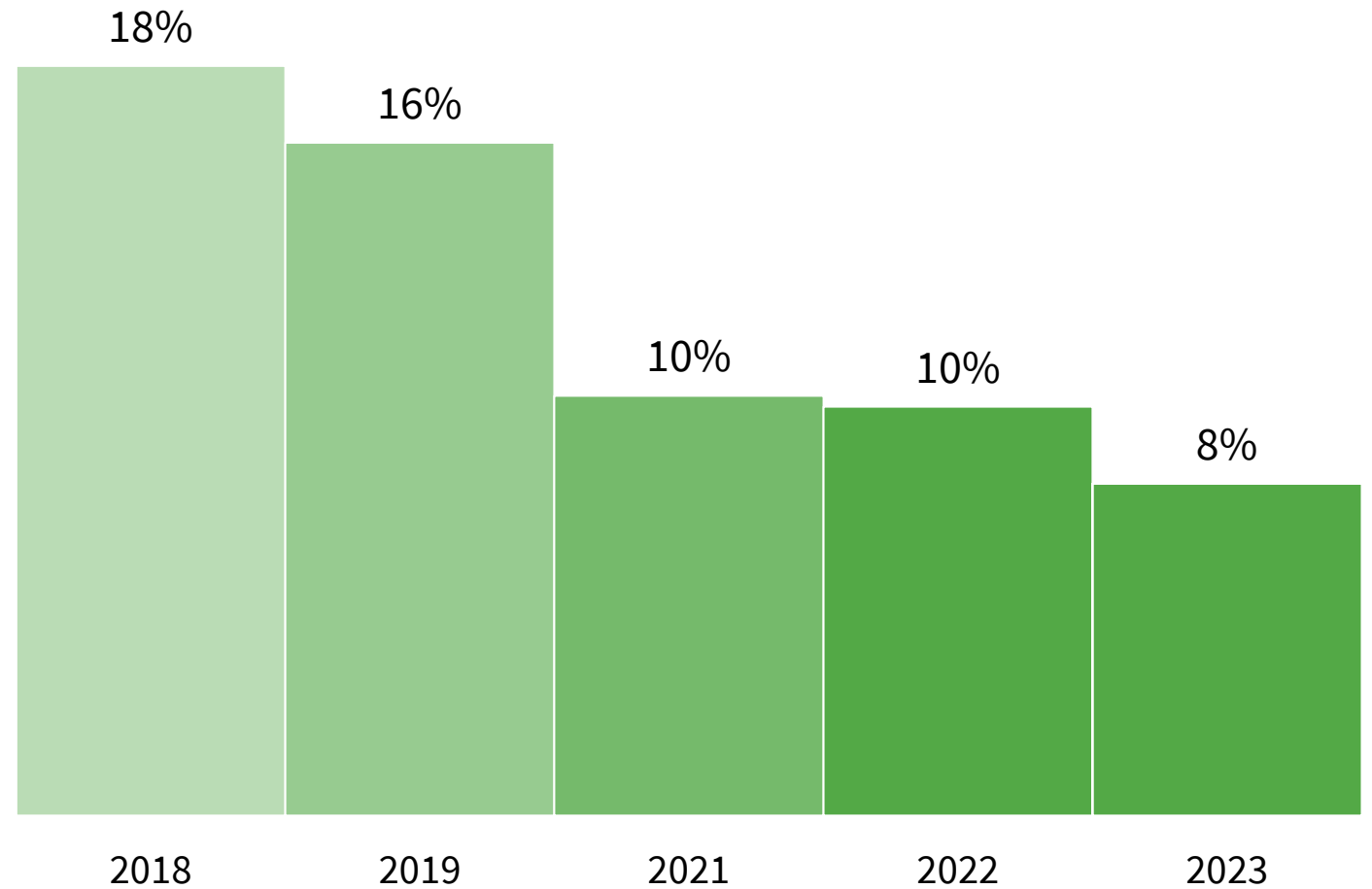


Mode Share

On 2023 shuttle service days:

- Average 8% mode share
- Up to 15% of park visitors rode the shuttle on the busiest days
- 392,280 park visitors
- 30,560 shuttle riders
- Decrease from 2022 is due to fewer trips per day

