



Marin County Transit District Board of Directors

Monday, May 4, 2026, 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.gov or use the comment form at www.marintransit.gov/meetings. Submit your comments no later than **5:00 p.m. Sunday, May 3, 2026** 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 held in accessible locations. Documents are available in additional languages and accessible formats by request. Requests for translation and disability-related accommodations or modifications for this meeting may be made to the District Secretary at 415-226-0855 or 711 (California Relay Service) no less than five business days before 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. Open Time for Public Expression**

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

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

- a. General Manager's Oral Report
- b. [Monthly Monitoring Report: February 2026](#)

4. Consent Calendar

- a. [Minutes for April 6, 2026 Board Meeting](#)
- b. [Federal Legislative Report](#)
- c. [Marin Transit Quarterly Performance Report for the Second Quarter of FY 2025/26](#)
- d. [First Amendment with Bauer's Intelligent Transportation for Home to School Yellow Bus Services \(#1362\)](#)
- e. [Policy Update: Marin Transit's Personnel Policies and Procedures \(HR-02\)](#)
- f. [Resolutions Updating Plan Trustee for Marin County Transit District 401\(a\) and 457\(b\) Governmental Retirement Plans](#)

Recommended Action: Approve.

5. [Marin County Transit District Draft Operating and Capital Budget for FY 2026/27](#)

Recommended Action: Review draft FY 2026/27 budget and provide comments.

6. [Muir Woods Shuttle Evaluation Report for the 2025 Season](#)

Recommended Action: Accept report.

7. [Award Contract \(#1357\) for 1075 Francisco Boulevard East Surcharge Grading Construction to Maggiora & Ghilotti, Inc.](#)

Recommended Action: Authorize General Manager to execute a contract (#1357) with Maggiora & Ghilotti, Inc. for an amount of \$1,130,000 and approve Budget Amendment 2026-07.

Adjourn



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San Rafael, CA 94901
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marintransit.gov

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Maika Llorens Gulati

Alternate
City of San Rafael

May 4, 2026

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

Subject: General Manager Report – Monthly Report: February 2026

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 February 28, 2026. The monthly reports summarize statistics on the performance of Marin Transit services and customer comments.

Overall, Marin Transit experienced steady **systemwide ridership** in February 2026. Total ridership was 1% higher than the previous year (February 2025) and 6% lower than pre-COVID (February 2020).

Matching the systemwide trend, **fixed route ridership** was steady this month, with ridership being 1% higher than the previous year (February 2025) and roughly the same as pre-COVID (February 2020).

Yellow Bus ridership was steady this month, with ridership 2% higher than the previous year (February 2025).

Marin Access ridership dipped this month, with ridership being 10% lower than the previous year (February 2025).

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 "Asher Butnik".

Asher Butnik
Senior Transit Planner

Attachment A: Monthly Ridership Report and Customer Comments

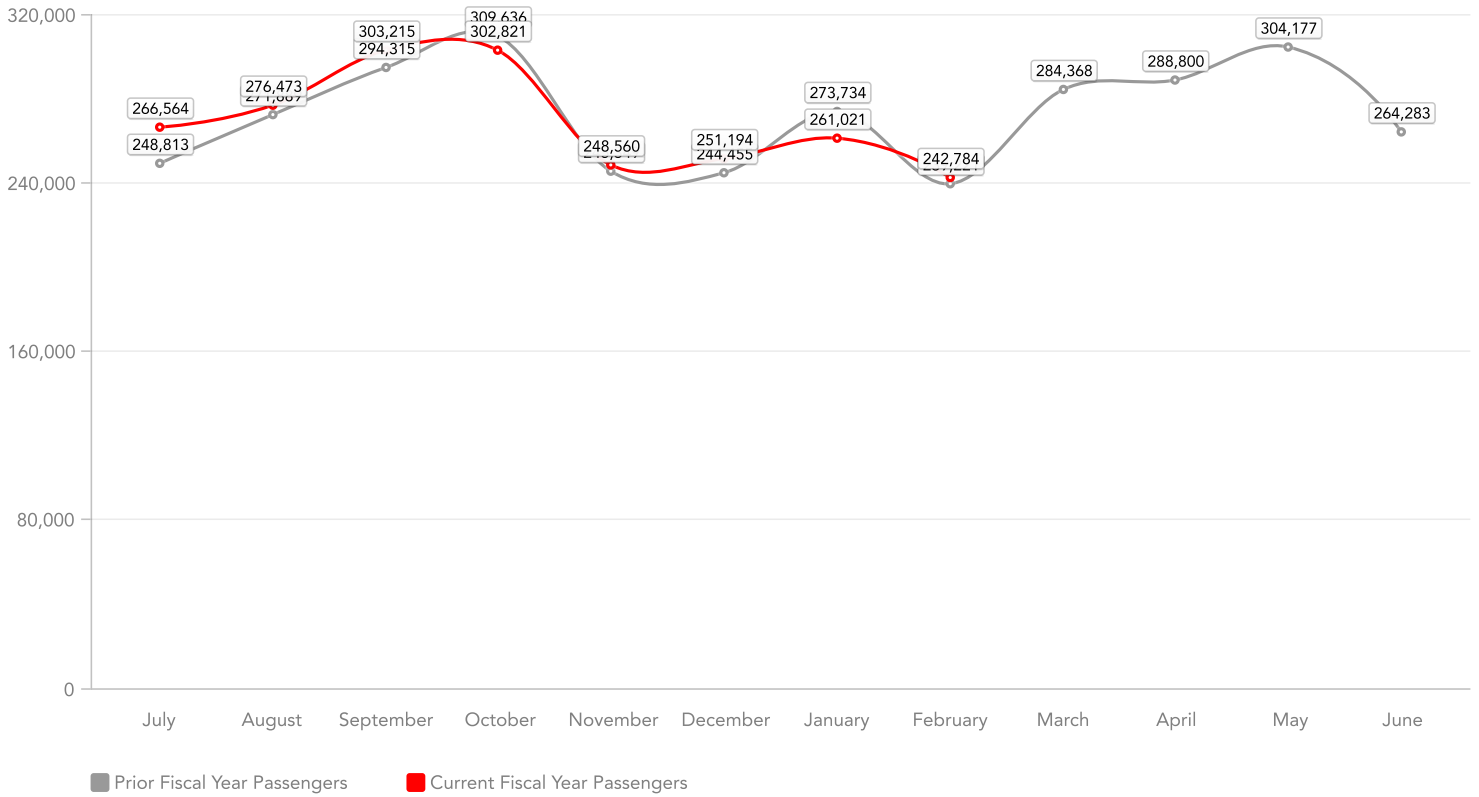
Month: February 2026		Program							Total
Category	Fixed-Route Local	Fixed-Route Shuttle	Stagecoach & Muir Woods	Supplemental & Yellow Bus	Demand Response	Mobility Management	Systemwide		
Commendation	3	0	0	0	4	0	4	11	
Service Delivery Complaint	16	5	3	2	6	0	1	33	
Accessibility	0	0	0	0	0	0	0	0	
Driver Conduct Complaint	3	1	1	1	3	0	0	9	
Driving Complaint	4	0	0	0	3	0	0	7	
Early Trip	0	1	0	0	0	0	0	1	
Equipment Issue	0	0	0	0	0	0	0	0	
Farebox	0	0	0	0	0	0	0	0	
Late Trip	0	0	0	0	0	0	1	1	
Missed Connection	0	0	0	0	0	0	0	0	
Missed Trip	0	0	0	0	0	0	0	0	
No-Show	1	0	1	0	0	0	0	2	
Off-Route	0	0	0	0	0	0	0	0	
Pass-Up Complaint	8	3	1	1	0	0	0	13	
Service Structure Complaint	3	1	1	0	4	0	2	11	
Bus Stop Improvement Request	1	0	0	0	0	0	0	1	
Fares	0	0	0	0	2	0	0	2	
Other Complaint	1	0	0	0	0	0	2	3	
Scheduling Complaint	0	0	0	0	2	0	0	2	
Service Improvement Suggestion	1	1	1	0	0	0	0	3	
Safety Complaint	0	0	0	0	0	0	0	0	
Total Service Hours	9,424	3,042	1,218	162	2,160	0	15,944	15,944	
Commendations per 1,000 Hours	0.3	0.0	0.0	0.0	1.9	-	0.3	0.7	
Complaints per 1,000 Hours	2.0	2.0	3.3	12.3	4.6	-	0.2	2.8	
Total Passengers	187,870	32,052	8,300	5,247	3,541	2,425	248,750	248,750	
Commendations per 1,000 Passenger	0.0	0.0	0.0	0.0	1.1	0.0	0.0	0.0	
Complaints per 1,000 Passengers	0.1	0.2	0.5	0.4	2.8	0.0	0.0	0.2	

Attachment A

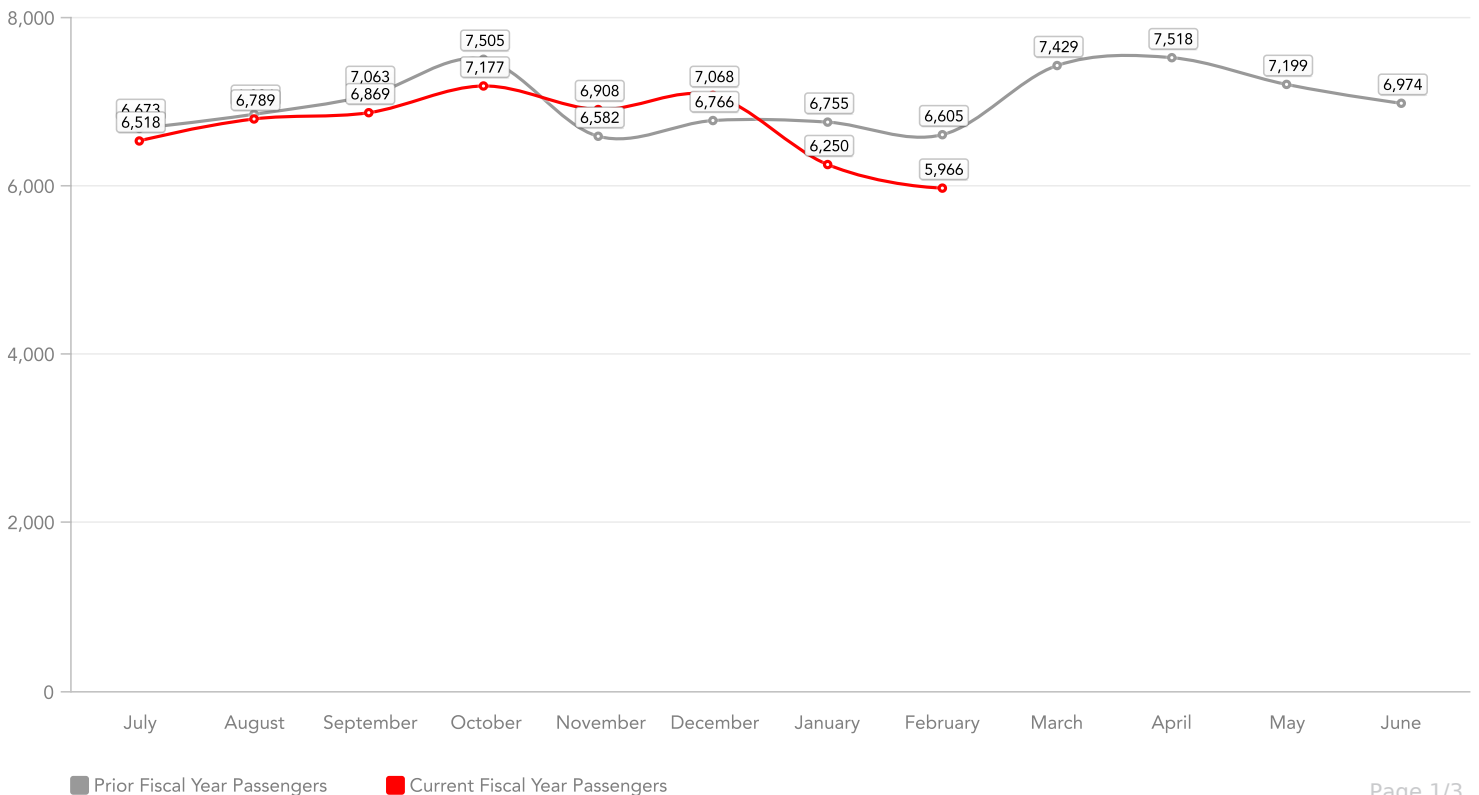
FISCAL YEAR: 2026
 MONTH: All

Year-to-Date Ridership Trends

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



Demand Response Passengers by Month

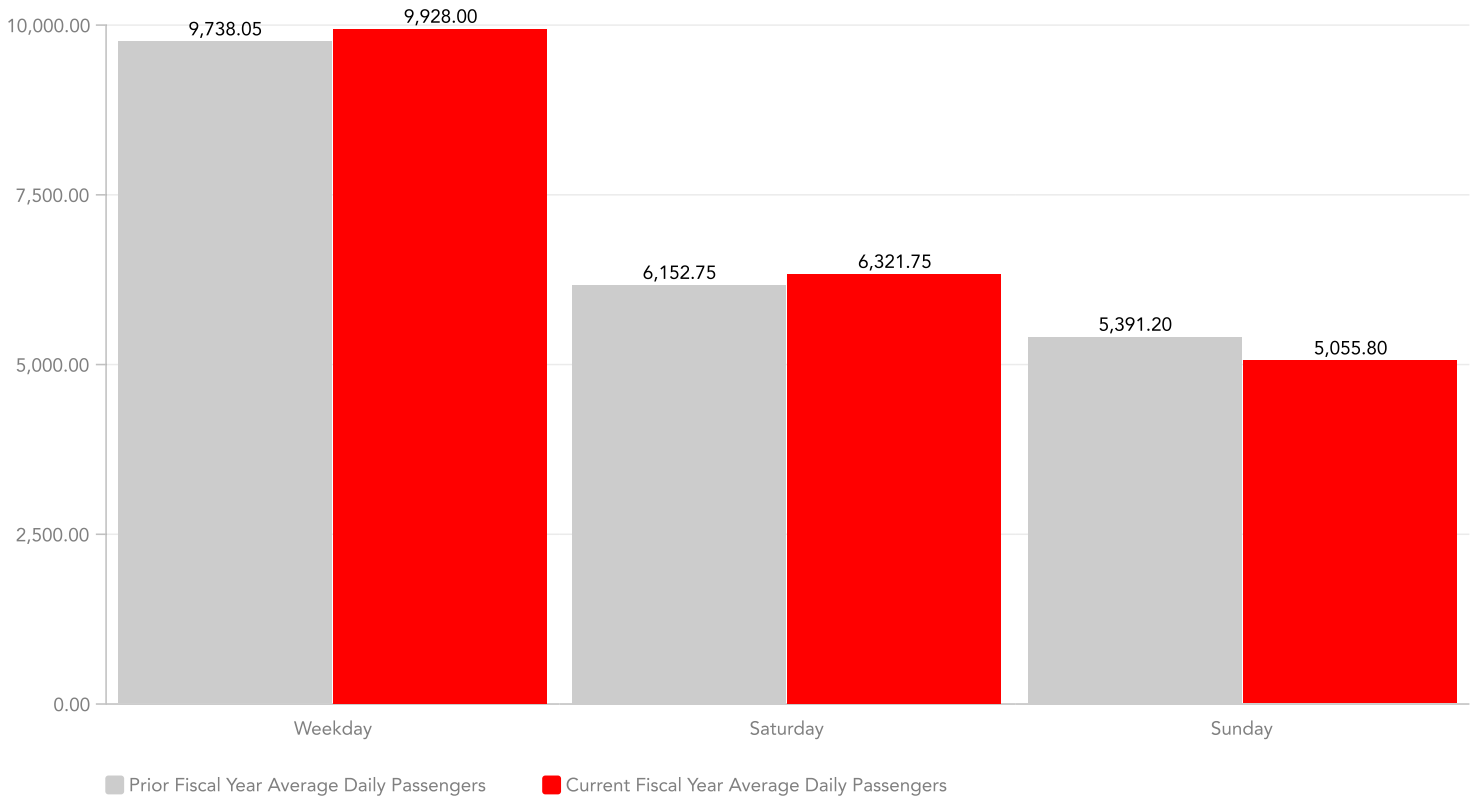


Monthly Comparison

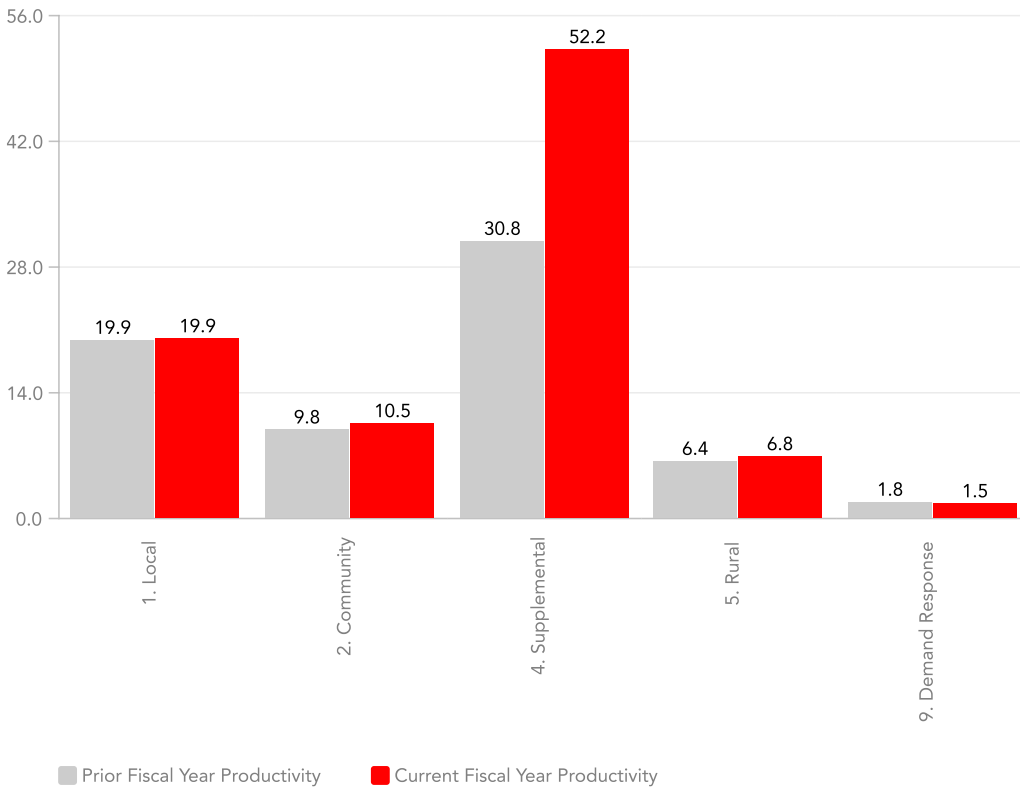
MONTH

Feb

Average Systemwide Daily Passengers



Productivity (pax/hr) by Typology



Route Typologies

- 1. Local:
Routes 17, 22, 23, 35, 36, 49, 71
- 2. Community:
Routes 219, 228, 29, 233, 245, 57
- 4. Supplemental
Routes 613, 619, 625, 654
- 5. Rural:
Routes 61, 68
- 9. Demand Response:
Local Paratransit, Marin Access
Shuttles

REGULAR MEETING OF THE MARIN COUNTY TRANSIT DISTRICT BOARD OF DIRECTORS

Held Monday, April 6, 2026 at 9:30 A.M.

Roll Call

Present: **President Sackett, Vice President Casissa, Director Moulton-Peters,
Director Rodoni**

Absent: **Second Vice President Bushey, Director Colbert, Director Lucan,
Director Llorens-Gulati**

Director Llorens Gulati was in attendance as a voting member.

Board President Sackett opened the meeting at 9:30 A.M.

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

{Director Llorens Gulati present at 9:32 AM}

Administrative Analyst & Board Secretary Kate Burt reported that the Board received comments on agenda item one from a member of the public via email. The comments were shared with the Board before the Board meeting.

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

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

3. [General Manager's Report](#)
 - a. [General Manager's Oral Report](#)
 - b. [Monthly Monitoring Report: December 2025](#)
 - i. [Item 3b – Staff Report](#)
 - c. [Monthly Monitoring Report: January 2026](#)
 - i. [Item 3c – Staff Report](#)

General Manager Robert Betts introduced the District's new Program Enrollment Coordinator, Gianni LaCarrubba. Mr. Betts reviewed the Marin-Sonoma Coordinated Transit Service (MASCOTS) plan that will launch April 12, 2026. He announced that Muir Woods Shuttle service resumed on April 3, 2026. He noted there is a new bus stop at East

Francisco Boulevard and Medway Road. Mr. Betts summarized celebratory efforts for Transit Employee Appreciation Day and announced that April 22, 2026, will be a free fare day in honor of Earth Day. Mr. Betts reviewed a social media campaign highlighting staff's use of alternative modes of transportation. He reported on fixed route and demand response ridership from December 2025 and January 2026.

Director Moulton-Peters asked why ridership declined in January 2026.

Mr. Betts stated that weather conditions may have impacted ridership in January 2026. Additional information will be in the upcoming Quarterly Performance Report.

President Sackett suggested simplified MASCOTS outreach should be aimed toward community members who do not use public transportation.

Mr. Betts explained that current MASCOTS outreach is aimed at riders, but future outreach could broaden to attract new riders.

Director Moulton-Peters acknowledged the value of the Muir Woods Shuttle and MASCOTS. She agreed that MASCOTS outreach should be broadened to attract new riders.

4. [Consent Calendar](#)
 - a. [Minutes for March 2, 2026 Board Meeting](#)
 - b. [Federal Legislative Report](#)
 - c. [Metropolitan Transportation Commission Resolution for Transportation Development Act and State Transit Assistance Funds FY 2026/27](#)
 - d. [Mid-Life Bus Battery Refurbishment on 11 Hybrid Buses](#)

Recommended Action: Approve.

M/s: Director Moulton-Peters – Vice President Casissa

Ayes: President Sackett, Vice President Casissa, Director Moulton-Peters, Director Rodoni, Director Llorens Gulati

Noes: None

Absent: Second Vice President Bushey, Director Colbert, Director Lucan

Abstain: None

5. [Community Capacity Building Cohort Presentation](#)

Staff Report

Director of Planning Cathleen Sullivan reported that the Community Capacity Building curriculum concluded in March 2026. The curriculum was implemented in collaboration with Canal Alliance and focused on community engagement. Ms. Sullivan reviewed the goals and components of the curriculum. Community Capacity Building Transit Ambassadors Cruz Vargas, Aurelia Vargas, and Darlin Ruiz reported on the curriculum's methodology, as well as their experiences and service observations.

Director Llorens Gulati commended the work of the Community Capacity Building cohort.

Vice President Casissa asked about the next steps for Transit Ambassadors and the Community Capacity Building program.

Ms. Sullivan replied that a collaboration agreement with Canal Alliance is in development, which will enable the Transit Ambassadors to conduct outreach. Additional Community Capacity Building curriculums may occur. The cohort's suggestions for areas of improvement will be addressed.

Vice President Casissa expressed appreciation for the Community Capacity Building curriculum.

General Manager Robert Betts highlighted how the Transit Ambassadors will facilitate community engagement.

Director Rodoni thanked Canal Alliance and the Transit Ambassadors. He asked the Transit Ambassadors if they feel comfortable recommending local public transportation service to their family and friends.

The Transit Ambassadors confirmed they do.

Director Moulton-Peters thanked the Transit Ambassadors and noted the curriculum's value. She asked if the San Rafael Transit Center's development was part of the Community Capacity Building curriculum.

Ms. Sullivan confirmed the San Rafael Transit Center was included in the curriculum, alongside all facilities. The San Rafael Transit Center and Clipper will be outreach focuses.

President Sackett asked during what hours bilingual staff answer phone calls.

Mr. Betts responded that bilingual staff and interpreters are available during all business hours at the customer service call center and the Marin Access call center.

President Sackett commented on the Transit Ambassadors' abilities to improve outreach.

Recommended Action: Accept presentation by community members who participated in the Capacity Building Curriculum.

6. [Marin Access Program Evaluation and Service Extension Recommendation](#)

[Staff Report](#)

Program and Policy Manager Joanna Huitt provided an overview of Marin Access programs. She listed challenges that Marin Access service changes aimed to address in July 2025. Ms. Huitt summarized programs that were added and expanded under the 2025 service changes. She presented data regarding Marin Access program ridership and cross program use. She reported on findings from the Marin Access Program Evaluation regarding performance of the Mobility Wallet, Marin Access Shuttles, and Same Day Paratransit (SDP). Ms. Huitt listed remaining program challenges. She outlined recommendations for the Mobility Wallet, Marin Access Shuttles, and SDP.

Director Llorens Gulati asked if Marin Access Shuttle riders are local individuals or tourists.

Ms. Huitt confirmed that riders are primarily local individuals.

Director Llorens Gulati asked what other transportation options would be available to Marin Access Shuttle riders under the recommended program changes.

Ms. Huitt stated that most Marin Access Shuttle riders are eligible for other Marin Access programs and other transportation programs in West Marin County.

General Manager Robert Betts clarified that reduced Marin Access Shuttle service would still be available under the recommendations.

Director Rodoni commented that the Marin Access Shuttle met the needs of residents while the United States Post Office in Bolinas was closed. He stated that while demand for the Marin Access Shuttle is low, he appreciates the flexibility in continuing the service. Director Rodoni noted the importance of educating riders about Marin Access Shuttle changes.

Director Moulton-Peters expressed appreciation for pilot programs and efforts to meet riders' needs.

President Sackett asked about staff time savings due to the elimination of Marin Access' paper voucher system.

Ms. Huitt replied that eliminating the paper voucher system saved staff time that is now used for monitoring programs and conducting outreach.

Mr. Betts added that elimination of the paper vouchers reduced program costs. The new digital payment systems allow for better data monitoring.

President Sackett asked if there are challenges surrounding educating riders about digital payment systems.

Ms. Huitt responded that periodic improvements have made it easier to use the digital payment systems. Riders may also pay with a plastic card.

President Sackett noted that new staff will assist with rider education.

Recommended Action:

- **Authorize a one-year extension of the following Marin Access programs: Same Day Paratransit pilot, West Marin Connector pilot shuttle, Marin Access Fare Assistance (MAFA) Mobility Wallet, and the Intro to Mobility program.**
- **Authorize a temporary extension through the end of September 2026 on the added days of service on the West Marin Connector (Saturdays) and Point Reyes Shuttle (2nd and 4th Mondays to Fairfax/San Anselmo).**

M/s: Director Llorens Gulati – Director Rodoni

Ayes: President Sackett, Vice President Casissa, Director Moulton-Peters, Director Rodoni, Director Llorens Gulati

Noes: None

Absent: Second Vice President Bushey, Director Colbert, Director Lucan

Abstain: None

Adjourn President Sackett adjourned the meeting at 10:36 A.M.

SINE DIE

PRESIDENT

ATTEST:

CLERK



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Stephanie

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Supervisor District 3

Dennis Rodoni

Director
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Eric Lucan

Director
Supervisor District 5

Maika Llorens Gulati

Alternate
City of San Rafael

May 4, 2026

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

Subject: Federal Legislative Report

Dear Board Members:

Marin Transit contracts for federal advocacy services with Carpi & Clay who provide a monthly Federal Update. The attached monthly report for March 2026 provides an appropriations update, legislative activity, federal funding opportunities, and federal agency actions and personnel changes.

Respectfully Submitted,

Robert Betts
General Manager

Attachment A: Federal Update March 2026

Federal Appropriations Update

The lapse in funding for the Department of Homeland Security (DHS), which began on February 13, remains unresolved and is now the longest partial shutdown in history. On March 27, the Senate passed by voice vote a bill to provide FY26 funding for most of DHS, excluding Immigration and Customs Enforcement (ICE) and Customs and Border Protection (CBP). House Republicans rejected the Senate bill, and the House instead passed a 60-day continuing resolution to fund all of DHS through May 22 by a vote of 213-203, with three Democrats joining Republicans in support, sending the measure back to the Senate. With both chambers now in recess through April 13, no immediate resolution is in sight. Amid deteriorating airport security conditions, President Trump signed a memorandum directing the use of previously appropriated funds to compensate Transportation Security Administration (TSA) personnel who have worked without pay during the shutdown. The White House has urged Congress to cancel its recess and return to Washington to resolve the impasse. Senate Republicans are separately exploring including multi-year DHS funding in a budget reconciliation package.

Meanwhile, the FY27 appropriations process is advancing on both sides of the Capitol. The House Appropriations Committee opened its member request portal in late February, and subcommittee deadlines for Community Project Funding, programmatic funding, and language submissions have now passed. Senate Appropriations Committee Chair Susan Collins (R-ME) and Vice Chair Patty Murray (D-WA) have also released their [Committee's FY27 guidance](#), with nearly all Congressionally Directed Spending, programmatic funding, and language submission deadlines in April. The Trump Administration is targeting release of its FY27 budget request in early April, with House appropriators planning to begin markups in mid-to-late April.

GSA Proposes Revised Certifications for SAM.gov Registrants

The General Services Administration (GSA) has published a [notice](#) proposing to revise the Financial Assistance General Certifications and Representations required of all entities registered in the System for Award Management (SAM.gov), the federal database through which entities must register to receive federal grants, cooperative agreements, and loans. The proposed revision would add three new certifications that registrants must affirm at initial registration and each annual renewal: (1) that the organization complies with federal anti-discrimination laws as framed under Executive Order 14173 and DOJ guidance issued July 29, 2025, including with respect to programs labeled DEI or DEIA; (2) that the organization will not knowingly transport, conceal, harbor, or hire undocumented individuals; and (3) that the

organization will not fund or facilitate violence, terrorism, or activities threatening public safety or national security. Because SAM.gov registration is a prerequisite for all federal financial assistance, these certifications would function as universal eligibility conditions across federal programs. Some stakeholders have raised questions about the specificity and scope of the anti-discrimination certification, potential retroactive compliance implications for entities renewing SAM registration mid-grant, and expanded *False Claims Act* exposure given that a disputed certification could implicate multiple active federal awards simultaneously.

LEGISLATIVE ACTIVITY

Senate Confirms Markwayne Mullin as DHS Secretary. On March 23, the Senate [confirmed](#) Sen. Markwayne Mullin (R-OK) as Secretary of Homeland Security by a 54-45 vote. All Republicans except Sen. Rand Paul (R-KY) voted in favor, joined by two Democrats—Sens. John Fetterman (D-PA) and Martin Heinrich (D-NM). Mullin was sworn in the next day, replacing Kristi Noem. At his confirmation hearing, Mullin signaled a somewhat different approach than his predecessor on several issues, including stating that judicial warrants should generally be used to enter homes and places of business and that FEMA should be restructured rather than eliminated.

House Committee Advances Bill Targeting Sanctuary Jurisdictions. On March 5, the House Judiciary Committee advanced the *Shut Down Sanctuary Policies Act of 2026* ([H.R. 7640](#)), which would amend the *Immigration and Nationality Act* to preempt certain state and local policies restricting cooperation with federal immigration enforcement and make jurisdictions that decline to comply with federal immigration detainers ineligible for certain federal law enforcement grants. The bill would also provide liability protections for local officials cooperating with federal immigration enforcement and create a private right of action for victims of crimes committed by individuals released from custody after a detainer was declined.

Senate Committee Approves Transportation-Related Nominations. On March 12, the Senate Commerce, Science, and Transportation Committee approved the following transportation-related [nominations](#):

- Michael Graham, to be a Member of the National Transportation Safety Board (NTSB)
- Seval Oz, to be the Assistant Secretary of Transportation for Research and Technology
- Richard Kloster, to be a Member of the Surface Transportation Board (STB)

House Subcommittee Holds Hearing with DOT and HUD IGs. On March 5, the House Appropriations Subcommittee on Transportation, Housing and Urban Development, and Related Agencies held a [hearing](#) with the Inspectors General (IGs) of Department of Transportation (DOT) and the Department of Housing and Urban Development (HUD). During his opening statement, Subcommittee Chair Steve Womack (R-AR) emphasized the critical oversight role IGs play in helping Congress identify waste, fraud, and abuse across federal programs, particularly as Congress has recently provided record funding for transportation and housing initiatives. He noted that the insights from IG audits and investigations are essential for ensuring taxpayer dollars are used effectively and for informing future appropriations

decisions, including oversight of major investments such as FAA air traffic control modernization. In his testimony, DOT IG Behm highlighted three major oversight priorities: improving transportation safety; strengthening oversight to curb fraud, waste, and abuse in federal transportation spending; and ensuring effective management of modernization and innovation initiatives. He emphasized ongoing concerns about FAA safety oversight and air traffic controller staffing, risks in managing large infrastructure investments, and the need for stronger planning and oversight as DOT advances airspace modernization and emerging transportation technologies.

House T&I Chairman Announces He Will Not Seek Reelection. On March 27, Representative Sam Graves (R-MO), Chairman of the House Transportation and Infrastructure Committee, announced he will not seek reelection at the end of his current term, concluding 26 years in Congress. In a [statement](#), Graves emphasized his intention to remain fully engaged on the Committee's legislative agenda through the end of 2026, including a surface transportation reauthorization bill, the Water Resources Development Act of 2026, aviation safety, pipeline safety program reauthorization, Clean Water Act permitting reform, and FEMA reforms.

Oklahoma Governor Appoints Energy Executive to Fill Senate Vacancy. On March 24, Oklahoma Governor Kevin Stitt appointed Alan Armstrong, chairman and former CEO of Tulsa-based pipeline operator Williams Companies, to fill the U.S. Senate seat vacated by Markwayne Mullin, who was confirmed as Secretary of Homeland Security on March 23. Under Oklahoma law, Armstrong agreed not to seek a full term in the November election and will serve only through the end of the year when the election results are certified. Armstrong has indicated that permitting reform for large-scale infrastructure projects will be a top Senate priority. Rep. Kevin Hern (R-OK) has announced his candidacy for the full-term Senate seat and has received an endorsement from President Trump.

Bipartisan House Bill Introduced to Establish Federal E-Bike Safety Standards. On March 5, Representatives Dave Min (D-CA), Mike Lawler (R-NY), Jared Huffman (D-CA), and Brian Fitzpatrick (R-PA) introduced the *Safe Standards for Personal E-Bike and E-Moto Device Specifications (Safe SPEEDS) Act (H.R. 7839)*, which would direct the Consumer Product Safety Commission to establish federal standards for the classification and labeling of low-speed electric bicycles and certain off-road electric devices. The bill also calls for improved data collection on crashes, injuries, and fatalities involving e-bikes and authorizes grants to support safety training, data reporting, and public education initiatives related to electric micromobility devices. This bill was referred to the House Committee on Energy and Commerce for further consideration.

Bipartisan Senate Bill Introduced to Establish Disaster Recovery Reform Task Force. On March 5, Senators Ted Budd (R-NC) and Raphael Warnock (D-GA) introduced the *Disaster Recovery Improvement Act (S. 4022)*, which would establish an interagency task force to recommend ways to streamline federal disaster relief and speed the delivery of recovery funding. Chaired by a FEMA official, the task force would include representatives from multiple federal agencies as well as governors and county commissioners with recent disaster recovery experience. The bill would require reports to Congress identifying gaps, bureaucratic delays,

and recommendations to improve coordination, accelerate the obligation of disaster funds, and strengthen continuity during presidential transitions.

Bipartisan Railway Safety Act Reintroduced in Senate. Senators Jon Husted (R-OH) and Maria Cantwell (D-WA) have reintroduced the *Railway Safety Act of 2026* ([S. 3903](#)). Key provisions would require Class I railroads to deploy wayside defect detectors averaging every 15 miles on main lines; expand the categories of hazardous materials subject to higher safety standards and speed restrictions; mandate two-person crews on freight trains carrying hazardous materials or trains of 7,500 feet or more; strengthen pre-departure and periodic railcar inspection requirements and prohibit railroads from limiting inspection time; require Class I railroads to provide real-time electronic train consist information to fusion centers and commodity flow reports to state and tribal emergency response commissions; increase maximum civil penalties for rail safety violations from \$100,000 to \$1 million, with enhanced penalties up to \$5 million for violations resulting in death, serious injury, or substantial property damage; and establish a new emergency response assistance program to reimburse first responders for costs incurred in responding to significant hazardous materials transportation incidents. The bill also expands the Hazardous Materials Emergency Preparedness grant program to allow purchase of personal protective equipment and increases the federal cost share for state grants from 80 to 90 percent. This bill has been referred to the Senate Commerce, Science, and Transportation Committee for further consideration.

CONGRESSIONAL LETTERS

Senators Request DHS OIG Briefing on FEMA Complaints. On March 6, Senators Peter Welch (D-VT), Richard Blumenthal (D-CT), Chris Van Hollen (D-MD), Mazie Hirono (D-HI), and Ed Markey (D-MA) sent a [letter](#) to Department of Homeland Security Inspector General Joseph Cuffari requesting a briefing on complaints received about FEMA since January 2025. The lawmakers cited concerns about agency leadership vacancies, alleged retaliation against staff, and FEMA's lack of responses to congressional oversight inquiries. The Senators asked for information on the number and subject matter of complaints submitted to the Office of Inspector General.

FEDERAL FUNDING OPPORTUNITIES

DOT Publishes SS4A NOFO. DOT has published a [NOFO](#) for the availability of \$993.5 million through the Safe Streets for All (SS4A) grant program. The program helps to fund regional, local, and tribal initiatives that prevent roadway fatalities and serious injuries. Applications are due May 26, 2026.

FEMA Publishes BRIC NOFO. On March 25, FEMA published the availability of \$1 billion through a combined FY24 and FY25 [NOFO](#) for the Building Resilient Infrastructure and Communities (BRIC) program. The BRIC program provides federal grants to states, territories, tribal governments, and local governments for pre-disaster natural hazard mitigation activities, with an emphasis on infrastructure and construction projects that deliver measurable risk reduction and adoption and enforcement of modern building codes, while limiting capability-

and capacity-building activities to those directly tied to infrastructure resilience. Individual awards are capped at \$150 million. Local governments must apply through their state or territory. Applications are due July 23, 2026.

FTA Publishes ASAP NOFO. On March 2, the Federal Transit Administration (FTA) published a [NOFO](#) for the availability of \$686 million through the FY 2026 All Stations Accessibility Program (ASAP). The program funds capital and planning projects to upgrade the accessibility of legacy rail fixed guideway public transportation systems for people with disabilities. Applications are due May 1, 2026.

FEDERAL AGENCY ACTIONS AND PERSONNEL CHANGES

President Trump Signs Executive Order to Extend FEMA Review Council. On March 24, President Trump signed an [executive order](#) further extending the Federal Emergency Management Agency Review Council, which was originally established by Executive Order 14180 on January 24, 2025, and previously continued by Executive Order 14378 on January 23, 2026. The order extends the Council until 10 days after the Council's final report is submitted to the President, or May 29, 2026, whichever occurs first.