Mode Share



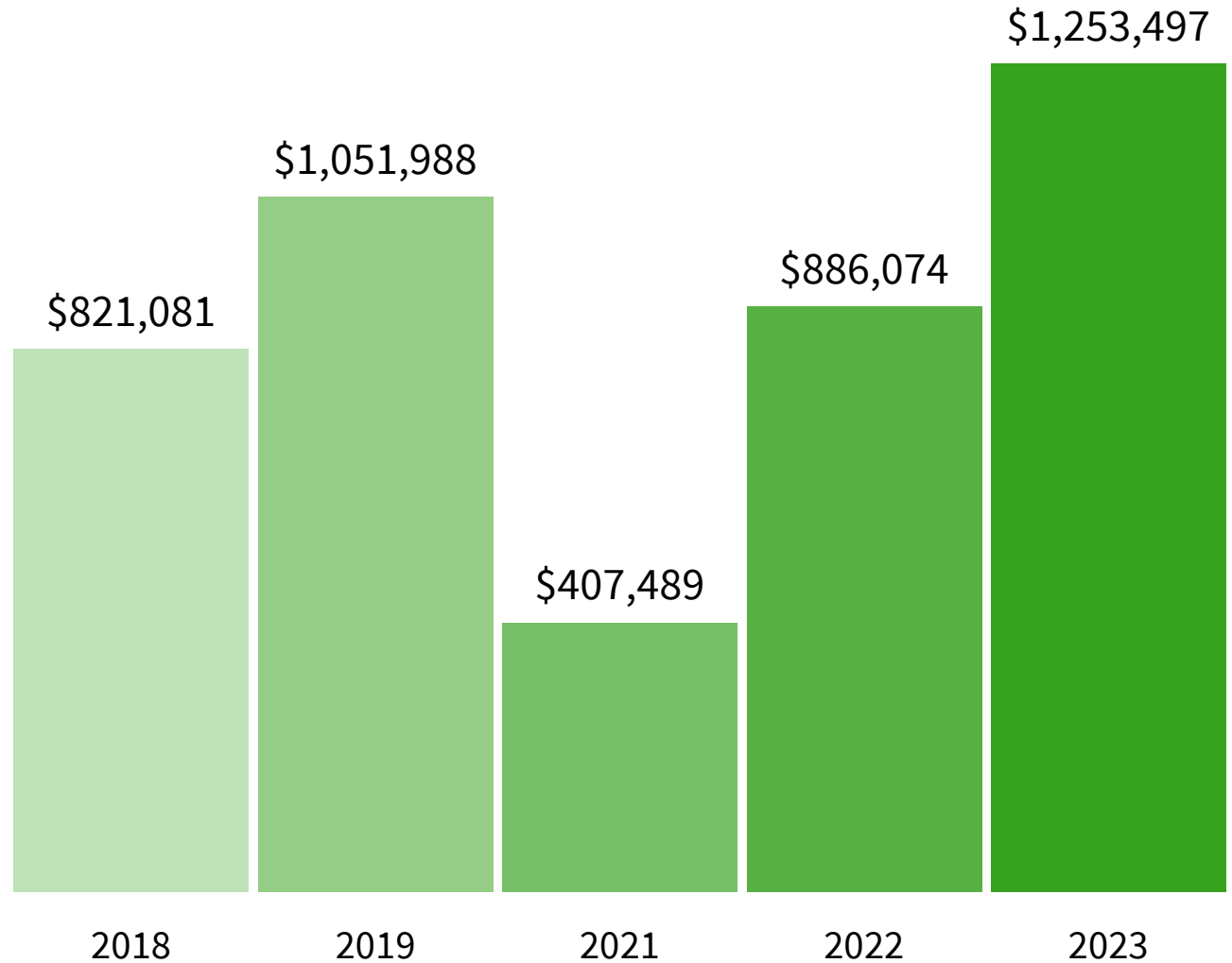
Financial Metrics

Program Cost

Total 2023 cost: \$1,253,497

- 41% increase from 2022
- Cost per hour: \$241 (+54% from 2022)
- Cost increase is due to:
 - New Bauer's contract
 - All service running from Larkspur/Sausalito (longer trips than Pohono)

Program Cost

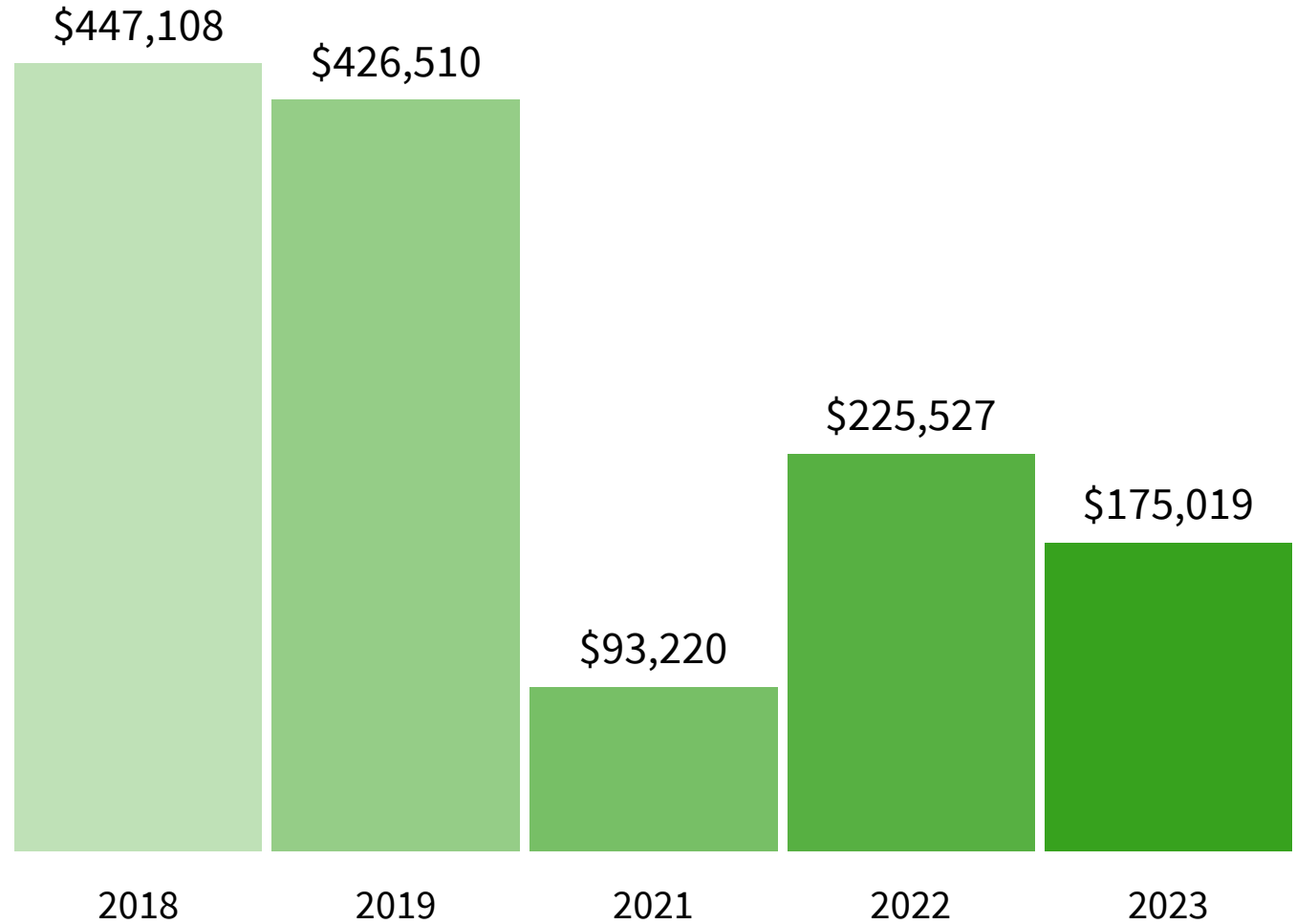


Fare Revenue

2023 fare revenue: \$175,019

- 22% decrease from 2022
- This is comparable to the 28% ridership decrease

Fare Revenue



Note: Under the new Cooperative Agreement that took effect mid-2023, NPS no longer passes fare revenue through to Marin Transit. The figure for 2023 includes estimated fare revenue based on ticket sales.

Cost Sharing with NPS

	CY 2023		CY 2024 (estimated)	
Total Cost	\$1,253,497		\$1,100,000	
National Parks Service Share (includes fare revenue)	\$669,041	53%	\$700,000	64%
Marin Transit Share	\$584,454	47%	\$400,000	36%

Next Steps

Future Considerations & Plans

- Contracts switched to “turn-key” model with contractor bringing all vehicles
- Truncated season (Late March – October)
 - No winter weekend service
 - No winter holiday service
- Terminals Used
 - Larkspur – Weekends & Holidays
 - Sausalito – Summer Weekdays
- Monitoring Future Construction on Roadway and Parking Lot at Muir Woods



Thank you

CONTACT

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February 5, 2024

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

Subject: Award Operating Contract for Muir Woods Shuttle (#1242)

Dear Board Members:

Recommendation

Authorize General Manager, with concurrence from our partner National Parks Service (NPS), to execute a one year agreement with three options years with Bauer's Intelligent Transportation, Inc. (Bauer's IT, Inc.) (#1242), in an amount not to exceed of \$1,000,000 for the one year base contract.