President Signs Memorandum Directing Funds for TSA Personnel Pay. On March 27, President Trump signed a [memorandum](#) to DHS and the Office of Management and Budget (OMB) directing TSA personnel to be paid. The memorandum asks that DHS and OMB use previously appropriated funds that have a “reasonable and logical nexus” to compensate TSA officials who have worked without pay as the partial shutdown continues.

White House Releases National AI Legislative Framework. On March 20, the Trump Administration released a [national legislative framework](#) for artificial intelligence (AI), calling on Congress to establish a uniform federal standard to replace the existing patchwork of state AI laws. The framework is organized around protecting children online; safeguarding communities from AI-enabled fraud and managing data center energy costs; protecting intellectual property rights for creators and publishers; preventing government-directed censorship of AI platforms; removing regulatory barriers to accelerate AI development and deployment; and expanding AI workforce training and education programs. On federal preemption, the framework calls on Congress to preempt state AI laws that impose undue burdens on innovation while preserving state authority over areas such as child protection, consumer fraud, zoning, and state procurement. Prospects for legislation this year are uncertain. Some Republicans, including Sens. Josh Hawley (R-MO) and Marsha Blackburn (R-TN), have pushed for stricter requirements on technology companies, while many Democrats have signaled the framework lacks sufficient substance on issues such as national security threats and misinformation. The framework aims to build on President Trump's December 2025 executive order directing evaluation of state AI regulations and federal preemption options.

OMB Reviewing DOJ Web Accessibility Rule for State and Local Governments. The Office of Information and Regulatory Affairs, a component of the Office of Management and Budget (OMB), is reviewing the Department of Justice's (DOJ) [April 2024 rule](#) establishing

technical standards for the accessibility of state and local government websites, applications, and digital content under Title II of the *Americans with Disabilities Act*. The rule sets compliance deadlines of April 2026 for most public entities with populations above 50,000 and April 2027 for smaller entities and special districts. DOJ's [fall 2025 regulatory agenda](#) indicated the Department may consider potential changes to aspects of the rule.

OPM Proposes Changes to RIF Procedures. On March 5, the Office of Personnel Management (OPM) issued a [proposed rule](#) revising how federal agencies conduct reductions in force (RIFs). The proposal would prioritize employee performance ratings over length of service when determining which workers are retained during layoffs, with tenure used primarily as a tiebreaker. According to OPM, the change is intended to create a more performance-based framework for workforce restructuring while preserving existing veterans' preference rules. Public comments on the proposed rule are due May 4, 2026.

Corps Seeks Public Input on Nationwide Permit Program Improvements. On March 16, the U.S. Army Corps of Engineers published a [notice](#) soliciting input from interested parties on ways to increase the efficiency of the nationwide permit program. The 2026 nationwide permits took effect on March 15 and are set to expire in 2031. Topics on which input is sought include eliminating unnecessary permitting review, improving pre-construction notification processes and verification timelines, identifying categories of activities warranting new nationwide permits, and strengthening terms and conditions to ensure no more than minimal adverse environmental effects. The notice does not propose specific modifications; comments will inform any future rulemaking, which would require separate notice and opportunity for public hearing. Written comments are due by May 15, 2026.

DOT Publishes P3 Project Delivery Final Guidance. The Build America Bureau and the Federal Highway Administration (FHWA) have issued [guidance](#) to help the public understand statutory requirements to evaluate the appropriateness of using public-private partnerships (P3s) to deliver infrastructure projects. This guidance intends to inform project sponsors of the Bureau's implementation of the evaluation requirements when seeking federal credit assistance through the Transportation Infrastructure Finance and Innovation Act (TIFIA) and the Railroad Rehabilitation and Improvement Financing (RRIF) credit assistance programs and FHWA's implementation of the major project financial plan requirement to perform detailed value for money analysis. The guidance does not contain any new criteria, does not impose any new legal requirements, and has no legal effect. This final guidance also addresses the comments received on the draft guidance published in the Federal Register on November 13, 2024.

DOT Publishes Multimodal State Freight Plans and State Freight Advisory Committee Guidance. The *Fixing America's Surface Transportation Act* included a provision requiring each State that receives funding under the National Highway Freight Program (NHFP) to develop a State Freight Plan that provides a comprehensive approach for the immediate and long-range planning activities and investments of the State with respect to freight, and meets all the required plan contents listed in the Act. The *Infrastructure Investment and Jobs Act* added several new required elements and updated procedures for State Freight Plans. This [guidance document](#) updates and replaces the prior guidance on State Freight Plans and State

Freight Advisory Committees issued on January 12, 2023. It also updates the guidance to be consistent with recent Executive Orders issued by the President and DOT Orders issued by Secretary Duffy.

DOT Publishes ROUTES Initiative RFI. DOT's Rural Opportunities to Use Transportation for Economic Success (ROUTES) Initiative addresses the transportation infrastructure needs of rural and tribal communities by developing user-friendly tools and information, aggregating DOT resources, and providing direct technical assistance to connect rural and tribal communities with the funding, financing, and outreach resources available. This [notice](#) requests comments on unmet transportation infrastructure needs in rural communities, barriers that rural communities face in addressing those needs, and opportunities for ROUTES to improve its services and technical assistance to support rural and tribal stakeholders. Comments are due April 24, 2026.

DOT Publishes Procedures for Transportation Workplace Drug and Alcohol Testing Programs. DOT has [published](#) the "Do's and Don'ts for the Substance Abuse Professional and the Return-to-Duty Process" in the U.S. Department of Transportation Drug and Alcohol Testing Program.

DOT Launches Beautifying Transportation Infrastructure Challenge. DOT has launched the "Beautifying Transportation Infrastructure Challenge," a [competition](#) where individuals of all ages and experience levels can submit creative infrastructure design concepts that capture the spirit and greatness of America. Design categories include bridges, transit hubs and corridors, and rural transportation-related features. Participants and their designs will compete for cash prizes. The challenge will offer \$650,000 in total prize money across three categories: Professional Tier, Public Tier, and Student Tier. Submissions are due May 13, 2026.

GAO Publishes Report on Transportation Demonstration Grants. On March 12, the Government Accountability Office (GAO) published a [report](#) titled "Transportation Demonstration Grants: DOT Should Develop and Implement a Lessons Learned Plan." The report reviews the Department of Transportation's Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program, which funds pilot projects that test advanced transportation technologies such as autonomous vehicles, drones, and smart traffic systems. Between fiscal years 2022 and 2024, DOT received more than 1,000 applications and awarded about \$289 million for 135 projects, with recipients reporting that the funding helped accelerate technology testing but also noting procurement and implementation challenges. GAO found that while DOT collects information about these projects, it has not yet developed a structured process to analyze and share lessons learned as required by statute. GAO recommends that DOT develop and implement a formal plan to evaluate project outcomes and disseminate best practices to help communities adopt successful transportation technologies.

##



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May 4, 2026

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

Subject: Marin Transit Quarterly Performance Report for the Second Quarter of FY 2025/26

Dear Board Members:

Recommendation

Information only.

Summary

As part of the District's service monitoring process, staff prepare a quarterly performance report. Attached is the report for the second quarter of FY 2025/26.

The quarterly report provides route-level statistics and performance measures with financial data and an in-depth analysis of trends. The report discusses any relevant external factors such as weather, operator shortages, and service changes. A report on Community Engagement activities for the quarter is also included.

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

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Asher Butnik
Senior Transit Planner

Attachment A: Quarterly Performance Report for FY 2025/26 Q2

Attachment B: FY 2025/26 Q2 (October – December) Marin Transit Outreach and Travel Training



Quarterly Performance Report for FY 2025/26 Q2

This report summarizes the operational performance of Marin Transit services for the second quarter of FY 2025/26 from October 1, 2025 through December 31, 2025. The Quarterly Performance Report provides detailed route-level statistics, analyzes trends, and evaluates performance measures established under Measure A and Measure AA.

Report Format

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

Route performance is presented relative to typology-based targets. The Board adopted updated targets on September 9, 2024. These typology-based targets aim to match routes and service levels to the markets they are intended to serve. All performance and financial data are consistent with the District's reporting for the National Transit Database. The tables at the end of this report provide a breakdown of all route-level statistics.

Systemwide Performance Summary

The District continues to experience strong ridership. In the second quarter of FY 2025/26, Marin Transit carried a total of 823,728 passengers systemwide. This is roughly the same as the second quarter of the previous fiscal year (820,293) and is 1% higher than pre-pandemic ridership (Q2 FY 2019/20).

On fixed route services, the rapid ridership growth the District has seen for the past several years appears to be tapering off. Fixed route ridership exceeded pre-COVID by 8% in the second quarter of FY 2025/26, but the growth from FY 2024/25 was only 1%, which is significantly less than in previous years. It is too early to say whether this is a new or temporary trend, but this is the second consecutive quarter where this has been the case.

Marin Access services were at 51% of pre-COVID ridership levels this quarter, with total ridership 1% higher than the prior year. For about a year and a half, Marin Access ridership plateaued at around 40-45% of pre-pandemic levels. Although Marin Access ridership began growing again in FY 2023/24 after the programs were restructured, ridership appears to have plateaued again. Marin Transit staff believes this is due to larger systemwide and national trends, not due to the program change that took place at the start of the current fiscal year. The new Mobility Wallet program saw very strong growth this quarter (+29%) compared to the Catch-A-Ride program in the previous year. However, this strong growth was paired with lower ridership on ADA paratransit, which remains the largest Marin Access program. It is too early to say whether this is a new or temporary trend.

Performance Goals

Performance goals at the route level are measured in both productivity (unlinked passengers per hour and per trip) and cost-effectiveness (subsidy per unlinked passenger trip). Table 1 below summarizes



route level performance goals by typology. Note that there are no productivity or cost-effectiveness goals identified for the Yellow Bus, Muir Woods Shuttle, Volunteer Driver, and Catch-A-Ride programs.

Table 1: Productivity and Subsidy Goals by Service Typology

Service Typology	Routes	Unlinked Passenger Trips per Hour (at or above)	Subsidy per Passenger Trip (at or below)
Local	17, 22, 23, 35, 36, 49, 71	18	\$11.26
Community	29, 57, 219, 228, 233, 245	8	\$19.71
Supplemental	613, 619, 625, 654	20 per trip	\$16.89
Rural	61, 68	6	\$30.97
Demand Response	Local Paratransit, Marin Access Shuttles	2	\$112.61

Note: Subsidy targets reflect an escalation of 3.5% from the prior year, in accordance with the Transportation Services Consumer Price Index 12-month increase at the start of the fiscal year.

Performance by Typology

Fixed Route

On fixed route transit services, Marin Transit carried 771,525 riders. This is an increase of 1% compared to the second quarter of FY 2024/25. The Muir Woods Shuttle did not operate this quarter. The Yellow Bus program carried 31,050 passengers. This is roughly the same as the second quarter of the previous fiscal year (31,110).

Local (Routes 17, 22, 23, 35, 36, 49, and 71)

In the second quarter of FY 2025/26, Local routes carried 622,322 passengers. This is roughly the same as the second quarter of the prior fiscal year. The Local typology carried 20 passengers per revenue hour, meeting the goal of 18 or higher, and the average subsidy per passenger was \$8.71, meeting the goal of \$11.26 or lower. Local service accounted for 68% of fixed route service in revenue hours and 81% of fixed route ridership in the second quarter of FY 2025/26.

Community (Routes 29, 57, 219, 228, 233, 245)

During the second quarter of the fiscal year, Community routes carried 104,180 total passengers. This represents an increase of 3% from the second quarter of the last fiscal year. The Community typology carried 11 passengers per revenue hour, meeting the goal of 8 or higher, and the average subsidy per passenger was \$16.46, meeting the goal of \$19.71 or lower. Community services accounted for 22% of fixed route service in revenue hours and provided 14% of fixed route ridership in the second quarter of FY 2025/26.



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

Supplemental School routes carried 18,647 passengers in the second quarter of FY 2025/26. This represents a 38%¹ increase from the second quarter of the prior fiscal year. The Supplemental typology carried 34 passengers per trip, meeting the goal of 20 or higher, and the average subsidy per passenger was \$6.12, meeting the goal of \$16.89 or lower. Supplemental service accounted for 1% of fixed route service in revenue hours and provided 2% of fixed route ridership in the second quarter of FY 2025/26.

Rural (West Marin Stagecoach Routes 61 and 68)

In the second quarter of the fiscal year, the two Stagecoach routes carried 26,376 passengers. This represents an 8% decrease from the second quarter of the prior fiscal year. The decrease was entirely on Route 68; staff is investigating why this route had such a dramatic decline compared to the prior year. The Rural typology carried 7 passengers per trip, meeting the goal of 6 or higher, and the average subsidy per passenger was \$27.93, meeting the goal of \$30.97 or lower. Rural service accounted for 9% of fixed route service in revenue hours and ridership represented 3% of fixed route ridership in the second quarter of FY2025/26.

Marin Access

In the second quarter of FY 2025/26, Marin Access offered ADA paratransit service, the Marin Access Shuttles program, the Volunteer Driver program, and the new Mobility Wallet suite of programs, which for the purposes of this report will be treated as one program (Mobility Wallet).

Marin Access services carried 21,153 trips on demand response and mobility management programs. This reflects an increase of 1% compared to the second quarter of the last fiscal year.

Demand Response

The Demand Response typology represents the subset of Marin Access services that are operated by the District's Demand Response contractor, Transdev, and includes ADA paratransit service and the Marin Access Shuttles program. In the second quarter of FY 2025/26, Demand Response services carried 11,292 passengers, a decrease of 12% from the prior year. Staff believes that this decrease is due to passengers switching from paratransit to the new mobility wallet program; as noted earlier, total Marin Access ridership increased by 1% from the prior year. The service productivity average of 1.7 passengers per revenue hour did not meet the 2.0 standard, and the average subsidy per passenger of \$123.58 did not meet the target of \$112.61 or lower.

Mobility Management

The Mobility Management programs do not have established performance targets.

¹ In January 2025, Marin Transit implemented Automatic Passenger Counters (APCs). District staff believe that, prior to APC implementation, ridership on some Supplemental School routes was undercounted. The youth pass, which the majority of riders on these routes use, is a "flash" pass that does not interact with the farebox, and relies on drivers manually punching each rider in. When large numbers of students all using the youth pass board at once, the driver may visually verify all the passes but not accurately punch in the correct number of riders. Staff believe that the current quarter passenger count on Supplemental School routes is accurate, but the prior year count is likely inaccurate, resulting in what appears to be a very large year-over-year increase. Systemwide, the difference is negligible, but for Supplemental School routes specifically, the difference is noteworthy.



The Volunteer Driver Program completed 2,165 trips in the second quarter of FY 2025/26. This represents a 6% increase compared to the previous fiscal year.

The new Mobility Wallet program provided 7,696 one-way trips. This represents an increase of 29% compared to the Catch-A-Ride program in the prior year. The Mobility Wallet program has seen strong and sustained growth thus far within FY 2025/26. The average subsidy per passenger on Mobility Wallet was \$17.03 in Q2, almost half the subsidy per passenger of the Catch-A-Ride program in the prior year (\$32.95).

Other Programs

In addition to fixed route and Marin Access services, the District also operates a shuttle to the Muir Woods National Monument (Muir Woods Shuttle) and the yellow school bus system for the Ross Valley School District (Yellow Bus). These programs do not have established performance targets.

Muir Woods Shuttle

The Muir Woods Shuttle did not run in the second quarter of FY 2025/26. It was initially scheduled to run on weekends in October, but service was cancelled when the park closed due to the federal government shutdown.

Yellow Bus

In the second quarter of FY 2025/26, the Ross Valley School District yellow bus service carried 31,050 passengers. This is roughly the same as the second quarter of the prior year.

External Trends and Factors

This quarter, Marin Transit experienced stronger ridership growth than the national average. According to the National Transit Database, in the second quarter of FY 2025/26, nationwide bus ridership was 3% **lower** than the prior year, compared to Marin Transit's 1% increase over the prior year for fixed route services.

Marin Transit continues to have one of the strongest ridership recoveries in the Bay Area at 108% of pre-COVID for fixed route services, and one of the strongest in the country when comparing to pre-COVID levels (the national average this quarter was 82%). Compared to other North Bay transit agencies, Marin Transit fixed route services saw lower year-over-year growth, but performs well when comparing to pre-COVID numbers. In the second quarter of FY 2025/26, Golden Gate Transit carried 393,114 passengers on its fixed route bus service, representing just over half of Marin Transit's fixed route ridership (771,525), while SMART carried 326,573 passengers. Golden Gate Transit experienced a 10% increase in fixed route bus ridership in this quarter compared to the second quarter of FY2024/25, bringing overall recovery to 54% of pre-COVID ridership. SMART experienced a 30% increase in ridership compared to the second quarter of last year, bringing overall recovery to nearly double (181%) pre-COVID ridership.

Other Bay Area transit agencies that provide local transit service experienced lower ridership growth trends in the second quarter of FY 2025/26. Comparing to other Countywide peer agencies, Napa Valley Transportation Authority (VINE), SamTrans, and Solano County Transit (SolTrans) experienced a -1%, 0%, and 3% increase in ridership, respectively, relative to the second quarter of FY 2024/25, bringing their ridership relative to pre-COVID to 46%, 95%, and 83%, respectively.



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

Table 2: Factors Impacting Ridership Comparison

Factor		FY 2024/25 Q1	FY 2025/26 Q1	Impact
Days Operated	Weekdays	61	60	▼
	School Days	56	52	▼
	Weekends & Holidays	31	32	▲
	Muir Woods Shuttle	8	0	▼
Service Disruptions (cancelled/missed service)		56	70	▼
Rainfall (inches)		18.9	7.4	▲▲
Average Gas Prices		\$4.37	\$4.47	▲

Community Engagement

Staff engage the community on an ongoing basis to share information about Marin Transit and Marin Access programs and services. In the second quarter of FY 2025/26, there was a continued focus on educating riders about program changes to Marin Access and engaging the community on District initiatives including the proposed operations and maintenance facility and the MASCOTS service planning effort. Events were held in multiple formats, at several locations, and on different days and times to meet the needs of the community. The attached report outlines community engagement efforts for various target audiences, including community members, fixed route riders, and Marin Access riders.

In the second quarter of FY 2025/26, staff completed 21 outreach events, including one Navigating Transit Presentation, eight events where informational resource tables were staffed, five direct rider engagement events, four Marin Access Satellite Hours events, and two virtual focus groups. Staff also tested a new type of digital engagement by hosting a Facebook Live event in partnership with Canal Alliance; this event was designed to share information about proposed service changes utilizing the Canal Alliance Facebook platform. Nearly all events had Spanish translation services available. In total, staff provided information or rider education to over 1,200 community members.

Digital outreach continues to be an effective tool for engaging and educating those who currently use Marin Transit programs and services and informing those who may be considering trying transit. In Q2 of FY 2025/26 staff distributed three e-newsletters and created 81 social media posts across several platforms. In total, these efforts generated over 7,300 individual digital engagement interactions.

Staff expect to focus outreach efforts through the end of the fiscal year on ongoing and planned initiatives related to the proposed operations and maintenance facility, the MASCOTS service planning effort, and the implementation of Next Generation Clipper.

Attachment A

Quarterly Report - Summary

04/16/2026

QUARTER
Q2 FY26

Systemwide Performance Statistics

Typology	Route	Passengers	%Δ Passengers*	Revenue	Hours	Operating Cost	Passengers per Revenue Hou	Subsidy per Passenger	Farebox Recovery
1. Local	17	55,094	▲1.3%	4,130	\$757,524	13.3	\$12.89	6.3%	
	22	47,384	▲7.0%	3,326	\$602,688	14.2	\$11.87	6.7%	
	23	83,220	▲7.0%	3,596	\$702,805	23.1	\$7.67	9.2%	
	30	0		0	\$0				
	35	146,860	▼7.6%	4,965	\$964,560	29.6	\$5.81	11.5%	
	36	76,940	▲0.4%	3,837	\$759,883	20.1	\$9.08	8.1%	
	49	91,667	▼4.1%	4,932	\$915,511	18.6	\$9.18	8.1%	
	71	121,157	▲5.9%	5,997	\$1,213,644	20.2	\$9.22	7.9%	
	Rollup	622,322	▲0.1%	30,783	\$5,916,615	20.2	\$8.71	8.4%	
2. Community	219	9,258	▲11.5%	1,257	\$230,942	7.4	\$23.92	4.1%	
	228	22,727	▲16.5%	2,353	\$426,099	9.7	\$17.81	5.0%	
	233	9,860	▼7.5%	1,071	\$194,405	9.2	\$18.77	4.8%	
	245	12,958	▲27.7%	1,097	\$201,761	11.8	\$14.69	5.7%	
	29	3,955	▼14.6%	420	\$76,434	9.4	\$18.37	4.9%	
	57	45,422	▼5.1%	3,703	\$680,769	12.3	\$14.11	5.9%	
	Rollup	104,180	▲3.0%	9,901	\$1,810,411	10.5	\$16.46	5.3%	
4. Supplemental	613	6,754	▲90.4%	77	\$28,715	87.9	\$3.56	16.3%	
	619	7,647	▲25.6%	150	\$56,913	51.1	\$6.72	9.6%	
	625	1,958	▼17.3%	66	\$23,772	29.5	\$11.38	6.2%	
	629	0		0	\$0				
	654	2,288	▲47.8%	52	\$17,988	43.6	\$7.14	9.2%	
	Rollup	18,647	▲37.6%	345	\$127,388	54.0	\$6.12	10.5%	
5. Rural	61	9,860	▲37.5%	1,768	\$332,343	5.6	\$33.04	2.0%	
	68	16,516	▼23.4%	2,242	\$421,941	7.4	\$24.88	2.6%	
	Rollup	26,376	▼8.2%	4,010	\$754,284	6.6	\$27.93	2.3%	
7. Yellow Bus	Hdn Valley	4,600	▼5.1%	110	\$38,487	41.8	\$5.35	36.0%	
	White Hill	26,450	▲0.7%	621	\$217,401	42.6	\$5.21	36.7%	
	Rollup	31,050	▼0.2%	731	\$255,888	42.5	\$5.23	36.6%	
8. Recreational	66	0	▼100.0%	0	\$0				
	Rollup	0	▼100.0%	0	\$0				
9. Demand Response	Local Para	11,032	▼12.5%	6,548	\$1,369,187	1.7	\$121.95	1.7%	
	MA Shuttle	260	▲9.7%	219	\$51,031	1.2	\$192.64	1.9%	
	Rollup	11,292	▼12.1%	6,767	\$1,420,219	1.7	\$123.58	1.7%	
Mobility Wallet	CAR Trans	3,118						0.0%	
	Intro Mob	155						0.0%	
	MAFA Mob W	4,423						0.0%	
	Rollup	7,696			\$131,090		\$17.03	0.0%	
Volunteer Driver	VolDrvr	1,880	▲6.8%	2,209	\$14,899		\$7.92	0.0%	
	VolDvrWM	285	▼0.7%	374	\$4,209		\$14.77	0.0%	
	Rollup	2,165	▲5.7%	2,583	\$19,108		\$8.83	0.0%	
Rollup	823,728	▲1.2%	55,120	\$10,435,001	15.7	\$11.77	7.1%		

* Change in passengers compared to same quarter of prior year

FY 2026 Q2 (October - December) Marin Transit Community Engagement

Reporting Month: October 2025

Date(s)	Event	Description	Contacts
10/1/2025	In Person Outreach for Clean Air Day	Staff performed in person outreach at the San Rafael Transit Center as part of the Clean Air Day Fare Free promotion. Information was distributed in English and in Spanish.	200
10/4/2025	Nuestro Canal, Nuestro Futuro Community Fair	Staff hosted a resource table during the Nuestro Canal, Nuestro Futuro Community Fair put on by Canal Alliance. Information was distributed in English and in Spanish.	200
10/7/2025	Marin Housing Authority Service Fair at Kruger Pines	Staff hosted a resource table during the Marin Housing Authority's Service Fair at Kruger Pines. Information was distributed in English and in Spanish.	25
10/7/2025	Marin Access Satellite Hours at Canal Alliance	Staff held satellite hours at the Canal Alliance Food Pantry at the 91 Larkspur location in San Rafael. Information was distributed in English and in Spanish.	23
10/8/2025	Clean Fleet Expo	Staff hosted a resource table during the Clean Fleet Expo in partnership with Transportation Authority of Marin. Information was distributed in English and in Spanish.	100
10/14/2025	Marin Access Satellite Hours at Margaret Todd Senior Center	Staff held satellite hours at the Margaret Todd Senior Center. Information was distributed in English and in Spanish.	9
10/15/2025	In Person Outreach on Route 17	Staff performed in person outreach on Route 17 to collect student feedback for the MASCOTS efforts. Information was distributed in English and in Spanish.	5
10/15/2025	MASCOTS Public Hearing at Al Boro Community Center	Staff held a public hearing at the Al Boro Community Center to solicit input from the public on proposed service change recommended in response to the Marin-Sonoma Coordinated Transit Service Plan (MASCOTS).	13

FY 2026 Q2 (October - December) Marin Transit Community Engagement

10/16/2025	MASCOTS Public Hearing at Marin City Library	Staff held a public hearing at the Marin City Library to solicit input from the public on proposed service change recommended in response to the Marin-Sonoma Coordinated Transit Service Plan (MASCOTS).	11
10/17/2025	In Person Outreach on Route 17	Staff performed in person outreach on Route 17 to collect student feedback for the MASCOTS efforts. Information was distributed in English and in Spanish.	4
10/20/2025	West Marin Health and Wellness Fair at Dance Palace	Staff hosted a resource table during the West Marin Health and Wellness Fair at Dance Palace. Staff shared information about Marin Transit and Marin Access programs and services in English and in Spanish.	30
10/22/2025	In Person Outreach on Route 17	Staff performed in person outreach on Route 17 to collect student feedback for the MASCOTS efforts. Information was distributed in English and in Spanish.	1
10/22/2025	MASCOTS Facebook Live Event	Staff held a Facebook Live event in partnership with the Canal Alliance to give community members an opportunity to listen and ask questions about the proposed MASCOTS service changes. This event was held in Spanish with minimal participation in English.	507
10/23/2025	Marin Disability Coalition Pop-up Event at San Geronimo Valley Community Center	Staff hosted a resource table during the Marin Disability Coalition Pop-up event at the San Geronimo Valley Community Center. Staff shared information about Marin Transit and Marin Access programs and services in English and in Spanish.	20
10/24/2025	In Person Outreach on Route 17	Staff performed in person outreach on Route 17 to collect student feedback for the MASCOTS efforts. Information was distributed in English and in Spanish.	0
10/27/2025	MASCOTS Virtual Focus Group	Staff conducted a virtual focus group to Southern Marin transit riders to collect input for the proposed MASOTS service changes.	10

FY 2026 Q2 (October - December) Marin Transit Community Engagement

Reporting Month: November 2025

Date(s)	Event	Description	Contacts
11/4/2025	Marin Access Satellite Hours at Canal Alliance	MCTD staff held satellite hours at the Canal Alliance Food Pantry at the 91 Larkspur location in San Rafael. Information was distributed in English and in Spanish.	23
11/19/2025	Marin Access Navigating Transit Presentation to Jewish Family and Children's Services	Navigating Transit Presentation to the staff of JFCS. Information was presented in English.	7

FY 2026 Q2 (October - December) Marin Transit Community Engagement

Reporting Month: December 2025

Date(s)	Event	Description	Contacts
12/2/2025	Marin Housing Authority Service Fair at Golden Gate Village	MCTD staff hosted a resource table during the Marin Housing Authority's Service Fair at the Golden Gate Village. Information was distributed in English and in Spanish.	15
12/2/2025	Marin Access Satellite Hours at Canal Alliance	MCTD staff held satellite hours at the Canal Alliance Food Pantry at the 91 Larkspur location in San Rafael. Information was distributed in English and in Spanish.	27



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May 4, 2026

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

Subject: First Amendment with Bauer's Intelligent Transportation for Home to School Yellow Bus Services (#1362)

Dear Board Members:

Recommendation

Approve the first amendment with Bauer's Intelligent Transportation (Bauer's IT, Inc.) for the provision of Home to School Yellow Bus Services, to exercise the first option year of the agreement not to exceed \$875,000; authorize the General Manager to negotiate and finalize contract terms for that one-year option year.

Summary

The current student transportation contract serving families and schools in the Ross Valley Area at White Hill Middle School and Hidden Valley Elementary School was competitively procured prior to the 2023-2024 academic year. The contract that resulted from this procurement is coming to the end of its base term. Staff recommend that your Board authorizes the General Manager to negotiate and finalize the contract terms between the District and Bauer's IT, Inc.

Background

In 2023, staff completed a competitive request for proposals (RFP) for home to school student transportation options. Staff presented recommendations from this RFP to the Ross Valley School Bus Program oversight committee, the Joint Exercise of Powers Agreement (JEPA), recommending award to Bauer's Intelligent Transportation, Inc., ultimately working with the JEPA and your board to award a contract for services within Marin County.

Services began in the 2023-2024 academic year with a four-bus service, operating 16 trips across three schools. Routes and stops have changed since the base year of the contract to accommodate changes in ridership demands. Pass sales have remained steady each year of service, showing a strong reliance on this program from our community. Table 1 below details the total one-way pass sales by school.



Table 1 – Yellow Bus Pass Sales by School

School	Pass Sales 2023-2024	Pass Sales 2024-2025	Pass Sales 2025-2026
White Hill Middle School	538*	517	532
Hidden Valley Elementary	96	95	94
Total Pass Sales	634	612	626

*Includes passes sold for Ross Valley Charter School, no longer served.

The proposed amendment includes the required contract time and funding to allow the operations of yellow bus services for the entirety of the 2026-2027 school year, assuming no significant changes in service hours or scheduling for the Ross Valley services. It would also introduce liquidated damages into the contract, allowing similar service monitoring and enforcement standards for the Ross Valley program as Marin Transit has for our fixed route and paratransit programs.

Fiscal/Staffing Impact

The anticipated contract cost of this Option Year 1 would be \$872,664, a rate escalation of 5% compared to the most recent contract year. The requested not to exceed amount of \$875,000 would allow flexibility for student make-up days and other unforeseen events and would increase the maximum contract not to exceed amount to a total of \$3,275,000.

Table 2 below details the cost per five-hour service day per vehicle per year of the contract, including this Option Year 1.

Table 2 – Estimated Contract Costs

Fiscal Year	Contract Year	Rate per Bus, per Day	Estimated School Days	Annual Cost
FY 2023/24	Year 1	\$1,047	180	\$753,840
FY 2024/25	Year 2	\$1,099	180	\$791,532
FY 2025/26	Year 3	\$1,154	180	\$831,109
FY 2026/27	Option Year 1	\$1,212	180	\$872,664

This contract expense will be included in the Marin Transit FY 2026/27 yellow bus budget. Yellow bus expenses are paid for by bus pass revenue, County and Town contributions and Measure AA local sales tax revenues. Bus pass revenues pay approximately 39% of program costs.

Respectfully Submitted,

Kyle French
Operations Manager

Attachment A: #1362 – First Amendment to Agreement

FIRST AMENDMENT TO AGREEMENT

BY AND BETWEEN THE
MARIN COUNTY TRANSIT DISTRICT AND
BAUER'S INTELLIGENT TRANSPORTATION
DATED MARCH 29, 2023

THIS AMENDMENT is made and entered into this 4th day of May 2026, by and between the MARIN COUNTY TRANSIT DISTRICT, (hereinafter referred to as "Marin Transit" or "District") and BAUER'S INTELLIGENT TRANSPORTATION (hereinafter referred to as "Contractor").

RECITALS

WHEREAS, the District and the Contractor entered into an agreement (#1187) dated March 29, 2023; and

WHEREAS, the parties wish to amend the agreement (#1362) to extend the term of the agreement to June 30, 2027; and

WHEREAS, the parties wish to increase the maximum not-to-exceed amount to the District by \$875,000 to be expended in 2026 for a total of \$3,275,000 over the life of the contract.

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

AGREEMENT

- 1) Except as otherwise provided herein all terms and conditions of the agreement shall remain in full force and effect.
- 2) Section 4. Acceptance and Payment, 4.3 of the Agreement is amended to read as follows:

The maximum amount under this contract shall not exceed a total of \$3,275,000.
- 3) Section 2. Term, of the Scope of Work No. 1 with the Contractor is amended to read as follows:

Services under this SOW will commence on August 1, 2023 (the "Effective Date") at 6:30am if both parties have executed this SOW. The term of this SOW will end on June 30, 2027 (the "Expiration Date") at 5:00pm. Unless either party notifies the other party of its intention to have this SOW terminate at least ninety (90) days prior to each Expiration Date, this SOW shall be extended for additional twelve (12) month periods.
- 4) Section 4. Pricing and Payment, H. Not to Exceed, of the Scope of Work No. 1 is amended to read as follows:

The maximum amount under this contract shall not exceed a total of \$3,275,000.
- 5) Schedule A, of the Scope of Work No. 1 will be replaced in its entirety with the attached

revised Schedule A.

IN WITNESS WHEREOF, the parties hereto have executed this First Addendum on the day first written above.

CONTRACTOR:

MARIN COUNTY TRANSIT DISTRICT:

By _____



APPROVED AS TO FORM:

County Counsel

DRAFT



SCHEDULE A:

1) Equipment and Size

Four (4) School Buses

81 Passengers at Three (3) per seat or 54 Passengers at Two (2) per seat

Ride Pal: Technology Included

Total Daily Rate per School Bus, Five (5) Hours: \$1,212

Additional time in excess of five (5) hours will be billed by rounding the excess work performed to the nearest quarter of an hour and billed at \$93/hr

2) Service Information

First day of service: August 1, 2026

Last day of service: June 30, 2027

Annual number of service days: minimum 180 days

Weekly number of service days: 5 days a week, less school holidays / holidays listed on Exhibit B

Days of service: M-F

Regular Times of Service*:

	Bus 1	Bus 2	Bus 3	Bus 4
AM Yard Pull Out	6:45 AM	7:00 AM	6:45 AM	6:45 AM
AM Yard Pull In	9:00 AM	9:15 AM	9:00 AM	9:15 AM
PM Yard Pull Out	2:00 PM	2:30 PM	2:30 PM	2:30 PM
PM Yard Pull In	4:30 PM	4:30 PM	4:45 PM	4:45 PM

*Times subject to change due to Wednesday early release days, testing days, schedule changes, etc. All changes will be communicated to Contractor prior to changes and as soon as possible.

3) Performance Minimums and Liquidated Damages

To emphasize the need for high quality service, Marin Transit follows a system of financial penalties (liquidated damages) to be imposed for various infractions as described here.

Liquidated damages shall be assessed each month for the previous month, except as noted.

Liquidated damages shall not be assessed for occurrences caused beyond the CONTRACTOR's control and shall follow the following guidelines.

- Contractor will not be charged any penalties before receiving a standard written warning of violation and given an opportunity to cure or otherwise bring service back to standards, with the exception of items marked as 'Zero Tolerance'.
- Applicable penalties shall be charged based on non-compliance with the standards as reported by: 1) the District or its partners; 2) at least five (5) passengers or direct witnesses; or 3) Contractor staff. The table below lists the operating performance penalties that apply to this contract.

Table 1 – Liquidated Damages Information

#	Description of Violation	Threshold for Violation	Penalty
1	Early Departures (departing from any stop timepoints ahead of schedule in AM, departing from school timepoint only ahead of schedule in PM)	Each Occurrence, barring force majeure or staff / school instruction, unless all students with passes are loaded.	\$100 per occurrence
2	Late Departures (departing first stop timepoint over 10 minutes late in AM, departing school timepoint over 10 minutes late in PM)	Each Occurrence, barring force majeure or staff / school instruction	\$50 per occurrence
3	Missed Trips (trips failing to operate due to staffing, maintenance, or vehicle issue, including instances when vehicles serve more than one route at a time)	Each Occurrence, barring force majeure or staff / school instruction	\$150 per occurrence
4	Customer Complaints	More than three (3) verified complaints, specific to event.	\$50 per report
5	Failure to Check Student Passes	Each Occurrence, barring staff / school instruction	\$50 per occurrence
6	Falsification of Reports	Zero tolerance	\$500 per occurrence
7	Unsafe Operation of Vehicle resulting in a citation, moving violation, or injury to passengers	Zero tolerance	\$500 per occurrence
8	Driver Use of Cell Phone or Texting during Vehicle Operation	Zero tolerance, with the exception for urgent voice calls to dispatch	\$500 per occurrence
9	Driver Not Wearing Seatbelt during Vehicle Operation	Zero tolerance	\$100 per occurrence
10	Driver not Adequately Trained on Route or Vehicle	Two warnings will be provided to contractor; penalty may be assessed on third occurrence	\$250 per occurrence



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May 4, 2026

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

Subject: Policy Update: Marin Transit's Personnel Policies and Procedures (HR-02)

Dear Board Members:

Recommendation

Approve updates to Marin Transit's Personnel Policies & Procedures (HR-02).

Summary

Marin Transit has completed a comprehensive update to its Personnel Policies and Procedures (HR-02). The policies were originally adopted by the Board in 2014 and have been updated periodically over time to address changes in employment law. This action reflects the first full, organization-wide review and refinement of the policies since their initial adoption. The update was undertaken to ensure continued compliance with current federal, state, and local employment laws; to incorporate evolving human resources best practices; and to future-proof policy areas subject to ongoing regulatory change. A competitive procurement process was conducted to select a qualified HR consulting firm to support this effort. The revised policies strengthen organizational accountability, support and protect staff, and reduce legal and operational risk.

Background

Marin Transit's Personnel Policies and Procedures provide the framework for employee relations, compensation, workplace standards, and organizational expectations. Due to frequent changes in employment law—particularly in California—and evolving workforce practices, staff initiated a comprehensive policy review to ensure continued compliance, consistency, and alignment with best practices.

In accordance with Marin Transit's procurement policies, staff conducted a competitive process to select an HR consulting firm with public-sector expertise. Twelve proposals were evaluated, with The Hive Consulting receiving the highest ranking. The firm was engaged to review the existing policies, identify compliance gaps, recommend updates aligned with best practices, and prepare revised policies using clear and consistent language.



The consultant worked closely with management to ensure the updated policies reflect Marin Transit's operational needs and organizational values. In addition to the policy update, The Hive Consulting reviewed and updated job descriptions for all current agency positions.

Discussion

The updated Personnel Policies and Procedures were revised to:

- Reflect current federal, state, and local employment laws and regulations
- Incorporate best practices in human resources management, equity, and workplace conduct
- Clarify roles, responsibilities, and processes for employees and management
- Standardize language and policy structure for consistency and ease of use
- Future-proof key policy areas by allowing flexibility to adapt to regulatory changes without requiring frequent full policy revisions

Policy areas addressed include employee classifications, workplace conduct, leave policies, performance management, equal employment opportunity, and complaint resolution. Hive Consulting's final report summarizing changes and methodology is provided as **Attachment A**.