Summary

The current contract for operations and maintenance of the Muir Woods shuttle with Bauer's IT expired at the end of the 2023 summer season. After releasing and evaluating proposals received through a request for proposal (RFP) process, staff recommends that your Board authorize the General Manager to finalize and execute an agreement with Bauer's IT to operate shuttle service to the Muir Woods National Monument for one year plus three one-year option years.

Marin Transit, in partnership with the NPS, has proposed a service plan of 110 days in calendar year 2024 (March – October, shown in Attachment A) and intends to return to your board with updated schedule and financial planning at the execution of each option year. This contract includes the provision of vehicles, service operations, and fuel costs. Other direct program costs needed to support the program will continue to be provided outside this agreement. Marin Transit has an annual funding agreement with NPS to split all Muir Wood costs 50/50 up to \$800,000, after which all costs are paid for by NPS. All fare revenue is paid to NPS's concessionaire.

Background

For nearly 15 years, Marin Transit has provided service to the Muir Woods National Monument, originally through our contractor, MV Transportation. Initially, service was only offered on summer weekends and holidays. In 2015, Marin Transit piloted the extension of service to summer weekdays, which proved successful. Your Board approved the continuation of weekday service



which has helped meet visitor demand and reduce congestion in and around the National Monument.

With the conclusion of the MV Transportation operations and maintenance contract at the end of FY 2022/23, Marin Transit began the procurement process for a new shuttle provider. Between October 2022 and January 2023, Marin Transit attempted two separate competitive procurements that, ultimately, were deemed unsuccessful – resulting only in bids that were determined to be non-responsive.

After the second procurement attempt was unsuccessful, staff reached out to interested parties to determine barriers that were preventing bidders from proposing on the service. After discussions with multiple qualified vendors, Marin Transit negotiated a short-term, sole source agreement with Bauer’s IT to operate a truncated season to ensure there were no lapses in service until a longer-term agreement could be procured.

In May of 2023, your board approved the agreement with Bauers and authorized staff to run a 23 week pilot shuttle season. Service on the Muir Woods pilot ran between May 26, 2023 and October 29, 2023 before returning to hiatus, allowing staff to evaluate contractor feedback, review ticket sales, and compile rider survey data. In December 2023, staff used the lessons learned in this pilot to repackage the Muir Woods service and publish a new procurement.

Discussion

Marin Transit released an RFP on December 13, 2023, requesting operations and maintenance for the Muir Woods Shuttle, with a deadline of January 12, 2024 for submittals. The RFP outlined an operations plan consisting of a total of 110 service days, divided between two separate service levels – a higher service level for peak Summer weekends and holidays from the Larkspur Landing terminal, running 33 days out of the season, and a lower service level for off-peak weekends and Summer weekdays from the Sausalito terminal, running 77 days out of the season. The RFP indicated the desire for similar service levels in the future through three optional extension years.

The RFP required bidders to outline their approach and work plan to provide the requested service levels. Firms were to be evaluated on experience, qualifications of personnel, their operations plan, and their price proposal (Table 1). A total of 11 potential vendors downloaded the RFP and a pre-proposal conference was held on January 12, 2024.

Table 1: RFP Evaluation Criteria

Criteria	Pts.
Experience and qualifications of the firm to perform history with similar services and contracts	15
Experience and qualifications of the assigned personnel	15
Approach and plan to operate the service as outlined in the RFP (Operations Plan)	40
Price proposal	30
Preference for complying with requested ADA requirements	+10



Following the January 12, 2024 submittal deadline, only one proposal was received. The Evaluation Committee reviewed the proposal and scored it to ensure it was responsive, it demonstrated the capabilities to meet the scope, and the price proposal was competitive and fair. Staff also reached out to vendors who initially expressed interest to determine why they did not submit a proposal. Following these steps, Staff determined there was adequate competition and the specifications were not unduly restrictive based on the RFP requirements, allowing the advancement of the single bid to Bauer’s Intelligent IT, Inc., as a competitive award.

Based on a cost price analysis, Bauer’s IT proposal was determined to be reasonable since it maintains the same price per vehicle from 2023. These costs include vehicle fueling, maintenance, communication hardware, and vehicle tracking equipment. The contractor will provide and maintain the vehicles needed for the service, utilizing either over-the-road coaches or executive shuttle style cutaway vehicles, with a maximum length of 35 feet to abide by the vehicle length restrictions on the route and with a minimum of 25 passenger seats available.

With more than 30 years of experience in the transportation industry, Bauer’s IT, Inc. is locally owned and operated, serving six million passengers a year. In addition to providing service for the 2023 Muir Woods pilot, Bauer’s IT has also partnered with Marin Transit to operate Yellow School Bus service to Ross Valley schools. With staff based in San Francisco at Pier 50, Bauer’s IT, Inc. offers a twenty-four-hour customer service and vehicle maintenance department. This ensures operational issues are immediately addressed and vehicles undergo a rigorous preventative maintenance process tailored to federal, state and manufacturer requirements. Vehicles for this program are intended to be stored and maintained at this location.

This agreement is intended to provide service to the Monument until planned construction begins in the near future near the National Monument that is expected to impact several portions of our shuttle route to, and within, the Park.

Fiscal/Staffing Impact

Based on Bauer’s proposal and the draft operations schedule, the contract cost in the first year would be \$892,056, escalating between 1%-5% in future option years (Table 2). The total Muir Woods shuttle program costs for this upcoming season are estimated to be \$1,100,000, which includes all operating costs and other direct costs needed to support the service (greeter service, refuse, District staff time, etc.). Per the District’s Cooperative Agreement with NPS for the service, the first \$800,000 of the operating costs will be split equally between the two parties. The remainder of the costs will be funded by NPS. Thus, Marin Transit will be responsible for no more than \$400,000 in the first year, which would be funded through Measure A/AA sales tax revenue and is included in the 2023/24 Operations budget and will be added to the upcoming 2024/25 budget.

Table 2: Contract Price Proposal

Term	Daily Cost		Estimated # of Days Annually		Total Contract Cost
	High Service*	Low Service*	High Service	Low Service	
Base Contract (Year 1) <i>Contract effective date to March 15, 2025</i>	\$11,772	\$6,540	33	77	\$892,056

* High service levels use six vehicles per day, Low service levels use four vehicles per day



To allow flexibility with service levels in the first year, Staff recommends authorizing the General Manager to negotiate an agreement for the Muir Woods Shuttle with Bauer's Intelligent Transportation, Inc., in an amount not to exceed \$1,000,000. Future option year awards and budgets will be presented to your Board for approval.

Respectfully submitted,

A handwritten signature in black ink that reads "K French".

Kyle French
Operations Manager



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Town of Corte Madera

February 5, 2024

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

Subject: Addition of One Full Time Staff Position

Dear Board Members:

Recommendation

Authorize the addition of one staff position in the District's Operations department.

Summary

Growth in the District's operation of fixed route, youth transit programs, bus stop maintenance, fleet management and other special services has increased over the last several years. Post pandemic conditions have resulted in a significant decrease in regional service in Marin County and responsibilities for service delivery and bus stop issues have shifted to Marin Transit. In addition, ongoing challenges experienced by our contract operators related to driver shortages, vacancy rates, and supply chain issues have increased work for our internal team as they help our partners resolve these issues.

The Operations team's staffing level is currently budgeted for four full-time employees (FTE) and one part-time seasonal employee. At present, these positions consist of the Director of Operations and Service Development, the Operations Manager, a Senior Operations Analyst and one vacant Operations Analyst position. The total number of FTEs approved by your board in the FY23/24 budget is 19.2. The request before your board today is to authorize the addition of one (1.0) FTE for the Operations department to address the increased workload and to continue to provide quality service and programs to our riders, bringing the total number of FTEs to 20.2, as shown in Attachment A. An additional staff member will create a stronger team with improved delegation of duties.

Discussion

Areas where growth has had the most impact on staff are:

- 1. Workforce.** Post pandemic, Marin Transit's contractors continue to have challenges with driver retention, hiring, increased vacancy rates, and supply chain issues. Without drivers, road supervisors often drive instead of monitoring services and when parts to repair vehicles do not arrive vehicles are



not available for service. These challenges not only impact the quality of Marin Transit services, but they also create real time issues that Marin Transit's operations team must address. This includes responding to customer complaints, helping contractors resolve issues, increasing monitoring of contractors to ensure compliance. To help relieve pressure, the operations team must restructure routes to reduce daily vehicle pulls. These efforts are time intensive and represent an increased workload for Marin Transit staff.

- 2. Bus Stop Maintenance.** The combination of Golden Gate Bridge Highway and Transportation District (GGBHTD) eliminating service to hundreds of stops countywide and the elimination of the advertising and City maintained shelters has significantly increased the amount of staff time and maintenance contractor expense to keep bus stops maintained. Responsibility for these stops and shelters has shifted to Marin Transit at approximately 240 locations (60 locations with bus shelters or trash cans). Our staff oversee the contractor(s) who perform trash removal, landscaping, graffiti/vandalism removals, repairs on shelters, benches, and signage. Staff are responsible for communicating with the public, local jurisdictions, operations contractors, and the maintenance contractor on all bus stop maintenance issues.
- 3. School Support.** Efforts associated with managing and coordinating school services have increased in recent years. The passage of Measure AA increased funding for school programs that Marin Transit allocates to yellow bus programs countywide. While this funding is a positive for the programs, it requires new monitoring and reporting requirements for the District. The lack of District owned facilities has continued to hamper operations of the Ross Valley program, managed directly by the District. Increasing costs, high demand for passes, undersupply of the service due to lack of sufficient funding, and other operational issues have significantly increased program management, oversight, and customer service requirements. Parent communications (email, phone, and text messages) more than doubled during the 2023-24 school year. A part-time temporary employee was hired for the summer (May – September) to assist with the school program this year.
- 4. Transit Data + Rider Communications and Information.** As technology improves our ability to track and monitor operations, rider expectations for traditional print and digital real-time information have also increased in recent years. Real-time bus arrival information now needs to be supplemented with real-time delays, detours, and missed trips. Passengers expect to get this information through our website, social media, and other 3rd party apps. The Operations team is responsible for supporting this data and communication and requires dedicated staffing to ensure riders get this information at all hours of service.
- 5. Increased Direct Operations and Public Visibility** Marin Transit carries more passengers and provides more service than any other provider in Marin and Sonoma Counties and accounts for the ridership of nearly all the other agencies combined (GGBHT, Sonoma Marin Area Rail Transit (SMART), Sonoma County, CityBus, and



Petaluma Transit). Over the past several years, Marin Transit has shifted service away from GGBHT to more cost-effective contractors. This shift placed more responsibility on our Operations team to work with contractors that have fewer administrative resources. Marin Transit Operations staff now manage all levels of schedule development, service changes materials and notices, and rider guide printing/distribution. The team also supports our contractors with input on driver shift optimization and vehicle assignments. The Operations team has increased their level of support and oversight in many other areas including Emergency OC coordination/response, Public Records Act requests (video footage review, coordination with legal/public safety entities), developing the Agency's first public safety plan (a new Federal Transportation Agency (FTA) requirement), and acting as a conduit between contractors and District's Capital team involving facilities upgrades and improvements.

- 6. Fleet Management.** Alternative fuel vehicles and equipment technologies have advanced rapidly in recent years making buses and on-board equipment more complicated. Since the pandemic, purchasing replacement vehicles and making repairs has become extremely challenging due in part to supply chain issues and costs. New vehicle and part purchases are taking longer (up to twice as long) causing our fleet to have fewer available buses at any given time. Our staff are frequently assisting our contractors to find workarounds such as reassignment of vehicles among routes and working with vendors to expedite delivery of part or make repairs. The Operations team also works with the Capital team to update fleet needs and provide input on procurements.

In total, this increase in responsibilities and workload justifies the addition of one (1.0) FTE to the Operations team at the analyst or senior analyst level. The District is currently recruiting for the vacant Operations Analyst position and with your board's approval, will begin recruiting for the added position as soon as administratively possible.

Fiscal/Staffing Impact

Due to higher than projected position vacancies, no budget amendment is needed in the FY2023/24 Budget to add the additional staff position. The additional costs in FY2024/25 salary and benefits are estimated to be \$132,000-\$170,000 per year depending on the starting salary in the Analyst range.