The revised policies improve clarity and transparency for employees and supervisors, reduce legal and compliance risk, and support a fair, consistent, and inclusive workplace. Marin Transit's legal counsel reviewed and approved the updated policies to confirm legal sufficiency and compliance with current employment laws.

Upon Board approval, the updated Personnel Policies and Procedures will be implemented and distributed to all employees. The document will be maintained as a living resource and reviewed periodically to ensure continued compliance and relevance. The redlined draft updated Personnel Policies and Procedures (HR-02) are included as **Attachment B**.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

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

Holly Lundgren
Director of Administrative Services

Attachment A: Hive Consulting's Personnel Policies & Procedures (HR-02) Manual Project Report

Attachment B: Marin Transit Personnel Policies & Procedures (HR-02) Draft Update



Report for the Personnel Policy Review Project

PC202604 - Human Resources Consulting Services

March 6, 2026

Marin County Transit District



The Hive Consulting
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Executive Summary

Marin County Transit District commissioned The Hive Consulting to conduct a comprehensive update of Marin County Transit District’s **HR-02 Personnel Policies and Procedures Manual** to improve clarity and internal consistency, incorporate relevant legal and regulatory updates and best practices, identify outdated provisions, redundancies, and opportunities to simplify and improve usability, and align the manual with current District practice and related stand-alone HR policies, and provide actionable recommendations to strengthen alignment with the District’s operational culture and long-term human resources goals.

The updated HR-02 package includes: (1) a clean updated manual, (2) a tracked-changes/blackline version, (3) a change matrix that logs each discrete change by policy number, type, and rationale, and (4) an access-key-protected, web-based prototype viewer of the updated Personnel Policies and Procedures, which includes an embedded Q&A AI chatbot for internal HR support.

Summary of Logged Changes

The change matrix logs 206 discrete edits across Sections 1–4 of the manual. Edits were categorized as additions (new text or new subsections) or modifications (revisions to existing text). Deletions are reflected within modified text where content was streamlined or relocated.

Category	Count	Share
Additions	133	62%
Modifications	83	38%
Total	216	100%

Rationale Tags Used in the Change Matrix

To support Board-facing reporting and internal implementation planning, each change was tagged with a high-level rationale:

Rationale tag	Count	Purpose
Best practice (clarity/consistency)	75	Improves readability, consistency, and supervisor usability without changing the underlying practice.
Legal compliance (required)	44	Updates text to reflect mandatory legal requirements or updated statutory/regulatory definitions.
Legal compliance (risk mitigation)	52	Aligns language with common public-sector risk controls, documentation standards, and litigation-avoidance best practices.
Administrative alignment (incorporate standalone)	16	Avoids duplication and aligns HR-02 with District stand-alone policies

policies/internal documents)		and internal procedures.
Technical (numbering/organization)	16	Improves numbering, headings, and navigation for better cross-referencing.
Technical (formatting/typos)	13	Corrects typos, grammar, and formatting for a clean final manual.

Distribution of Changes by Manual Section

Most edits occurred in Section 4 (Employment Practices), reflecting the breadth of updates needed for leave administration, accommodations, personnel records, and cross-references to related policies.

Manual section	Count	Share
Section 1	15	7%
Section 2	41	19%
Section 3	21	10%
Section 4	139	64%

Background and Scope

This project was completed under the District’s Request for Quote #PC202604 for professional HR consulting services and related scope items for personnel policy review. The HR-02 manual serves as the District’s core personnel policies and procedures document, and is periodically updated to reflect statutory and regulatory changes, board actions, operational needs, and evolving best practices for public agencies.

The objective of this engagement was to refresh HR-02 to ensure it is current, internally consistent, and usable for supervisors and employees, and to align it with the District’s related stand-alone HR policies (where applicable) to avoid duplication and conflicting guidance.

Methodology and Work Process

Our work followed a structured review-and-revision process:

- ✓ **Baseline review** of the existing HR-02 manual and prior revision history to identify legacy language and policy gaps.
- ✓ **Legal and compliance scan** (California + federal) to flag areas where definitions, processes, or notices typically require modernization.

- ✓ **Operational alignment review** to confirm language reflects District practice and identifies where internal procedures should be referenced rather than reproduced.
- ✓ **Drafting revisions** in tracked changes to make edits transparent, reviewable, and easily reversible.
- ✓ **Comment-based rationale documentation** and maintenance of a **change matrix** to support Board reporting and future version control.
- ✓ **Iterative review** with the District's Director of Administrative Services to resolve questions, accept/reject tracked changes, and confirm final policy choices.

Summary of Key Updates

The following sections are a high-level narrative of the most material themes reflected in the updated HR-02 manual and the change matrix. This section is intended to help District leadership and the Board understand what changed and why, without requiring line-by-line review.

Employment Status, Merit Service, and Introductory Work Period

A recurring theme in this update is clarifying how the District's employment relationship is defined and administered in practice, particularly where the manual distinguishes between merit system "regular" status and positions designated as at-will. The revisions reinforce that completion of an introductory period is an important employment milestone for merit system employees but does not, by itself, guarantee continued employment or change any employee's at-will designation where applicable. In addition, the District's Introductory Work Period provisions were refined to better support consistent supervision and evaluation during the initial period of employment, while maintaining the District's obligation to provide reasonable accommodation and protect employees' rights under applicable law. These refinements are intended to reduce ambiguity for supervisors and employees, align the manual with District practice, and support consistent administration across departments.

Standards of Employment: Workplace Conduct, Reporting, and Administrative Consistency

The Standards of Employment section was refreshed to improve readability and to bring consistency to how common workplace expectations are communicated and administered. Across these provisions, edits focus on modernizing terminology, clarifying definitions, and ensuring the manual clearly describes expectations and reporting channels. In practice, these changes help reduce confusion about how workplace issues are raised, where employees can report concerns, and how the District addresses workplace standards in a fair and consistent manner. While many edits in this area are technical or best-practice refinements, the overall effect is a clearer, more navigable framework that better supports supervisors, Human Resources staff, and employees in day-to-day operations.

Structural and Usability Improvements

Across the manual, formatting, numbering, and headings were standardized to improve navigation, readability, and ease of future updates. Many edits in this category are technical or best-practice refinements and are not intended to materially change District practice.

In addition, The Hive Consulting developed a secure, access-key-protected web-based viewer as an optional tool to improve usability in a digital format. The viewer includes an embedded Q&A AI chatbot (“KweenBee”) designed to answer questions using the updated HR-02 content. The website may be used by staff across the District; however, KweenBee is intended for Human Resources use only and is configured to provide internal, non-binding guidance to support HR workflows.

Alignment with Stand-Alone HR Policies and Internal Procedures

Where the District has stand-alone HR policies or governing documents, HR-02 was updated to reference those documents rather than duplicating their content. This reduces the risk of conflicting guidance and simplifies future updates. Examples include:

- ✓ **Employee Development & Training:** HR-02 now references the District’s Employee Development Policy (HR-04) for additional detail on training expectations and processes.
- ✓ **Telecommuting:** HR-02 references the stand-alone Telecommuting Policy & Agreement (HR-05) for eligibility and application details.
- ✓ **Compensation Framework:** HR-02 references Board-approved salary ranges established through the District’s Employment Compensation Framework (HR-03) and related Board action.

Leave Administration Modernization (FMLA/CFRA/PDL and Related Leaves)

Leave-related sections were updated to better reflect current statutory definitions, supervisor guidance, and administrative processes. Key updates include improved definitions, clarification of eligibility standards, and clearer guidance on how the District measures the 12-month period for leave usage.

- ✓ Clarified the District’s “rolling” 12-month measurement method for Family and Medical Leave and related tracking expectations.
- ✓ Updated bonding leave language to reflect that each eligible parent has an independent entitlement under CFRA (and clarified differences between FMLA and CFRA where relevant).
- ✓ Clarified how Pregnancy Disability Leave (PDL) interacts with FMLA (concurrent when eligible) and CFRA (generally not concurrent), including a post-PDL CFRA bonding period.
- ✓ Refined guidance on intermittent and reduced-schedule leave when medically necessary, including certification expectations.

Reasonable Accommodation Procedures

The reasonable accommodation section was reviewed for clarity, internal consistency, and alignment with common public-sector interactive process practices. Edits focused on improved step-by-step guidance, documentation expectations, and supervisor/manager responsibilities.

District Investigation

The updated language in the section keeps the same 21-day timeline but clarifies the steps by stating the General Manager/Board President will **initiate** an investigation and that the District will determine any corrective action once the investigation is complete, before issuing a written decision. It also adds a new appeal process: if the complainant is dissatisfied, they may appeal to the Board of Directors within seven

calendar days, after which the Board will hold a hearing and issue a final decision. Finally, the revision adds an explicit statement that nothing in the policy limits an employee's right to pursue remedies under state or federal law, including Labor Code section 1102.5.

Personnel Records and Training/Education Record Access

The updated manual includes a consolidated Personnel Records section intended to clarify access, inspection/copy procedures, and record categories. This includes explicit recognition that, if the District maintains training or education records, those records are treated as personnel records for access purposes.

Risk Management and Administrative Controls

Several edits were made to reduce ambiguity and improve defensibility in common HR processes such as documentation, investigations, and progressive discipline. These updates are intended to reduce operational risk and improve supervisor consistency, while preserving District discretion where appropriate.

Deliverables Provided

1. Updated HR-02 manual (clean copy).
2. Updated HR-02 manual (tracked changes / blackline copy).
3. Change matrix logging each edit by policy number, category, and rationale (for pivoting and Board-facing reporting).
4. Revision-history appendix (list of changed sections for the current update).
5. Secure, access-key-protected web-based viewer of the updated HR-02 manual, including an embedded Q&A AI chatbot intended for internal HR use only (guidance must be verified against the official policy text; daily usage limits for the AI chatbot may apply).
6. Draft narrative report (this document).

Implementation Considerations and Recommended Next Steps

To support a smooth rollout and Board adoption process, we recommend the District consider the following implementation steps:

- ✓ Legal review: confirm counsel review of high-impact changes (e.g., leave administration, personnel records access, at-will/merit system language).
- ✓ Board adoption package: use the change matrix to highlight additions and substantive modifications; attach the revision-history appendix as the official record of sections revised.
- ✓ Supervisor communication: issue a short supervisor bulletin summarizing key procedural changes (leave requests, accommodation requests, personnel records requests).
- ✓ Employee acknowledgment: provide the updated HR-02 manual to employees and obtain acknowledgments/receipt consistent with District practice.
- ✓ Version control: retain the clean and redline copies as the official record of what changed, and update the table of contents and cross-references as the final step.

Limitations and Disclaimers

Role Disclaimer

The Hive Consulting is not a law firm and does not provide legal advice. This report and the updated HR-02 manual are provided for general information and policy-development support. The District should consult its legal counsel regarding interpretation of applicable laws, collective bargaining obligations, and the District's specific factual circumstances.

Additionally, unless otherwise agreed, implementation of policy changes (including training delivery, employee communications, and ongoing compliance administration) is outside the scope of this deliverable.

AI Tool Disclaimer

KweenBee is a convenience tool and should be used as a starting point and not as a substitute for the official policy text, management judgment, or legal counsel. Users should always confirm any guidance by reviewing the applicable HR-02 provisions and any relevant legal or regulatory requirements, and should not rely on chatbot responses as the sole basis for decisions. The Hive Consulting cannot ensure that AI-generated responses will be complete or applicable to every situation, and the District remains responsible for final interpretation and application of District policy. Access to KweenBee requires entry of an access key provided separately by The Hive Consulting.

The Hive Consulting will make the web-based viewer available to Marin County Transit District for as long as the District wishes to use it or until The Hive disables the service. Use of the viewer is entirely optional; it does not replace the original Policy document. If the District prefers that HR-02 not be hosted in a web-based format, The Hive Consulting will remove or disable the viewer upon the District's written request. Should The Hive discontinue this service, they will do so with written notice to the client. As part of this engagement, The Hive Consulting will incorporate one final round of District-directed revisions based on changes identified through the District's legal review (consistent with the review process described in this report) and will update the web-based version accordingly. Ongoing maintenance or future updates beyond that final round are not included and would require a separate agreement.

APPENDIX I: Scope Crosswalk (RFQ/Quote to Deliverables)

This crosswalk summarizes how the Personnel Policies and procedures requirements described in the District’s RFQ and The Hive’s technical quote are reflected in the deliverables provided. Job Description requirements are addressed in a separate report.

RFQ scope requirement	How addressed in deliverables
Policy Assessment: comprehensive review; assess compliance with federal/state/local laws; identify gaps, ambiguities, and improvement opportunities.	(1) HR-02 Updated Manual (clean copy) reflects the integrated, updated policy language; (2) HR-02 Legal Blackline shows what changed from the prior manual and is the audit trail for the assessment outcomes.
Benchmarking & Best Practices: compare to standards and recommend updates reflecting modern workplace norms/evolving workforce needs.	Reflected substantively in (1) (final updated language) and explained at a high level in (4) Work Summary / Narrative Report (themes, best-practice rationale).
Policy Recommendations: written summary of recommended changes; support prioritization of updates for implementation.	(4) provides the written narrative summary; (3) Change Matrix functions as the sortable “prioritization tool” (additions/modifications/deletions + rationale), which directly supports implementation planning/Board reporting.
Optional drafting (if requested): draft revised/new policy language.	This is embodied in (1) (the revised/new language is incorporated into the clean manual) and transparently documented in (2) and (3).
Optional meetings with leadership/legal counsel (if requested) to review recommendations.	Not a “document” deliverable, but supported by (4) (discussion-ready narrative) and (3) (sortable index to focus discussion).
Deliverables requirement: “Suggested edits and updates to personnel policies and procedures.”	(2) Legal Blackline is the “suggested edits” format; (1) Clean copy is the adopted-ready version; (3) indexes each edit by section number for transparency and reporting.
Deliverables requirement: “Written summary of findings and recommendations” and “Final consultation meeting to present recommendations and next steps.”	(4) is the written summary; the consultation meeting can be referenced as the companion step to Deliverable (4) (even if it’s scheduled/handled separately from the document package).



MARIN COUNTY TRANSIT DISTRICT
PERSONNEL POLICIES AND PROCEDURES MANUAL

Policy #: ~~HR-02~~

Subject: ~~Personnel~~

Effective Date: ~~July 1, 2014~~

Revision Date: ~~July 1, 2015 (sec. 4.5.10)~~

Revision Date: ~~November 2, 2020 (secs. 4.1.7.b)~~

Revision Date: ~~February 7, 2022 (sec. 3.2.4)~~

Revision Date: ~~June 6, 2022 (sec. 4.5.5 & sec. 4.5.12.a)~~

Revision Date: ~~April 3, 2023 (sec. 4.5.4)~~

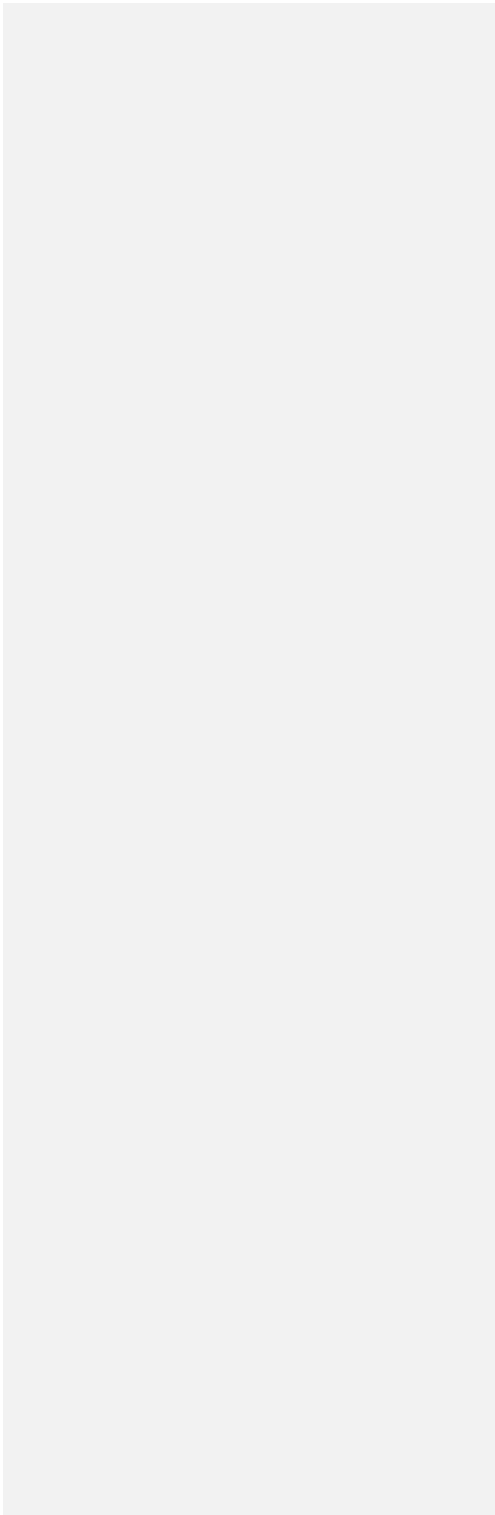


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ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICIES AND PROCEDURES

The Personnel Policies and Procedures Manual, including the attached Standard of Conduct and Conflict of Interest Code and Drug and Alcohol Testing Policy, contains important information about Marin Transit and my privileges and obligations as an employee.

Since the information in this document is necessarily subject to change, I acknowledge that revisions to the Personnel Policies and Procedures Manual, including the attached policies, may occur. All such changes will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I acknowledge that the policies and procedures set out in this manual, including the attached policies, are neither a contract of employment nor a legal document. I have received the Personnel Policies and Procedures Manual, and I understand that it is my responsibility to read and comply with the policies and procedures contained in this manual and any revisions made to it.

Signature of Employee Date

-
-

Employee's Name - Printed

SECTION 1 GENERAL AND ADMINISTRATION

1.1 Introduction

The Marin County Transit District develops, finances, plans, and provides local transit service in Marin County consistent with the overall San Francisco Bay Area regional transit network. The District may operate the local transit system or contract with any other public or private entity to operate all or part of the transit system including, but not limited to services, facilities, or equipment. Employees represent the District and further the District's purpose when performing services. District employees are an essential asset, and it is the desire of the District to ensure employees are treated accordingly.

Marin County Transit District's enabling legislation requires the District to adopt a Merit System with regard to personnel management (Cal. Pub. Util. Code § 70076). The District established a Merit System by ~~resolution~~[Resolution 2014-11](#) and authorized the General Manager to prepare or cause to be prepared a Manual of Personnel Policies and Procedures for the effective administration of personnel matters consistent with the Merit System.

[This Manual is intended to be consistent with applicable federal and state law. In the event of a conflict between this Manual and applicable law, the law shall control.](#)

1.2 Purpose

The purpose of this Personnel Policies and Procedures Manual is to clearly articulate the desired practices of the District and the responsibilities and rights of employees and managers in their employment with the Marin County Transit District. It is intended to provide regulations and instruction for lawful and equitable personnel practices consistent with the District's Merit System and to provide direction and guidance for employment practices and requirements.

1.3 Definitions

1.3.1 Alternate Work Schedule: An approved set work schedule different than the standard five days per week, eight hours per day schedule. Example: a "9/80" schedule in which the employee works nine workdays in a two-week period, nine hours for eight days and eight hours for one, for a total of 80 hours in a two-week period.

1.3.2 Confidential Employee: An employee ~~or position, as designated by the Board of Directors,~~ who ~~could reasonably have, in the course of their regular duties, has~~ access to ~~confidential or~~ [possesses](#) information ~~that could affect~~ [relating to the District's administration of](#) employer-employee relations, [including but not limited to personnel management, salary strategies, or](#)

[legal proceedings. These positions are designated as 'Confidential' by the Board of Directors and are not part of any general employee classification.](#)

1.3.3 Day: Calendar day unless expressly stated otherwise.

1.3.4 Demotion: A change in status of an employee from a position in one classification to a position in another classification with lesser duties and responsibilities, lower qualifications, and a lower maximum salary.