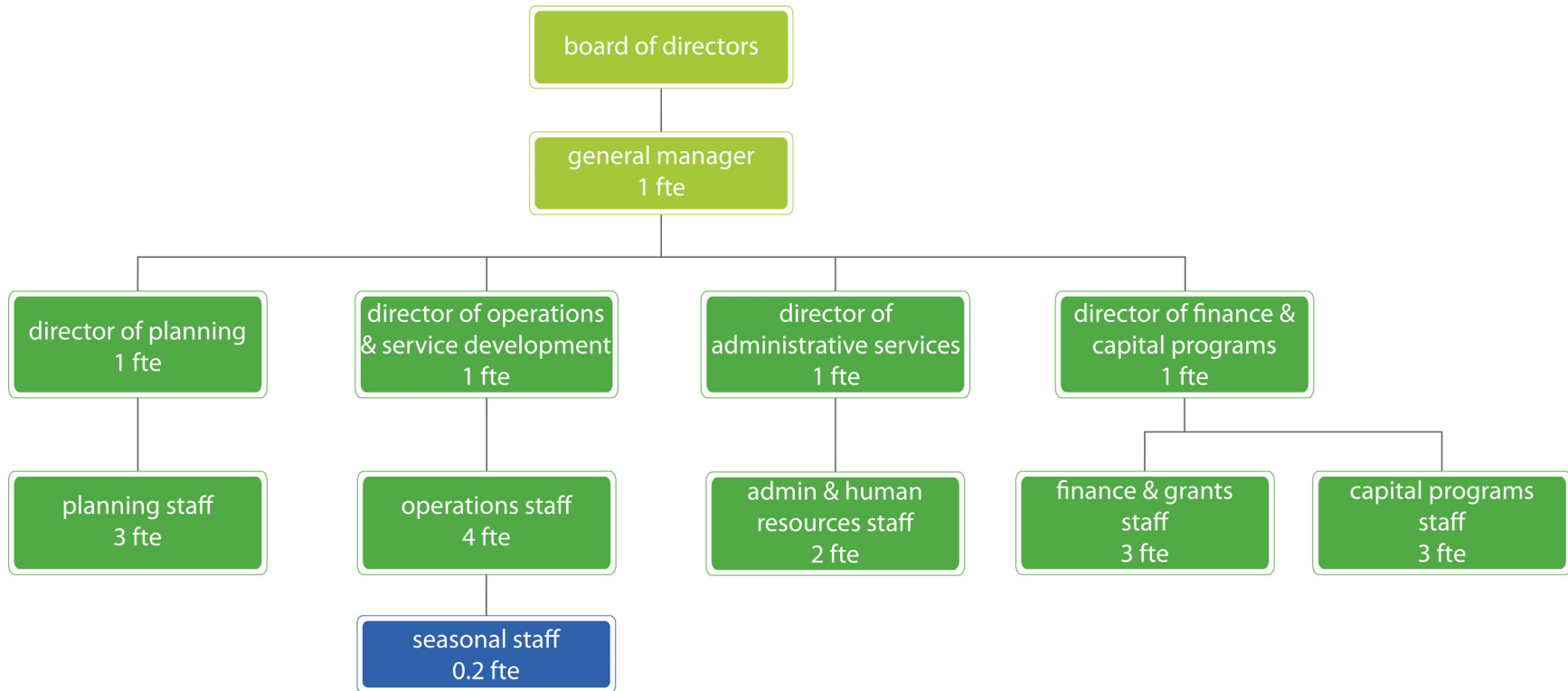
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Holly Lundgren".

Holly Lundgren
Director of Administrative Services

Attachment A: Proposed Marin Transit Organization Chart

Proposed Organization Chart Update





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February 5, 2024

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

Subject: Regional Transportation Revenue Measure

Dear Board Members:

Recommendation

Endorse principles to guide Marin Transit's participation in regional transit coordination efforts and potential positions on legislation regarding a regional transportation revenue measure.

Summary

In the coming weeks, MTC will sponsor state enabling legislation for a future regional transportation revenue measure. The legislation would allow MTC to place a measure on the November 2026 ballot or later. Marin Transit's interests are represented on regional policy committees and staff committees and groups convened by MTC. Our representatives could benefit from guiding principles when responding to proposed legislation and transit coordination efforts.

Background

Marin Transit staff have presented several information items on regional transit coordination efforts to your Board starting in 2020 with the formation of Blue Ribbon Transit Recovery Task Force. The work of the Task Force culminated in the Bay Area Transit Transformation Action Plan (TAP), published in July 2021. The Action Plan contains 21 near-term and long-term actions to re-shape the region's transit system into a more connected, more efficient, and more user-focused transit network across the Bay Area.

In 2023, MTC established the Regional Network Management (RNM) Committee and the RNM Council. The RNM Committee is comprised of policy makers representing MTC and non-voting members representing two large transit agencies. Director Stephanie Moulton-Peters, Marin County's representative on MTC, is a member of the RNM Committee and the Joint ABAG/MTC Legislation Committee. The RNM Council is comprised of ten Bay Area transit agency general managers and the MTC Executive Director. Marin Transit's General Manager, Nancy Whelan, is on the RNM Council. A Customer Advisory Group advises the RNM Committee. Numerous staff level committees provide valuable



input on specific topic areas. Marin Transit staff serve on several of these committees. Each of these bodies has a role in helping the region to achieve transformative improvements to the transit network as outlined in the Transformation Action Plan.

New funding to sustain transit service and improve the rider experience is a key theme throughout the TAP and has been a statewide discussion given that transit operators in some areas are facing a “fiscal cliff” of operating shortfalls starting in a few years. MTC is proposing draft enabling legislation for a future regional transportation revenue measure with the goal of raising \$1-2 billion per year for advancing “a climate-friendly transportation system in the Bay Area that is safe, accessible and convenient for all.” MTC has led discussion of the draft enabling legislation at its policy and advisory committees over the past several months. On January 11, 2024, state Senator Wiener introduced a spot bill, SB 925, for the enabling legislation. The MTC Commission approved the proposed elements of the enabling legislation on January 24, 2024. Regional discussions concerning the details of the legislation and potential future ballot measure will continue for the next several months.

Recently, two bills were introduced in the state Senate related to topics being discussed as a part of MTC’s regional revenue measure. SB 397 (Wahab) requires the state to develop a plan for consolidating the 27 transit agencies in the Bay Area. AB 1837 (Papan) calls for coordination and collaboration among Bay Area transit operators. These bills are examples of the legislation that MTC, county transportation authorities, and transit agencies will be reviewing in the coming weeks.

Discussion

In the coming weeks, MTC will sponsor state enabling legislation for a future regional transportation revenue measure. The legislation would allow MTC to place a measure on the November 2026 ballot or later. The enabling legislation framework at present is relatively broad and flexible, outlining four expenditure categories, authorizing a menu of revenue options, and allowing the measure to be placed on the ballot within the nine Bay Area counties or a subset of counties. The framework also calls for strengthening MTC’s network management role to deliver customer facing priorities sooner. In this role MTC would be responsible for setting policies and standards related to fare payment, fare integration, schedule coordination, mapping and wayfinding, real time information, and other operating policies. MTC’s January 24, 2024 presentation summarizing the proposed enabling legislation is included as Attachment A.