1.3.5 Employee: A person employed by the District. Independent contractors, elected officials, and volunteers are not employees of the District.

1.3.6 Employment Compensation Framework: A document submitted by the General Manager to the Board of Directors recommending personnel policy issues involving financial commitments, such as establishing salary ranges, employee benefit programs, and District contributions, staffing levels, and establishment of classifications. The Employment Compensation Framework may be modified as part of the annual budget process: [or as deemed necessary by the Board.](#)

1.3.7 Exempt Employee: An employee who ~~is in a managerial~~[meets the applicable duties and salary basis tests for the executive](#), administrative, or professional ~~classification as defined by exemptions under~~ the Fair Labor Standards Act, and [who is designated as exempt from wage and overtime provisions of the Act by the District.](#)

1.3.8 Flexible Work Schedule: An approved work schedule in which daily start and end times may vary.

1.3.9 Layoff: The separation of an employee from the active work force due to lack of work, lack of funds, organizational changes, or the abolition of a position.

1.3.10 Manager or Management Employee: An employee designated by the Board of Directors as having significant authority, in the interest of the Board, to formulate and effectuate District policies, and who is substantially involved in hiring, discharging, evaluating, rewarding, and disciplining one or more employees or effectively recommends such decisions.

1.3.11 Merit System: The manner of hiring and promoting government employees based on their ability, education, experience, and job performance rather than their connections or other political factors -- one in which human resources activities are governed by uniform, job related, and impersonal policies and procedures.

1.3.12 Paid Status: The payment of an employee for a workday either because the employee worked the day or because the employee was on authorized paid leave.

1.3.13 Promotion: Advancement of an employee from a position in an established classification to a position in an established classification with higher level duties and responsibilities, higher qualifications, and a higher maximum salary.

1.3.14 Qualified Individual with a Disability: ~~A person~~ An individual with a physical or mental impairment that materially disability who is able to perform the essential functions of the position with or substantially limits one or more major life activities without reasonable accommodation, consistent with the California Fair Employment and Housing Act (FEHA).

1.3.15 Reasonable Accommodation: A modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. Examples may include acquiring or modifying equipment or devices; making facilities readily accessible; modifying work schedules. Reasonable accommodation also applies to ensure the safety of an employee at work who is the victim of domestic violence, sexual assault, or stalking. Reasonable accommodation also includes accommodation for sincerely held religious beliefs, observances, and practices, consistent with applicable law.

1.3.16 Interactive Process: A timely, good-faith, ongoing communication between the District and an employee or applicant who has a known physical or mental disability or religious belief to explore potential reasonable accommodations. This process is mandatory once a request for accommodation is made or the District otherwise becomes aware of the potential need for an accommodation.

1.3.17 Regular Employee: A person employed by the District full or part-time with no specific end date to the employment. Contract and temporary employees are not regular employees.

1.3.18 Reinstatement: The return of an employee to a classification in which the employee formerly served.

1.3.19 Separation: Any ending of employment with the District.

1.3.20 Temporary Employee: A person employed by the District in a position that is funded for a limited period of time, not to exceed one year.

1.3.21 Transfer: A change of an employee from one position to another in the same or similar classification.

1.4 At-Will Employment

The General Manager is employed pursuant to a contract and is governed by the terms thereof. Positions in the Director classification reporting directly to the General Manager are designated as at-will. Other District employees may be designated as at-will employees by the General Manager, under appropriate circumstances. At-will employees do not acquire a property interest in their positions, and

their employment may be terminated at any time, for any reason, and without any requirement of demonstrating cause. At-will employees have no right to appeal any discipline or termination.

Any designation of an at-will position shall be made in writing at the time of appointment and shall not apply retroactively.

Nothing in this section alters the rights of employees who are not designated as at-will and who may have appeal or due process rights under the District's Merit System or applicable law.

SECTION 2 STANDARDS OF EMPLOYMENT

2.1 Employee Standards of Conduct

2.1.1 Standard of Conduct Policy: The District has adopted a Standard of Conduct and Conflict of Interest Code. Employees should refer to this code for general standard of conduct requirements as well as information regarding exclusive service; outside employment; maintenance of confidential and/or privileged information; use of District facilities or property; improper political activity; nepotism; anti-fraternization; and acceptance of gifts or other benefits. The Standard of Conduct and Conflict of Interest Code is hereby incorporated into this Personnel Policies and Procedures Manual and is attached, as adopted and amended by the Board of Directors in accordance with the Political Reform Act and Fair Political Practices Commission (FPPC) regulations, applies to all employees as required.

2.1.2 Workplace Grooming and Attire: The District maintains a professional working environment for the benefit of its employees and the public. As public employees and representatives of the District, each employee will present him/herself/themselves in a neat and clean manner and in professional attire appropriate to the job assignment. Dress and grooming standards will be applied in a manner consistent with applicable law, including protections for gender identity, gender expression and religious dress and grooming practices, and traits historically associated with race, such as hair texture and protective hairstyles (including, but not limited to, braids, locks, and twists).

2.1.3 Smoke Free Workplace: Smoking tobacco is prohibited in all District offices and vehicles and is prohibited within 20 feet of the main exit, entrance, doorway, ~~operable~~ window ~~toof~~ any District building, consistent with California Labor Code section 6404.5 and, as applicable, California Government Code section 7597.

2.1.4 Political Activity: Employees shall not engage in political activity during working hours, while in District uniform, or while representing the District, except as permitted by law.

Nothing in this policy is intended to restrict lawful political activity conducted on the employee's own time, consistent with applicable law.

2.1.5 Ethics and Public Stewardship: As a public agency, the District is committed to ethical conduct, accountability, and stewardship of public resources. Employees are expected to perform their duties with integrity, professionalism, and respect for the public trust.

Ethical obligations, including conflict of interest requirements, are governed by applicable law and the District's Standard of Conduct and Conflict of Interest Code.

2.1.6 Nepotism: Employment decisions involving hiring, promotion, supervision, or discipline will not be influenced by family, domestic partnership, or close personal relationships.

Employees may not directly or indirectly supervise, evaluate, or influence employment decisions involving a relative or domestic partner.

Questions regarding potential conflicts must be disclosed and reviewed by the General Manager or a District human resources representative.

2.2 Equal Opportunity in Employment

2.2.1 Purpose: The purpose of this policy is to set forth the Marin County Transit District's commitment to equal opportunity in employment as well as services and to establish no tolerance for unlawful discrimination, harassment, or retaliation; to define these terms; and to identify the procedure for reporting, investigating and resolving complaints of discrimination, harassment, or retaliation. This policy is intended to comply with all applicable federal and state nondiscrimination and anti-harassment laws, including the California Fair Employment and Housing Act (FEHA).

2.2.2 Statement of Policy: The Marin County Transit District is committed to providing an environment that is free from discrimination and harassment of any kind, including sexual harassment and harassment or discrimination based on race; color; religion, (including religious dress and grooming practices); national origin; ancestry; age; physical or mental disability; medical condition; genetic information; marital status; sex, ~~age, or~~ gender; gender identity; gender expression; sexual orientation; reproductive health decision-making; military or veteran status; or any other status protected by applicable law. Such discrimination and harassment, or retaliation against individuals who complain of illegal harassment or discrimination or who participate in an investigation into illegal harassment or discrimination will not be tolerated. All human resources' functions will be administered in a manner that is equitable, respectful, and related to job performance.

2.2.3 Definitions:

2.2.3.a Unlawful Discrimination: Basing a term, condition, or privilege of employment on an individual's actual or perceived race; color; religion, (including religious dress and grooming practices); national origin; ancestry; age; physical or mental disability, medical condition, genetic information, marital status, sex, ~~age, or~~ gender; gender identity; gender expression; sexual orientation;

[reproductive health decision-making; military or veteran status; or any other status protected by applicable law](#). Terms, conditions, and privileges of employment include recruitment, selection, testing, training, transfer, promotion, demotion, termination, performance appraisal, and compensation.

2.2.3.b Discriminatory Harassment: Any form, or combination of verbal, physical, visual, written, or environmental conduct based on actual or perceived race;ⁱ color;ⁱ religion;ⁱ [\(including religious dress and grooming practices\)](#); national origin;ⁱ ancestry;ⁱ age;ⁱ physical or mental disability;ⁱ medical condition;ⁱ [genetic information](#); marital status;ⁱ sex;ⁱ [gender; gender identity; gender expression; age, or sexual orientation; reproductive health decision-making; military or veteran status; or any other status protected by applicable law](#). The conduct need not be specific or even directed at an individual. By definition, harassment, including sexual harassment, is not within the course and scope of an individual's employment. Harassment includes any conduct that would be unwelcome to a reasonable person of the recipient's same protected status and that is taken because of the recipient's protected status. Lack of protestation or complaint is not to be construed to imply consent. Examples of discriminatory harassment include:

- **Verbal Misconduct:** Inappropriate or offensive or derogatory remarks, slurs, jokes, or innuendoes regarding an individual'sⁱ body, sex, physical appearance, sexual prowess, pregnancy, sexual orientation, religion, race, [etc gender identity, gender expression, or other status protected by applicable law](#). Sexual harassment can occur between individuals of the same or different genders.
- **Physical Misconduct:** Inappropriate or offensive gestures, touching, assault, or physical interference with free movement directed at any individual on the basis of any status protected by [this policy/applicable law](#).
- **Visual or Written Misconduct:** The display or circulation of offensive or derogatory visual or written material including posters, cartoons, drawings, reading materials, or electronic media transmissions related to any [status](#) protected [status by applicable law](#).
- **Environmental Misconduct:** A work environment that contains an unwarranted focus of language, behavior, or visual or written material upon sexual, racial, religious, or any other status protected by [this policy/applicable law](#).

2.2.3.c Retaliation: Any adverse employment action that is reasonably likely to prevent the complaining party or others from engaging in protected activity. Adverse employment actions include, for example, a decrease in pay, change of hours, or reduction in authority or responsibility. Adverse action can also include shunning, taking sides, spreading rumors, or threats of intimidation. Retaliation

~~could be~~includes retaliation against individuals who complain of illegal harassment or discrimination or who participate in an investigation into illegal harassment or discrimination or who oppose conduct they reasonably believe to be unlawful, consistent with FEHA and California Labor Code section 1102.5.

2.2.4 Reporting Unlawful Harassment, Discrimination, or Retaliation: Any employee or applicant for employment who believes ~~he/she has~~they have been unlawfully harassed, discriminated against, or retaliated against should promptly report it orally or in writing to the employee's supervisor, a human resources representative, or the General Manager. Any supervisor or manager who receives such a complaint or who observes or otherwise learns about such conduct is required to notify a District designated human resources representative or the General Manager immediately. Complaints may be made by the employee or by a witness. Anonymous complaints will be accepted to the extent practicable.

2.2.5 Investigating and/or Responding to Complaints: Upon receiving a complaint of harassment, discrimination, or retaliation, the District or its representative may undertake an investigation of the complaint. ~~AA~~The District will maintain confidentiality to the extent possible, consistent with a fair and thorough investigation and investigation report will be kept confidential except as required by law. If behavior is found to have occurred in violation of this policy, action will be taken to ensure or confirm that the conduct is stopped and will not reoccur. Employees are required to cooperate in and respond honestly to questions presented in any investigation.

2.2.6 Management Responsibilities: Management and supervisory employees are responsible for educating and holding employees accountable for adherence to this policy and for demonstrating commitment to and support of this policy. Upon becoming aware of a violation, regardless of whether the violation is by a direct subordinate, another employee, a member of the public, a contractor, an elected official, or a supplier, ~~he or she~~the manager will report the conduct to the General Manager immediately. Supervisors and managers are required by law to take immediate and appropriate corrective action upon learning of potential harassment or discrimination.

2.2.7 Consequences of Violation of Policy: Immediate and formal disciplinary action up to and including termination will be taken against any employee found to have engaged in conduct that constitutes employment discrimination, harassment, or retaliation.

2.2.8 Complaint Resolution Procedure: Employees may report complaints of discrimination, harassment, or retaliation to any of the following: their supervisor, any management employee, a District human resources representative, or the General Manager.

Complaints will be investigated promptly, thoroughly, and confidentially to the extent possible. Corrective action will be taken when warranted.

Employees may also file complaints with external agencies, including the California Civil Rights Department (CRD) and the Equal Employment Opportunity Commission (EEOC).

[Retaliation for making a complaint or participating in an investigation is prohibited.](#)

2.3 Drug and Alcohol-Free Workplace

2.3.1 Policy: The purpose of this policy is to provide a safe and healthy workplace for all employees, to comply with federal and state regulations, and to prevent accidents. A safe and healthy workplace for all employees precludes the influence of impairing drugs and alcohol. The presence of alcohol and drugs on the job, and the influence of these substances on employees during working hours, is prohibited. [Nothing in this policy is intended to prohibit lawful off-duty conduct protected under applicable law, except where such conduct is inconsistent with federal requirements, safety-sensitive positions, or other legally permitted exceptions.](#)

2.3.2 Notification to District Employees:

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
- As a condition of employment, employees must abide by the terms of this policy.
- As a condition of employment, employees must notify the District, within five calendar days, if convicted of a criminal drug violation in the workplace.

[This policy is intended to comply with the federal Drug-Free Workplace Act of 1988 and applicable California law, including amendments addressing off-duty cannabis use. Employees in safety-sensitive positions or positions subject to federal drug-testing requirements, including U.S. Department of Transportation regulations, are subject to applicable federal standards notwithstanding California law.](#)

2.3.3 Drug and Alcohol Testing Policy: The District has adopted a Drug and Alcohol Testing Policy. Employees should refer to this policy for additional information on the District's drug and alcohol testing requirements. The Drug and Alcohol Testing Policy is hereby incorporated into this Personnel Policies and Procedures Manual ~~and is attached,~~ [as adopted and amended by the Board of Directors in accordance with applicable federal and state law, applies to covered employees.](#)

2.4 Electronic Media

2.4.1 Usage and Public Purpose: Computer hardware and software, and electronic communication and data processing devices are the property of the District provided for the purpose of conducting District business. All such electronic media, including but not limited to e-mail, voicemail, internet, intranet, calendaring systems, computers and computer programs, cell phones, and all messages and information contained therein may be public records subject to

disclosure to the public or to subpoena [in accordance with the California Public Records Act and other applicable law](#). Except for brief, occasional necessary or emergency use, the electronic systems are not to be utilized for personal use or to conduct personal or private business. Employees must comply with all operational guidelines such as records retention schedules, back-up procedures, use of passwords, and confidentiality.

2.4.2 No Right to Privacy: Employees who use electronic systems and tools provided by the District will have no right or expectation of privacy in such use. The General Manager or his/her designee has the right to enter, search, monitor, and retrieve an employee's electronic communications, data files, logs, computers and other electronic devices, and programs from these systems at any time without notice [for legitimate District business purposes and in accordance with applicable law](#). Security features such as passwords, access codes, and delete functions do not prevent authorized employees from accessing electronic communications and devices.

2.4.3 Prohibited Use: Employees shall not install non-District owned programs on any computer, electronic device, or on the computer system or copy District-owned programs for personal use. Employees shall not use the system for political purposes [in violation of law](#), commercial activities, or to download music or other programs for personal use. Employees will refrain from using the computer and data systems in any way that may be disruptive, offensive to others, harmful to morale, ~~construed as sexual~~ [constitute unlawful harassment](#) or ~~religious~~ [discrimination](#), or violate any other District policies or laws.

2.4.4 Use of Personal Devices: [District business conducted on personal electronic devices may be subject to public records disclosure and legal discovery obligations.](#)

[Employees who use personal devices for District business must comply with records retention, confidentiality, and disclosure requirements.](#)

2.5 Whistleblower Rights

District employees or applicants for employment are entitled to disclose to the District, without reprisal, facts that may be deemed to constitute gross mismanagement, significant waste of public funds, abuse of authority, and/or substantial and specific danger to public health or safety. [Employees and applicants are protected from retaliation for disclosing information to a government or law enforcement agency, to a person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation, where the employee has reasonable cause to believe the information discloses a violation of state or federal law, rule, or regulation.](#)

2.5.1 Disclosure Procedure: Any District employee or applicant for employment with information that may be considered gross mismanagement, a significant waste of funds, an abuse of authority, and/or substantial and specific danger to public health or safety ~~should file with the General Manager or District human resources staff a written statement of facts within sixty calendar days of the act or event.~~ [may report such information orally or in writing, and no](#)

specific form, oath, or filing deadline is required to receive whistleblower protection. If the complaint involves conduct of the General Manager, the statement may be directed to the President of the District Board of Directors. This filing shall be under penalty of perjury. The statement must include: the name, classification, and signature of the employee; his/her mailing address; the date of filing; and a clear statement of the facts of the complaint and the date upon which the event occurred giving rise to the complaint. The District encourages employees to provide sufficient information to allow for appropriate review or investigation, but failure to comply with procedural requirements will not overcome statutory whistleblower protections.

2.5.2 District Investigation: Within twenty-one calendar days of receipt of the written statement of facts, the General Manager, or Board President if the complaint is about the conduct of the General Manager, will investigate-initiate an investigation of the complaint, and may confer with the complainant. Once an investigation is complete, the District will determine appropriate action to solve the problem, if any, and will render a decision in writing. If the complainant is dissatisfied with the decision, an appeal may be filed with the Board of Directors within seven calendar days of the date of the written decision of the General Manager. Nothing in this policy limits an employee's right to pursue remedies available under state or Board President. The Board of Directors will conduct a hearing on the complaint, and its decision will be final federal law, including but not limited to Labor Code section 1102.5.

2.5.3 Confidentiality: Nothing contained in this policy will be deemed to make any record public if the record is preempted from disclosure by Government Code Section 6254, section 7927.500 et seq., or to require a public hearing or meeting that could otherwise be conducted as a closed session pursuant to Government Code Section 54956 section 54956. The District will make reasonable efforts to maintain confidentiality to the extent permitted by law.

~~**2.1.1 No Reprisals:** The General Manager or President of the Board will make every reasonable effort to assure that any person who files a complaint pursuant to this policy is not subject to reprisals denominated in Government Code Section 53928.~~

2.5.4 No Reprisals: Retaliation against an employee or applicant for engaging in protected whistleblower activity is prohibited by law, including Labor Code section 1102.5, and may result in disciplinary action up to and including termination.

2.6 Safe Work Practices and Non-Violent Workplace

2.6.1 Safe Work Practices: The District is committed to providing a safe work environment. Employees are expected to obey safety rules and follow safe work practices including use of ergonomic and other safety equipment. Nothing in this policy limits an employee's right to report workplace safety concerns under California occupational safety and health laws.

2.6.2 Report of Unsafe Conditions: Employees are expected to report any unsafe conditions or workplace hazards to their supervisor. Supervisors and managers will take all appropriate steps to identify, evaluate, and mitigate unsafe conditions or workplace hazards and train employees on safe work practices. [Employees may also report workplace hazards or safety concerns to Human Resources or to appropriate government agencies without fear of retaliation, as permitted by law.](#)

2.6.3 Reporting Injuries: Work-related injuries should be reported to the employee's supervisor immediately. The supervisor will notify the District's human resources representative as soon as possible. Appropriate medical attention will be obtained if required through the employee's medical provider if previously designated. Worker's compensation insurance forms will be provided and shall be completed pursuant to policy 4.1.8 below.