Several issues have been raised in the discussions leading to MTC’s approval of the enabling legislation elements. For example, some counties are concerned about getting a fair share of the revenue generated by the measure and have asked for a return-to-source provision. Some stakeholders have voiced concerns about accountability measures, governance structures, and oversight mechanisms. And some stakeholders have raised questions about the funds being used for certain types of projects such as highway expansions. Finally, the legislation may contain oversight/governance provisions that are not tied to the ballot measure timeline, in other words could go into effect when the legislation is approved. Although the MTC enabling legislation framework addressed many of these issues in concept, further consideration is likely to be given to them as the enabling legislation is finalized. Additional details will need to be discussed and decided as the 2026 (or later) ballot measure is crafted.

Marin Transit’s representatives have requested guidance from the Board of Directors to inform their participation in regional discussions of the potential regional transportation measure. The principles below were developed as guidance, acknowledging that this process will be fluid and iterative and will have the best results if it is inclusive and collaborative. It should be noted that some principles are



transit focused and some are more expansive, which is intentional based on the likely need to have a multi-modal and broad-based set of eligible uses in order to secure legislative and voter support. More specific Board direction on the legislation or drafts of the revenue measure may be sought as needed throughout the process.

Marin Transit Draft Guiding Principles for a Regional Transportation Revenue Measure

Funding Categories and Allocation

- Fair funding for transit and other categories
 - a. Support for local and regional transit throughout the region
 - b. Support for bike/ped/safety/O&M improvements throughout the region
 - c. Support for resilience projects throughout the region
- Have broad eligibility (i.e. eligibility beyond Priority Development Areas)
- Potential Marin County projects/project types to be prioritized
 - a. Transit facilities and zero emission buses
 - b. Transit Priority projects (on arterials and freeways)
 - c. Resilience projects
 - d. Pathway and access projects

Revenue Source and Timing

- Reasonable ask of voters, including assurance of geographic equity and/or a return to source type element
- Uniform/regional approach to dealing with the sales tax cap where that is applicable
- Minimize confusion with 2024 regional housing bond measure
- Minimize confusion/maximize synergy with potential future SMART measure

Governance and Oversight

- Use existing MTC structures for oversight of transit agency coordination; do not create new bureaucracies, and have coordination role happen at the regional (rather than state) level
- Respect local transit board authorities and strengths
- Consider transit agency consolidation only when it improves regional and local transit, is cost-effective, and is consistent with locally approved policy

Staff recommends your Board endorse these principles as guidance to Marin Transit’s representatives who are engaged in discussions of the regional transit revenue measure.

Fiscal/Staffing Impact

None.



Respectfully Submitted,

A handwritten signature in black ink that reads "Nancy E. Whelan".

Nancy Whelan
General Manager

Attachment A: MTC Presentation January 24, 2024: Preparing for a 2026 Regional Transportation Measure, Outline of Proposed Enabling Legislation & Next Steps

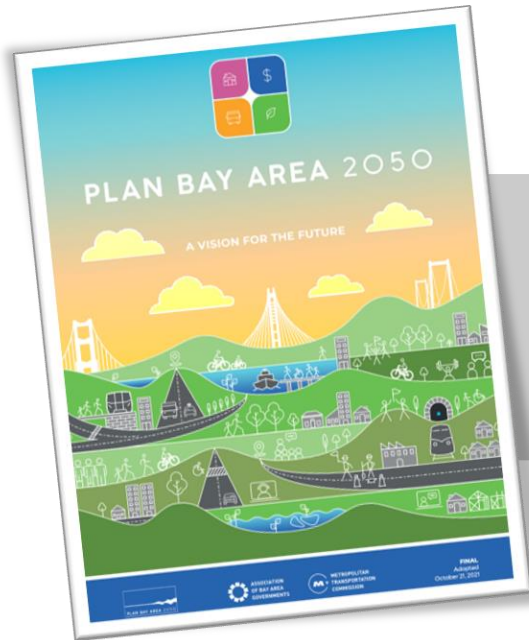
Preparing for a 2026 Regional Transportation Measure: Outline of Proposed Enabling Legislation & Next Steps



**METROPOLITAN
TRANSPORTATION
COMMISSION**

**Commission Meeting
January 24, 2024**

Why a New Regional Transportation Measure?



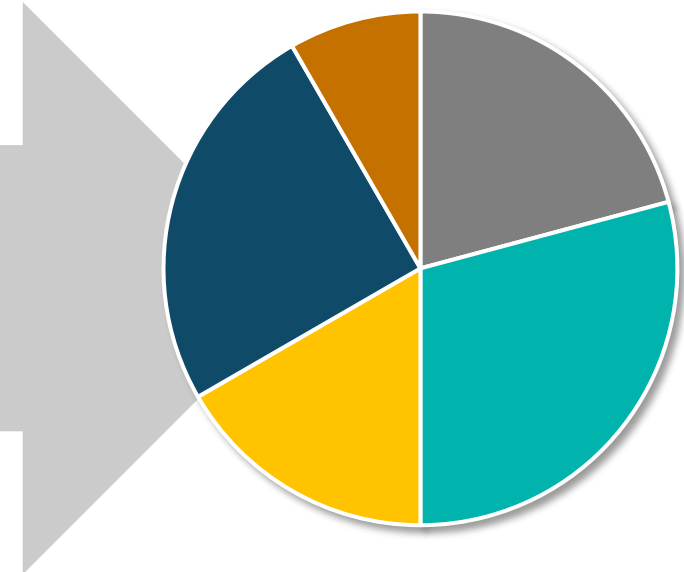
Plan Bay Area 2050

The Plan identified a \$110 billion funding gap to realize the plan's bold vision



Transit's Future Depends on New Funding

New reliable funds are needed to sustain service and improve the rider experience



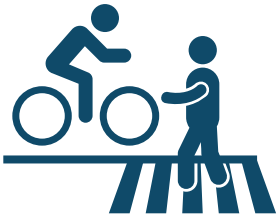
Deliver Results

Regional funds can incentivize key regional policy goals & improve access and mobility regionwide

Proposed “North Star” Vision Statement



The Bay Area needs a world-class, reliable, affordable, efficient and connected transportation network that meets the needs of Bay Area residents, businesses, and visitors while also helping combat the climate crisis;



a public transit network that offers safe, clean, frequent, accessible, easy-to-navigate and reliable service, getting transit riders where they want and need to go safely, affordably, quickly and seamlessly;



local roads are well maintained; and transit, biking, walking and wheeling are safe, convenient and competitive alternatives to driving; enhancing access to opportunity, lowering greenhouse gas emissions, strengthening the region’s economy and improving quality of life.