2.6.4 Non-Violent Workplace: [See Marin Transit The District maintains a Workplace Violence Prevention Plan \(AD -07\) in compliance with California Labor Code section 6401.9. The Plan is incorporated by reference and applies to all employees.](#)

2.6.5 Procedure for Concern of Future Violence: Employees who have reason to believe they or another employee may be victimized by a violent act at the workplace sometime in the future must inform ~~his/her~~[their](#) supervisor so appropriate action may be taken. If an employee has signed and filed a restraining order against an individual who would be in violation of the order by coming near them at work, ~~he or she~~[the employee](#) shall immediately supply a copy of the signed order to their supervisor. The supervisor will provide the order to a District human resources representative. Appropriate District precautionary action will be developed in consultation with the employee. [Under applicable law, the District may seek a temporary restraining order on behalf of an employee who has suffered violence or a credible threat of violence in the workplace. Nothing in this section limits an employee's right to report concerns directly under the Workplace Violence Prevention Plan or to seek emergency assistance when appropriate.](#)

2.6.6 Workplace Violence Prevention: [The District is committed to maintaining a workplace free from violence, threats, intimidation, and harassment. The District has adopted a Workplace Violence Prevention Plan in compliance with California Labor Code section 6401.9. All employees are required to comply with the Workplace Violence Prevention Plan, participate in required training, promptly report incidents or concerns, and cooperate in investigations. No employee will be retaliated against for reporting workplace violence concerns or participating in related investigations. The Workplace Violence Prevention Plan is incorporated by reference and maintained separately.](#)

2.6.7 Communicable Disease and Public Health Safety: [The District may implement workplace safety measures in response to communicable diseases or public health emergencies, consistent with guidance from Cal/OSHA and public health authorities. Employees are required to comply with District safety protocols, reporting requirements, and temporary work modifications implemented to protect employee and public health.](#)

2.6.8 Disaster Service Worker Status: Pursuant to California Government Code section 3100 et seq., all District employees are designated as Disaster Service Workers and may be required to perform disaster service activities as directed during a declared emergency.

Disaster service assignments will be made in accordance with applicable law, the District's Emergency Operations or Disaster Response Plan, and the employee's training, skills, and abilities.

SECTION 3 RECRUITMENT AND SELECTION

3.1 Merit Service

The general policy of the District is to ensure the recruitment, selection, and hiring of regular employees in an open, competitive, and objective manner, and in a fully documented and timely fashion. The General Manager may establish exceptions to the competitive recruitment process under certain circumstances, including ~~for~~ temporary, emergency, or at-will positions, provided such exceptions are applied in a nondiscriminatory manner and consistent with applicable law.

3.2 Recruitment and Application Process

3.2.1 Recruitment: The District may utilize any legitimate recruitment procedure for attracting qualified applicants for vacant positions. Recruitments may be open or may be limited to only District employees, depending on the District's needs. The General Manager may make appointments without going through a recruitment process when determined in the best interests of the District and consistent with a Merit System. All employees must meet the minimum employment standards for the classification to which they are appointed.

3.2.2 Announcement and Recruitment Period: The announcement of a vacant position may be publicized as appropriate, either within the District or to the public. Announced recruitments will be conducted in accordance with appropriate and valid equal employment opportunity guidelines and applicable state and federal nondiscrimination laws. All job announcements and recruitment materials shall include the pay scale (salary or hourly wage range) currently assigned to the position, consistent with California Labor Code section 432.3. Recruitment may be conducted for a limited time period or may be continuous until the position is filled.

3.2.3 Application Materials: Unless otherwise announced, application for employment must be made on a Marin Transit Employment Application Form provided by the District. Information required will include education, experience, and other pertinent information that will help the District determine whether the applicant meets the minimum qualifications to successfully perform the essential job duties. Application materials may include reference and background checking, as well as written answers to supplemental questions consistent with applicable law. Materials must be signed by the applicant certifying that all statements contained therein

are true and correct. All application materials become the property of the District. Final adjudication as to qualifications for a position rest with the General Manager in consultation with a District human resources representative.

3.2.4 Disqualification: The District may disqualify any applicant for any legitimate reason. ~~An applicant has no right to appeal consistent with applicable law. Nothing in this policy limits any such actions, rights provided by law.~~

The following are examples of reasons that may result in disqualification:

- a. _____ The application is incomplete or improperly completed.
- b. _____ The application indicates on its face that the applicant does not possess the minimum qualifications for the position.
- c. _____ The applicant is unable to perform the essential functions of the position with or without reasonable accommodation.
- ~~d. _____ The applicant is currently using illegal drugs.~~
- d. _____ The applicant is currently using illegal drugs, as defined by applicable law. For non-safety-sensitive positions, this does not include the off-duty, lawful use of cannabis, consistent with applicable law. Applicants for safety-sensitive positions subject to federal Department of Transportation (DOT) regulations remain subject to federal drug-testing standards.
- ~~e. _____ The applicant has been convicted of a crime that may have an adverse impact on the applicant's ability to perform the job for which the applicant is applying.~~
- e. _____ The applicant has a criminal conviction that, following a conditional offer of employment, a written individualized assessment, and the required pre-adverse and adverse action notice process, is determined to have a direct and adverse relationship with the specific duties of the position, consistent with the California Fair Chance Act.
- f. _____ The applicant is not legally permitted to work within the United States, as required by federal law.
- g. _____ The applicant has made false statement of any material fact or has engaged in deception or fraud in making the application.
- h. _____ The applicant is related by blood, marriage, domestic partnership, or marital type relationship to anyone in a direct supervisory hierarchy of the position applied for.
- i. _____ Any material, job-related cause that would render the applicant unsuitable for the position, ~~including a prior resignation or termination from the District, or a significant disciplinary action~~ consistent with applicable law.

3.3 Selection

3.3.1 Initial Selection Methods: Any legitimate objective method to determine the relative capabilities of the applicants to perform the duties of the classification may be utilized. These include, but are not limited to, written tests, oral interviews, panel interviews, practical tests, and other assessment tools. The District may conduct the process itself or contract with any qualified organization or individual to prepare and/or administer selection processes. All selection methods will be job-related, consistent with business necessity, and administered in a nondiscriminatory manner consistent with applicable law. Specific results, scores, or strengths and weaknesses identified during the selection process will not be released except by the sole discretion of the General Manager or as otherwise required by law. The selection process shall not include inquiries into an applicant's salary history. The District will not rely on salary history information as a factor in determining whether to offer employment or in determining the salary for such applicant.

3.3.2 Final Selection: One or more applicants may be invited to be considered further in the process following the initial selection process. The General Manager or his/her designee as appointing authority will interview the candidates based on job-related questions or other means such as exercises that provide candidates with an equal opportunity to describe and demonstrate their qualifications. The General Manager or his/her designee as appointing authority may select any one of the most qualified applicants to fill the vacant position. Selection of any of the candidates is not required.

3.4 Appointment

3.4.1 Background and Reference Checking: ~~Prior to an~~ Following a conditional offer of employment, applicants may be required to supply references and to submit to a thorough background check, consistent with applicable law.

3.4.2 Pre-Employment Physical and/or Psychological Exam May be Required: ~~Following the selection process, and background and reference checking, a candidate may be offered a~~ conditional offer of employment ~~subject, a candidate may be required to~~ satisfactory completion of satisfactorily complete a pre-employment physical and/or psychological examination, if required for the position, at the District's expense, consistent with applicable law. This examination will ~~be to~~ determine their ability to physically and mentally perform the essential functions of the position with or without reasonable accommodation.

3.4.3 Conditional Offer of Employment: A formal conditional offer of employment may be made by the General Manager or ~~his/her~~ their designee. The offer letter will include:

- a. _____ The title of the position.
- b. _____ The salary and benefits offered.
- c. _____ The start date and work hours.
- d. _____ The office and to whom the employee is to report.
- e. _____ A statement that the offer is conditional upon satisfactory completion of ~~any required~~ pre-employment ~~physical, if required~~ examinations and background checks, as well as submission/verification of evidence that the candidate is legally entitled/candidate's authorization to work in the United States, as required by federal law. Resignation from current employment should not be finalized until this process is successfully completed.
- f. _____ Information about the Introductory Work Period.
- g. _____ If relevant/applicable, notice that ~~with~~ the offered position with the Marin County Transit District is at-will employment and can be terminated at any time with or without cause or advance notice, consistent with applicable law.

3.5 Introductory Work Period

Beginning on the first day of employment, all new regular employees are provided a 180-day Introductory Work Period which is considered the final step in the examination and selection process. Employment may be terminated at any time during this period with or without cause- or notice, subject to applicable law. Completion of the introductory period does not guarantee continued employment and does not change the at-will nature of the employment relationship, if/where applicable.

3.5.1 Purpose: During this period, the employee and the supervisor evaluate employment suitability in terms of skill, knowledge, performance, and compatibility. New employees are encouraged to ask questions, seek information, and learn the expectations of the position as well as the personal conduct and interpersonal relationships required to be effective in the role. Supervisors provide close direction and provide the job description, orientation to the ~~District~~District's culture and policies, and set performance goals. The supervisor will educate the employee about competencies required for success in the position, provide feedback regarding progress, and assess whether the employee meets the expectations of the position. Nothing in this section limits the District's obligation to provide reasonable accommodation or prohibits employees from engaging in protected activity under applicable law.

3.5.2 Completion: If the supervisor determines the employee's performance and conduct meets expectations, ~~he or she~~the supervisor will complete an Introductory Work Period performance review which includes performance and conduct goals for the next six months and establishes the annual performance evaluation period. Successful completion of the introductory period

[shall result in 'regular' status for merit system employees, but shall not alter the 'at-will' status of any employee designated as such under Section 1.4 of this manual.](#)

3.5.3 Extension: [The District may extend an employee's Introductory Work Period when, in the District's judgment, an extension is necessary to allow adequate evaluation of the employee's performance and suitability for the position. Circumstances that may warrant an extension include, but are not limited to, extended absences, modified or limited work assignments, or documented performance concerns. Any extension will be communicated to the employee in writing, including the length of the extension and the reason for the extension.](#)

3.6 Reemployment

An employee who resigns under positive circumstances may be eligible for reemployment within 60 days of resignation. Reemployment will be at the ~~sole~~ discretion of the General Manager, [consistent with applicable law](#). Salary and seniority will be treated as if the employee had been on a leave of absence. No leave balances ~~with the exception of sick leave, except as required by law~~, will be reinstated, but the employee will retain years of service credit for future leave accruals.

SECTION 4 EMPLOYMENT PRACTICES

4.1 Salary and Benefits Administration, and Classification Plan

4.1.1 Salary Ranges: A salary range is established by the Board of Directors for each classification by approval of an Employment Compensation Framework upon the recommendation of the General Manager. Salary ranges are recommended for the purpose of maintaining quality public service, and will take into account the responsibility and difficulty of the work, the compensation needed to recruit effectively in the labor market, and other pertinent factors. [Salary ranges and placement decisions will be administered in a manner consistent with applicable laws, which ensure equal pay for employees performing substantially similar work regardless of gender, race, ethnicity, or any other status protected by applicable laws, including those listed in Section 2.2 of this manual.](#)

4.1.2 Placement within Salary Range:

4.1.2.a Salary upon Hire: Initial placement within the salary range is determined by the General Manager based on the candidate's background and experience, the time expected to learn and fully meet job performance standards, and other business factors deemed relevant, [consistent with applicable law](#).

4.1.2.b Salary Increases within Range: Salary adjustments may be approved by the General Manager based on meeting of performance and conduct standards, the current level within the range, and other business factors deemed relevant.

Salary within the range will be reviewed at least once per year following performance review. Salary may not be paid above the maximum of the range established by the Board of Directors.

4.1.2.c Salary upon Promotion: An employee promoted to a classification with a higher salary range will be placed within the higher salary range based on the same criteria as for initial hire above.

4.1.2.d Salary upon Temporary Promotion: Employees are expected to perform some duties of a higher classification from time to time without additional compensation as part of their training and development and to meet the operational needs of the District. This includes filling in for routine absences such as conference attendance, vacations, and leave due to illness. If an employee is temporarily assigned to the full duties of a higher classification due to prolonged absence of the incumbent, or a vacancy in the higher classification, temporary placement within the salary range of the higher classification will be made, as determined by the General Manager. Upon completion of the temporary assignment, the employee will be reassigned to his or her regular classification and salary. Nothing in this section authorizes uncompensated out-of-class work in violation of applicable wage and hour laws.

4.1.2.e Salary upon Demotion: If an employee requests a voluntary demotion, or is demoted due to performance issues to a classification with a lower salary range, the employee will be placed within the salary range of the classification into which demoted as determined by the General Manager.

4.1.2.f Salary upon Reclassification: If an employee is reclassified to a classification with a higher salary range, the salary will be determined in the same manner as a promotion. If an employee is reclassified to a classification with a lower salary range, the employee will be placed within the salary range of the lower classification as close to the salary previously earned as possible without exceeding the salary for the new classification.

4.1.3 Pay Schedules:

4.1.3.a Pay Periods and Payday: The District payroll calendar consists of two pay periods monthly, the first from the 1st day to the 15th day of the month, and the second from the 16th day of the month to the end of the month. Corresponding payday occurs on the 22nd of the month and the 7th of the following month. If a normal payday falls on a weekend or holiday, the payday shifts to the next business day.

4.1.3.b Timesheets: Each employee must complete a timesheet and submit it to his or her supervisor no later than the last working day of the pay period. Timesheets are not final until approved by the supervisor.

4.1.3.c Payroll Errors: Any payroll error resulting in insufficient payment to an employee will be corrected and a supplemental check issued not later than five working days from the issuance of the first check or notice, whichever is later. If a payroll error results in overpayment to an employee, the District will collect the overpayment through payroll deduction or otherwise on a schedule determined by the District in consultation with the employee, and consistent with applicable wage deduction laws. Upon learning ~~of~~about overpayment or underpayment, an employee must immediately notify his or her supervisor.

4.1.3.d Payment Upon Separation: An employee leaving District employment will receive a final paycheck including earned salary, unused accrued vacation, and earned but unpaid overtime, on the payday for the pay period in which separation occurred, or within 72 hours of the effective date if the separation was for involuntary termination in accordance with applicable law and District policy.

4.1.4 Health Benefits:

4.1.4.a Eligibility: Full-time regular employees are eligible for full District contribution towards insurance and other benefits. A regular employee scheduled to work at least 90% of the basic workweek, or at least 36 hours per week, will be considered full-time for benefit purposes. Regular part-time employees are eligible to enroll in all health benefits if they work 20 hours or more per week. Employees working between 20 and 30 hours per week are eligible for one-half the District contribution towards medical insurance. Employees working between 30 and 36 hours per week are eligible for 75% of the District contribution towards medical insurance. Employees working 20 hours or more are eligible for full District contribution to dental and vision insurance. Temporary employees are not eligible for benefits or District contribution. Eligibility determinations will be administered in a nondiscriminatory manner consistent with applicable law.

4.1.4.b Medical Insurance: The District provides medical insurance plans through the County of Marin. Employees may select from among the plans offered for themselves and their families. The District contributes up to the following amounts towards monthly premiums:

Employee only and Employee +1 dependent:
95% of employee +1 premium for base HMO plan (currently Kaiser Silver)

Employee + 2 or more dependents:
95% of employee +2 premium for base HMO plan (currently Kaiser Silver)

A different amount may be approved by the Board of Directors through an Employment Compensation Framework recommended by the General Manager.

An employee may waive medical insurance coverage through the District upon presentation of proof of equivalent creditable group coverage elsewhere, such as through a spouse's group coverage. Employees approved to waive medical insurance coverage may receive an amount equal to the employee only premium for the base HMO plan (currently Kaiser Silver) per month in lieu of the contribution towards insurance, or ~~an~~[another](#) amount approved by the Board of Directors through an Employment Compensation Framework ~~as described above,~~ [consistent with applicable tax and benefits laws.](#)

4.1.4.c **Dental Insurance:** The District provides an employee dental insurance plan through the County of Marin. The District covers the premium for the dental insurance for employees and their eligible family members.

4.1.4.d **Vision Insurance:** The District provides an employee vision insurance plan through the County of Marin. The District covers the premium for the vision insurance for employees and their families.

4.1.4.e **Enrollment in Health Benefits:** Enrollment in medical, dental, and vision insurance is completed upon hire, and benefits begin the first of the following month. Open enrollment for medical insurance only is held annually, usually late in the calendar year. There is no annual open enrollment for dental or vision plans; newly acquired or newborn eligible dependents must be enrolled within 30 days of the date of hire or the qualifying event, [or as otherwise required by applicable law.](#)

4.1.5 **Disability and Life Insurances:**

4.1.5.a **Short Term Disability (SDI):** Employees of the District participate in State of California short term disability insurance (SDI). The insurance provides partial wage replacement to employees unable to perform their regular and customary work because of a non-industrial physical or mental illness or injury. Contributions are as established by State law. [SDI benefits are administered by the State of California in accordance with applicable law.](#)

4.1.5.b **Long Term Disability (LTD):** The District provides long-term disability income coverage to replace a portion of lost income if a regular employee has an injury or illness and is unable to work. After a waiting period of 90 days, the LTD program provides 66.67% of basic monthly earnings to a maximum of \$3,000 per month for a period of time, [subject to the terms and conditions of the applicable insurance policy.](#)

4.1.5.c **Basic Life Insurance:** Employees are covered with \$10,000 of basic life and \$10,000 of accidental death and dismemberment insurance at District cost. Supplemental insurance may be purchased by employees as available, [subject to the terms of the applicable insurance plan.](#)

4.1.6 Transit Commute Benefit:

All District employees receive transit free of charge on any Marin Transit route. To encourage additional public transit usage, employees may receive a subsidy of up to the federal IRS Section 132a allowance per month towards public transit to work. Application for the subsidy must be made on the Transit Benefit Enrollment Form obtained from a District designated human resources representative. [This benefit is provided in accordance with applicable tax law.](#)

4.1.7 Retirement Benefits:

4.1.7.a Social Security: The District and all its employees participate in Social Security. Premiums are as set forth by federal law for employees and the District.

4.1.7.b Defined Contribution Retirement Plan: All regular employees working a minimum of 20 hours per week become vested in a 401(a) defined contribution retirement account upon completion of one year of service. The 401(a) plan is offered through the District’s retirement plan provider. Contributions toward the plan for each employee are made by the District according to the following schedule, based on normal base salary or wage rate (not including vacation pay out, overtime, insurance contributions, etc.), to the limit of pensionable compensation defined by [California State law](#) [federal IRS limits](#):

Years of employment with the District completed	Amount of District Contribution
0 through 2 years	10%
Over 2 years through 4 years	13%
Over 4 years	15%.

Percentage amounts are not vested and may be revised by the Board of Directors through an Employment Compensation Framework as recommended by the General Manager, [subject to applicable law and plan requirements.](#)

4.1.7.c Deferred Compensation Plan: Regular employees are eligible to participate in a deferred compensation plan (457 Plan) administered by the District’s retirement plan provider. The 457 Plan enables employees to make voluntary contributions of salary on a pre-tax basis and/or post-tax basis into the plan each pay period up to an annual contribution limit established by federal law, [in accordance with plan rules and applicable law.](#)

4.1.7.d Education and Options: Employees may access education workshops, participant-directed accounts, optional automatic asset rebalancing features, web-based secure communication, and the services of a local retirement specialist through the District’s retirement plan provider for help in managing their 401(a) and 457 retirement plans.