Regional Measure Goal & Focus Areas

Goal: Create a climate-friendly transportation system that is safe, accessible and convenient for all



Protect and Enhance Transit Service

Protect existing service – including through ensuring existing resources are maintained and used effectively – and enhance frequency of service and areas served where needed and financially sustainable.

Make Transit Faster, Safer and Easier to Use

Create a seamless and convenient Bay Area transit system that attracts far more riders by improving public safety on transit and implementing the Bay Area Transit Transformation Action Plan.



Enhance Mobility & Access for All

Make it safer and easier for people of all ages and abilities to get to where they need to go by preserving and enhancing access for all transportation system road users, including people walking, biking and wheeling.

Proposed Funding Categories



Transit Transformation

Sustain and/or expand transit service levels on bus, rail, and ferry lines to serve both current and future riders. Accelerate Transformation Action Plan improvements to the customer experience improve safety on transit and help fund the zero-emission transit transition.



Safe Streets

Transform local roads to support safety, equity and climate goals, including through including through bike/ped infrastructure investments, safe routes to transit, other safety enhancements and pothole repairs.



Connectivity

Fund mobility improvements that close gaps and relieve bottlenecks in the existing transportation network in a climate-neutral manner. Example project types include express lanes, rail-grade separations, rail extensions, rail safety, and interchange modernizations.



Climate Resilience

Fund planning, design and/or construction activities that protect transportation infrastructure from rising sea levels, flooding, wildfires, and extreme heat.

Summary of Tax Revenue Options

Tax Type	Summary
Sales tax	Regional sales tax on the sale of tangible items. Some groceries are exempt.
Income tax	Regional supplemental income tax paid by taxpayer – withheld from paycheck (can be limited to those with an income above a specified threshold and/or include tiered rates)
Payroll tax	Employer-based tax on wages paid to employees, like Social Security. Can be structured to exempt small businesses.
Parcel tax	Per square foot assessment on parcels of real estate. Can include exemptions.
Vehicle Registration Surcharge	Tiered rates based on value of vehicle, similar to SB 1. Would not be considered until 2030 or later given DMV registration database overhaul and anticipated revenue capacity limitations.
Vehicle Miles Traveled Fee	Tax based on vehicle miles traveled (VMT). Would not be considered until State of California adopts a road usage charge to replace the gas tax.

Core Elements of Enabling Legislation

Topic	MTC Staff Recommendation
Goal of Measure & Expenditure Categories	Specify core goals of measure and expenditure categories in legislation. Likely include minimum shares by category after legislative and stakeholder consensus is achieved.
Accountability	To deliver customer-facing priorities sooner, strengthen MTC's network management role. Establish oversight committee to ensure funds spent according to statute and measure.
Travel Demand Management	Require employer of at least 50 employees to provide a subsidy to their employees to encourage alternatives to single occupancy vehicle trips.
Geographic Area of Tax	Authorize MTC to place on ballot within the nine counties or a subset.
Citizen Initiative Option	Allow measure to be placed upon the ballot directly by MTC or by a qualified voter initiative (e.g., S.F.'s Measure C, 2018), subject to a simple majority vote.
Timing & Duration of Ballot Measure	Allow on ballot November 2026 or later subject to no sunset in the statute. Permit subsequent ballot placement if unsuccessful. Duration to be determined by MTC.
Revenue Options & Amount	Authorize a menu of revenue options (parcel tax, income tax, payroll tax and sales tax as near-term options; and VMT-fee and vehicle reg. charge at later date) subject to further discussion with stakeholders and the Legislature. Allow revenue options to be pursued sequentially.
Funding Distribution	Specify intent to consider need and geographic balance in funding distribution. Defer specifics on distribution within each expenditure category subject to further legislative and stakeholder engagement.

Voters Want a More Integrated Transit System With Stronger Oversight

- MTC's October 2023 poll showed Bay Area voters think provisions to create a more integrated transit system are important to include in a measure.
 - **80 percent support** oversight and accountability to ensure effective & efficient management of transit
 - **73 percent strongly support** creating a seamless Bay Area transit network with coordinated fares, routes, schedules and signage
 - **61 percent support** one regional agency responsible for setting transit fares, coordinating different service schedules and creating consistent transit maps and signage
- Results track with Blue Ribbon Transit Recovery Task Force's 2021 public opinion poll (summarized at right)

Everyone wants the same things:

- 92%** find real-time information on wait times and vehicle locations important
- 91%** find more direct service, fewer transfers, and shorter wait times important
- 88%** find a regional network that can set fares, align routes and schedules, and standardize information important
- 92%** find easy to use and uniform maps and signage important
- 90%** find a single mobile app for planning, schedules, and information important
- 89%** find a single set of fares, passes, discounts, and transfer policies important
- 80%** find dedicated travel lanes along key transit routes for buses and carpools important

Source: Blue Ribbon Transit Recovery Task Force Public Opinion Poll, April 2021

Policy Provision: Strengthen MTC's Role as Regional Transit Network Manager to Speed Up Rider-Focused Outcomes

Staff recommends the authorizing legislation strengthen MTC's coordination authority by designating it with responsibility for setting policies essential to the user experience of a seamless transit system and setting standards related to:

- Fare payment
- Fare integration
- Schedule coordination
- Mapping & wayfinding
- Real time information
- Other customer-facing operating policies that would benefit from a regional approach, including safety and workforce development.



What's Next?



Draft Bill Language & Prepare for Hearing

Senator Wiener has introduced SB 925 – a spot bill. Assuming MTC action to sponsor the bill, it will be amended to incorporate MTC in mid-February and first hearing likely in early March. MTC staff and leadership are continuing to brief and seek feedback from Bay Area legislators to inform legislative strategy



Partner/Stakeholder Engagement & Public Communication

Continue regular engagement with Bay Area partners/stakeholders, including through the staff-level Transportation Revenue Measure Working Group, and begin coalition building at the state level.



Initiate leadership-level Steering Committee to advise working group.

Develop webpage and communication channels for public to stay informed and engaged throughout development of the enabling legislation.



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Town of Corte Madera

February 5, 2024

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

Subject: Revised Board Meeting Calendar and Procurement Policy Revision

Dear Board Members:

Recommendation

Revise the 2024 Board meeting calendar to change from monthly meetings to meetings every other month, with certain exceptions, and revise the Marin Transit Procurement Policies and Procedures to increase the General Manager's approval authority to contracts valued at less than \$150,000.

Summary

Board members have asked staff to consider having Board meetings every other month rather than monthly. Contract awards are the items that most often require Board actions. The current Procurement Policy requires the Board to approve contracts for goods or services in excess of \$50,000. Given the long lead time needed to process competitive procurements, waiting an extra month for approval of contracts in excess of \$50,000 could negatively impact Marin Transit operations. In order to allow for less frequent meetings, staff recommend increasing the General Manager's contracting authority to \$150,000. This will help avoid potentially harmful delays in purchasing goods or services.

Background

Marin Transit has held monthly meetings of the Board of Directors for many years. The meetings provide an opportunity for Board members and the public to hear information about the District's programs and services and to act on policy and fiscal matters related to the District's operation. Recently, the Board asked staff to consider a schedule where the Board would meet every other month.

Discussion

Board actions on contracts are frequently time critical. Competitive procurements of goods and services often take months and even with good planning, it can be difficult to have the process complete in time for a Board meeting. Missing a Board meeting date for contract approval can delay



important aspects of the District’s operations. Staff have reviewed the Board agendas for the past two years and have identified the Board action items that are most time-critical during the year. Based on this review, staff does believe it would be possible to move from twelve meetings per year to seven per the schedule described below, if the General Manager’s contract authority is increased, as described below.

Schedule

Board meetings on even numbered months, with an additional meeting in May, should be sufficient to meet Marin Transit’s business needs. Two particularly time-critical actions are approval of the budget and the financial audit. The District’s budget must be adopted by June and the annual financial audit must be accepted before the end of the calendar year. The draft budget is presented for comment and input in May and the final budget is presented for the Board’s adoption in June. To afford adequate time for staff to prepare the draft budget and to provide an opportunity for the Board and the public to comment on it, staff recommends maintaining back-to-back May and June meetings. The independent auditor’s report is not available until November, which requires the Board to meet in December to approve the annual financial report, an even-numbered month. Thus, the staff recommendation is to have seven Board meetings per year as follows: February, April, May, June, August, October, December.

General Manager Contract Authority

The current Marin Transit Procurement policy requires all contracts for goods or services in excess of \$50,000 to be awarded by approval of the Board. The General Manager is authorized to award contracts valued at less than \$50,000.

Staff researched the procurement thresholds for other transit agencies in the area to determine how their Boards and General Managers manage contract awards compared to their meeting schedules. The thresholds and meeting schedules for four transit operators in the area are:

Agency	General Manager/Executive Director Contract Authority	Board Meeting Schedule
Golden Gate Bridge Highway and Transportation District	\$250,000	Monthly
Sonoma Marin Area Rail Transit District	\$200,000	Monthly
Water Emergency Transportation Authority (WETA/ San Francisco Bay Ferry)	\$100,000	Monthly
County Connection (CCCTA)	\$100,000	Monthly

The research also revealed that many transit agencies report monthly or quarterly to their Boards on General Manager contract approvals.

Staff reviewed the contract award values for 2023 (as presented in the Marin Transit January 8, 2024 Board Item 6 c and August 7, 2023 Board item 5 c). During calendar year 2023, 28 contract actions were taken by the Board. Of these, 16 contract actions were between \$50,000 and \$150,000 including new contracts and amendments where the total amended contract value exceeded \$50,000. One contract



less than \$50,000 was approved by the Board because the General Manager wanted to clarify previous board action on the contract. Some of these were time sensitive and would have impacted operations if the Board action were deferred for another month. Of the remaining 12 contract actions approved by the Board, six were for service operations or maintenance contracts, four were for professional services and software, and two were for capital construction and vehicle purchases. Staff will need to plan procurement timelines to accommodate the revised Board meeting dates, particularly for the most time critical contracts.

Recommended Change to Procurement Policy

Based on the past year's Marin Transit procurements, the contract thresholds at other local transit agencies, and the Board's request to consider meeting every other month, staff recommends modifying the procurement policy to increase the General Manager's approval authority to contracts valued at or less than \$150,000. Specific changes to the procurement policy are as follows:

Current procurement policy:

2.1.2. Board of Marin Transit Approval

All contracts for goods or services in excess of \$50,000 must be awarded by approval of the Board of Marin Transit.

2.1.3. General Manager Approval

All contracts valued at less than \$50,000.

Proposed procurement policy revision:

2.1.2. Board of Marin Transit Approval

All contracts for goods or services in excess of \$150,000 must be awarded by approval of the Board of Marin Transit.

2.1.3. General Manager Approval

All contracts valued at or less than \$150,000.

The General Manager may still choose, at her discretion, to request the Board's approval of a contract valued at less than \$150,000.

Recommended Board Meeting Schedule

Staff recommends that the Board adopt a revised 2024 meeting schedule (Attachment A) where meetings are held in even numbered months and in the month of May. Staff plan to provide routine information to the Board and public on its website in odd numbered months when the board does not meet. Examples of the planned monthly information reports are: monthly monitoring report (ridership), quarterly financial and performance reports, monthly federal legislative report, and a monthly report of contracts approved by the General Manager.

With the adoption of the revised Board meeting schedule with fewer meetings, your Board should recognize that special meetings may be needed in odd-numbered months for closed sessions related to real property negotiations, legal matters, and personnel evaluations. Additionally, special meetings may be needed to set and conduct public hearings as required for major service changes and fare



changes. Finally, agendas for meetings in even-numbered months may be somewhat longer than they have been in the past.

Fiscal/Staffing Impact

There is no fiscal or staffing impact.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nancy E. Whelan".

Nancy Whelan
General Manager

Attachment A: Revised 2024 Marin Transit Board Meeting Schedule



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Marin County Transit District Board Meeting Dates for 2024

(Revised February 5, 2024)

Board meetings are typically at 9:30 AM on the first Monday of every other month. Meetings will be held in the Marin County Board of Supervisors' Chambers, Room 330. Alternate dates and times may be selected due to holidays and room availability. Schedule adjustments are shown in bold. Meetings held outside of the regular bimonthly schedule are underlined.

Date	Time	Location
<u>January 8</u>	9:30 AM – 11:30 AM	Zoom & Civic Center
February 5	9:30 AM – 11:30 AM	Zoom & Civic Center
<u>April 8</u>	9:30 AM – 11:30 AM	Zoom & Civic Center
<u>May 6</u>	9:30 AM – 11:30 AM	Zoom & Civic Center
June 3	9:30 AM – 11:30 AM	Zoom & Civic Center
August 5	9:30 AM – 11:30 AM	Zoom & Civic Center
October 7	9:30 AM – 11:30 AM	Zoom & Civic Center
December 2	9:30 AM – 11:30 AM	Zoom & Civic Center