4.1.8 Worker’s Compensation Insurance Benefit:

All employees are entitled to worker's compensation insurance benefits if injured or made ill arising out of or in the course of work. Employees are eligible to receive workers' compensation insurance benefits if the claim is declared compensable under the California workers' compensation laws. Payment of job-incurred disability leave will be at the amount as set forth under State law ~~and administered by the District's workers' compensation insurance carrier.~~

4.1.8.a Procedures and Responsibilities: In the event of a work-related injury, the General Manager or ~~his/her~~their designee will provide the employee an "Employee's Claim for Worker's Compensation Benefit and Notice of Potential Eligibility for Benefits" form within one working day of learning of a work-related injury. The District will complete the "Employer's Report of Occupational Injury or Illness" form within five working days of learning of the employee's injury and send the form to the District's worker's compensation insurance carrier in accordance with applicable law.

4.1.8.b Obtaining Forms: Forms required to be submitted will be obtained from a District-designated human resources ~~Representative~~representative or as otherwise required by law.

4.1.8.c Notice of Coverage: Employees will be provided notice of their worker's compensation benefit coverage during their first month of employment, including the employee's right to designate ~~his/her~~their primary physician as their initial physician, consistent with California workers' compensation laws.

4.1.8.d Return to Work if Absent on Workers' Compensation Leave: The District may require the employee to provide medical certification that ~~he or she~~the employee is physically able to perform the duties of the position with or without reasonable accommodation in order to return to work following job-incurred disability leave consistent with applicable workers' compensation, disability accommodation, and nondiscrimination laws.

4.1.9 Classification Plan:

A classification plan for positions in the District will be maintained and will serve as the foundation for examination and selection, compensation, training, promotion, demotion, reduction in force, re-employment, and other related decisions. Classifications will be designed as broadly as possible to retain flexibility in ~~assignment~~assignments and provide the fewest classifications necessary. Several positions may be allocated to one classification. The classification plan will be administered in a manner consistent with applicable law.

4.1.9.a Classification Specifications: Written classification specifications will be developed and maintained and all positions will be allocated to a classification based on similarity of duties, responsibilities, and employment standards. Initial class specifications and significant changes that could impact compensation will be recommended by the General Manager for approval by the Board of Directors.

4.1.9.b Content of Classification Specifications: The classification specification will include the classification title, general level of responsibility and authority, essential and typical duties and responsibilities, working conditions, and the minimum employment standards required for success in the position. Employment standards include knowledge and skill, education, licensure, related experience and background, and the physical and mental abilities required to perform the essential functions, [with or without reasonable accommodation](#).

4.1.9.c Modifications to Classification Specifications: Class specifications will be modified or updated as needed to accurately reflect and identify the position and its standards of employment. There is no change in the compensation level required with a title or specification change, [unless otherwise approved by the Board of Directors or required by law](#).

4.1.9.d Class Specifications not Restrictive: Class specifications will not be construed as a declaration of all duties and responsibilities, as a statement that the duties and responsibilities will not be changed, or that the temporary assignments of other duties and responsibilities may not be made. The District maintains the right to assign, direct and control the work of employees and class specifications in no way interfere with this right, [subject to applicable wage and hour, nondiscrimination, and disability accommodation laws](#).

4.1.9.e Reclassification: In the event that a job has significantly changed in duties and responsibilities over time such that the classification specification no longer describes the position, a position reclassification may be recommended by the appointing authority and approved by the Board of Directors, [consistent with applicable law](#).

4.1.10 Reduction in Force:

In the event it becomes necessary to modify workforce staffing levels due to lack of work or funds, layoff decisions will be made based on position and at the ~~sole~~ discretion of the General Manager, [consistent with applicable law](#), taking into account agency priorities, funding availability, and/or work responsibilities.

4.2 Work Hours, Work Schedules, and Overtime Practices

4.2.1 Workweek: The ~~basic standard~~ workweek for full-time employees ~~will be 40 hours per week, in is a 7-day fixed and regularly recurring period. The workweek will begin of seven consecutive 24-hour periods (168 hours). Unless otherwise specified below, the workweek begins at 12:01 a.m. each on Monday and ends at 12:00 midnight a.m. the following Sunday.~~ [Monday. A full-time workweek consists of 40 hours of scheduled work time.](#)

- [Standard Schedule: For employees working a standard five-day, eight-hour-per-day schedule, the workweek begins at 12:01 a.m. Monday and ends at 12:00 a.m. the following Monday.](#)

- Alternate (9/80) Schedule: For employees on an approved 9/80 schedule, the workweek is defined as a fixed 168-hour period and begins at the designated split point in the employee's approved schedule. The split point occurs four (4) hours after the start of the employee's regularly scheduled eight-hour workday on the day corresponding to the employee's alternating day off (e.g., every other Friday, if applicable). This split point establishes two consecutive workweeks within the 80-hour pay period for overtime calculation purposes.

4.2.2 Work Schedule: Employees designated as ~~management and professional employees~~ FLSA exempt shall work any and all hours necessary to perform their assigned duties, without overtime. Otherwise, typically, the regular full-time work schedule will be 8 hours per day, 5 days per week and may include weekends and holidays. Employees working fewer than 40 hours per week will be considered part-time employees except those employees regularly working 36 – 39 hours per week are considered full time for health benefit purposes. The District will establish and may modify regular work schedules for its employees, consistent with applicable law.

4.2.3 Rest Periods: Unless otherwise established by the General Manager for a particular employee, employees in a non-exempt classification will have a 15-minute rest period in each four-hour work period, or major fraction thereof, consistent with applicable law. Rest periods may not be combined or used to shorten the workday.

4.2.4 Meal Period: Unless otherwise established by the General Manager for a particular employee, full-time employees in a non-exempt classification will receive a one-one-half-hour or one-hour meal period daily that is not compensable. During the meal period, the employee will be relieved of duties. If the employee is authorized in advance and performs work during the meal period, the employee will be compensated for the time worked. Unless authorized in advance, meal periods may not be used to shorten the workday. Meal periods will be provided and administered in accordance with applicable law.

4.2.5 Overtime Practices: The District complies with the Fair Labor Standards Act (FLSA) in all its pay practices, and overtime shall be defined and compensated for in accordance with the appropriate FLSA designation of the classification of the employee and applicable law.

4.2.5.a FLSA Exempt: ~~Those employees~~ Employees who work in meet the salary basis, duties, and other requirements of the professional, executive, or administrative ~~capacities~~ exemptions under the FLSA and applicable law are designated as exempt employees. Their hours of work are those required to accomplish complete the work, and they are not entitled to overtime compensation.

4.2.5.b Overtime Required: Non-exempt employees may be required to work overtime. Overtime is defined as assigned work over eight (8) hours per day and over 40 hours worked in a workweek and compensated in accordance with the FLSA and applicable law. Overtime will be compensated at the rate of 1 ½ time the employee's regular rate of pay. Except when it is necessary to address an

emergency or special circumstances, employees may not work outside of regularly scheduled working hours or during unpaid meal periods without prior authorization. In such an event, employees shall report overtime work as soon as possible after the work is performed.

4.2.5.c Compensatory Time: The General Manager may ~~at his/her discretion~~ approve, consistent with applicable law, overtime compensation for non-exempt employees in the form of compensatory time off at the rate of time and one-half. ~~An employee~~The District may ~~accrue up to 40 hours~~ limit an employee's use of compensatory time to a maximum of forty (40) hours per calendar year, subject to operational needs and applicable law. Compensatory time not used within the fiscal year in which it was accrued may be paid off at the discretion of the General Manager, in accordance with applicable law.

4.2.6 Alternative or Flexible Work Schedules: The General Manager may establish alternative work schedules or flexible work schedules provided the work schedule is beneficial to the District, and administered in accordance with applicable law. All leaves will continue to accrue and be compensated at the rate of 8 hours per day for a full-time employee regardless of an alternative or flexible work schedule, unless otherwise required by law.

4.2.7 Telecommuting / Remote Work: Telecommuting or remote work arrangements may be approved at the discretion of the District and are not an entitlement, benefit, or condition of employment.

4.2.7.a Eligibility: Eligibility for telecommuting depends on job duties, operational needs, employee performance, and the ability to maintain service delivery and accountability.
Not all positions are eligible for telecommuting.

4.2.7.b Approval and Agreement: Telecommuting arrangements must be approved in advance by the General Manager or designee and documented in a separate Telecommuting Agreement. The Telecommuting Agreement sets forth specific terms and conditions and must be signed by the employee prior to commencement of telecommuting.

4.2.7.c Work Hours and Performance: Employees approved for telecommuting / remote work:

- Remain subject to all District policies, including work hours, overtime, performance standards, confidentiality, and electronic media use;
- Must be available during approved work hours;
- Must accurately record time worked in accordance with District policy.

4.2.7.d **Equipment and Expenses:** Telecommuting does not change the employee's responsibility to safeguard District equipment, records, and confidential information.
Provision of equipment or reimbursement of expenses is subject to the terms of the Telecommuting Agreement.

4.2.7.e **Modification or Revocation:** Telecommuting arrangements may be modified or revoked at any time at the discretion of the District or upon employee request, with or without cause, consistent with applicable law.

4.2.7.f **Relationship to Standalone Policy:** Additional requirements governing telecommuting are set forth in the District's Telecommuting Policy and Agreement (HR-05), which is incorporated by reference.

4.2.8 **Emergency Closures and Disaster Operations:** In the event of an emergency, natural disaster, or other circumstances requiring modification of normal operations, the District may close facilities, modify work schedules, or require employees to work or remain off duty as needed to ensure safety and continuity of operations.

Compensation, leave usage, and reporting requirements during such events will be determined by the District in accordance with applicable law and operational needs.

4.3 Performance Planning and Review

4.3.1 Purpose: The purposes of the performance planning and review process ~~are~~include but are not limited to:

- align employee work performance and behaviors with District goals,
- prioritize key work and behavioral expectations for the period,
- identify and record accomplishments and contributions,
- determine need and plan for training or development activities that would improve performance or help prepare employee for advancement; and
- provide work performance feedback.

The process provides the framework for employees and their supervisors to engage in an ongoing and constructive conversation about the employee's role and impact in achieving organizational goals. The process also includes training and development goals and plans that will improve or enhance the knowledge, skills, and abilities of the employee.

4.3.2 Timing: Planning and evaluation will occur at least annually on a schedule determined by the District. Performance planning occurs at the beginning of the annual period. Following evaluation discussions at the conclusion of the annual period, written forms will generally be completed within thirty days. Once the review is completed, performance planning for the new annual period will be conducted.

4.3.3 Performance Planning: At the beginning of the annual evaluation period, the supervisor and employee will meet to clarify the purpose of the job, set expectations for the year for work behaviors, determine outcomes and planned accomplishments, and discuss how these will contribute to the achievement of District goals. Developmental goals to further the employee's success in the job will also be set. District performance planning forms will be used for preparing for and documenting the discussion.

4.3.4 Ongoing Review: Feedback throughout the year, whether about positive behavior and good performance or about behaviors or performance that requires improvement, will be provided. This includes when unplanned assignments arise, coaching is needed, and projects are completed, and/or during regularly scheduled meetings between the supervisor and employee. Employees are encouraged to request guidance and feedback to assist them in achieving the highest performance and demonstrating appropriate workplace behavior.

4.3.5 Annual Review: A performance review will be conducted at the end of the annual work period based on the performance plan and feedback throughout the year. The appraisal will be recorded in a written performance review on an approved District form. The written review will provide documentation of work achievements, accomplishments, and contributions, as well as work behaviors that contributed to organizational effectiveness. The review will include, if needed, documentation of performance deficiencies that need improvement and a plan for improvement.

4.3.6 Performance Improvement Plan: If a plan is developed and provided to improve performance or work behaviors, such plan is part of the annual review and is not considered disciplinary action and does not preclude the District from taking disciplinary action if warranted.

4.3.7 Employee Response to Annual Review: The employee's signature on the written performance review indicates receipt. The employee may prepare and submit a written response to ~~his or her~~the employee's supervisor, if desired, within five workdays of signing the evaluation. ~~There is no further means of challenging or appealing a performance evaluation. Nothing in this policy limits any rights provided by law.~~

4.3.8 Record of Written Review: The completed written annual performance review will be forwarded to District management and then filed in the employee's official personnel file. If the employee files a written response, it will be forwarded along with the evaluation and then placed with the written review in the employee's official personnel file.

4.4 Employee Discipline

4.4.1 Employee Discipline Policy: Employment in the Marin County Transit District requires appropriate and disciplined behavior and competent service including compliance with all

District policies and procedures. Regular employees shall only be disciplined for cause, and in accordance with these Personnel Policies and Procedures [and applicable law](#).

4.4.2 Types of Disciplinary Actions: The General Manager or his/her designated management employee may invoke disciplinary action for a violation of a policy or practice and may impose any of the following types of disciplinary action: oral warning, written warning, suspension without pay, reduction in compensation, demotion, or dismissal.

- **Oral Warning:** A formal discussion with an employee, usually by the employee's immediate supervisor, about performance or conduct problems, the need for the employee to improve, what specific improvement is expected, and the further consequences if improvement is not made.
- **Written Warning:** A formal written notice to an employee, usually by the employee's immediate supervisor, regarding performance or conduct problems, the need for the employee to improve, what specific improvement is expected, a statement of any prior disciplinary action, and the further consequences if improvement is not made.
- **Suspension:** Removal of an employee from duty without pay for a specific period of time. Written notification will be provided, including the issue and policy violation and proposed discipline, and the employee will have the opportunity to respond. The employee may respond to the proposed discipline either verbally or in writing within ten working days from the date of the notification. The employee may have a representative present if the employee desires to respond verbally. For suspension of six [business](#) days or longer, the employee may file an appeal pursuant to Section 4.4.6 in lieu of filing a response.
- **Reduction in Compensation:** A reduction in pay from the employee's current pay to a lower pay within the salary range for the employee's classification. Written notification will be provided, including the issue and policy violation and proposed discipline, and the employee will have the opportunity to respond. The employee may respond to the proposed discipline either verbally or in writing within ten working days from the date of the notification. The employee may have a representative present if the employee desires to respond verbally. [In lieu of filing a response, the employee may file an appeal pursuant to Section 4.4.6.](#)
- **Demotion:** A reduction from the employee's current classification to a classification with a lower salary range and lesser duties and responsibilities. Written notification will be provided, including the issue and policy violation and proposed discipline, and the employee will have the opportunity to respond. The employee may respond to the proposed discipline either verbally or in writing within ten working days from the date of the notification. The employee may have a representative present if the employee desires to respond verbally. In lieu of filing a response, the employee may file an appeal pursuant to Section 4.4.6.
- **Dismissal:** Separation from employment of an employee by written notification will be provided, including the issue and policy violation and proposed discipline, and the employee will have the opportunity to respond. The employee may respond to the proposed discipline either verbally or in writing within ten working days from the date of the notification. The

employee may have a representative present if the employee desires to respond verbally. In lieu of filing a response, the employee may file an appeal pursuant to Section 4.4.6.

~~In lieu of filing a response, the employee may file an appeal pursuant to Section 4.4.6.~~

3 **Grounds for Disciplinary Action:** Causes that will be deemed sufficient for disciplinary action may include, but are not limited to:

- a. Misstatements or omission of fact in completion of the employment application.
- b. Furnishing knowingly false information in the course of the employee's duties and responsibilities; dishonesty.
- c. Inability to comply with the minimum standards of performance.
- d. Inefficiency, carelessness, or negligence in the performance of duties.
- e. Violation of any of the provisions of these Personnel Policies and Procedures.
- f. Disobedience to proper authority, refusal or failure to perform assigned work, comply with a lawful order, or accept an assignment from an authorized supervisor; insubordination.
- g. Conviction of a felony or misdemeanor involving moral turpitude, or a violation of a federal, state, or local law that negatively impacts the employee's ability to perform his or her job or brings discredit to the District.
- h. Unauthorized absence without leave, failure to report after leave of absence has expired or after a requested leave of absence has been disapproved, or any other unauthorized absence from work.
- i. Theft of or willful damage to District equipment, supplies, or property.
- j. Discourteous, offensive, or abusive treatment of the public or other employees.
- k. Being under the influence of an intoxicating beverage or non-prescription drug or prescription drug not authorized by the employee's physician while on duty or on work property.
- l. Failure to obtain and/or maintain minimum qualifications for a position, including licenses or certificates.
- m. Engaging in outside employment that conflicts with an employee's responsibilities or without proper authorization.
- n. Acceptance, from any source, of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.

- o. Political activity while on duty, during working hours, or in District uniform or representing oneself as a District employee.
- p. Tampering in any way with a District recruitment or examination process or attempting to influence any applicant for employment.
- q. Any other conduct deemed of sufficient gravity as determined by the General Manager, [consistent with applicable law](#).

4.4.4 Employee Review: When requested, employees will be given an opportunity to review the documents or materials upon which the proposed disciplinary action is based, [to the extent required by law](#).

4.4.5 Immediate Action: The General Manager may place an employee on immediate suspension or administrative leave with or without pay pending an investigation in order to determine if disciplinary action is to be taken, [consistent with applicable law](#).

4.4.6 Right of Appeal: Regular employees have the right to appeal a disciplinary action except in those instances where the right of appeal is specifically prohibited by these policies and procedures, and for those designated as at-will employees. Employees may, within seven [calendar](#) days after receiving the written disciplinary action, file a written appeal with the District's Personnel Commission, which shall be made up of the District's Board of Directors. Within 20 [work](#) days from the filing of the appeal, the Personnel Commission will hold a hearing and either affirm, modify, or revoke the disciplinary action. The appellant may appear personally, produce evidence, and have counsel and a public hearing. The findings and decision of the Personnel Commission will be transmitted to the General Manager for enforcement.

4.4.7 Discipline of an Exempt Employee: Pursuant to the Fair Labor Standards Act, with the exception of a violation of a major safety rule or standard of conduct, exempt employees will not be suspended for less than a full work week, nor be temporarily demoted, nor temporarily have their pay reduced, [except as permitted under the Fair Labor Standards Act \(FLSA\)](#).

4.5 Leaves of Absence

4.5.1 General Leave Provisions: Employees are expected to be at work at their scheduled times. To ensure accountability and the integrity of public service, all employees are expected to account for their absences from work. Leave time is chargeable in increments of ¼ hour, [except as otherwise required by law](#).

4.5.1.a Leave Approval: Leaves are subject to approval by the supervisor or manager and scheduled in advance whenever possible and with due regard for service needs, [except where advance notice is not feasible or is otherwise protected by law](#).

4.5.1.b Leave Accounting: The District may employ any reasonable measure to ensure employees are properly accounting for leaves, including requiring reasonable proof that the basis for leave is legitimate. Employees may be required to submit a medical certification of sickness supporting a request for sick leave, to the extent permitted by law. The District may require a fitness-for-duty certification from any employee returning from medical leave, consistent with applicable law.

4.5.1.c Leave Accruals: Leave benefits accrue to regular employees based on hours in paid status. No leaves will accrue when an employee is on an unpaid leave, unless otherwise required by law. All leaves are accrued and paid based on an 8-hour day maximum. Regular part-time employees accrue leaves on a pro-rata basis.

4.5.2 Types of Leave: The Marin County Transit District provides the following types of leave: administrative leave, bereavement leave, holidays, jury duty, leave of absence without pay, military leave (including military family leave), pregnancy disability leave and parental leave, sick leave, school leave, vacation, and voting leave. The District also provides accommodation for lactating mothers, as required by law, and family and medical leave.

4.5.3 Administrative Leave: A paid administrative leave benefit is provided annually on July 1. Two days (16 hours total) are provided to all employees; an additional three days (24 hours total) are provided to employees designated by the Board of Directors as management employees. Administrative leave does not accrue from year to year and, if not used, is forfeited. Other administrative leave, paid or unpaid, may be granted by the General Manager, as appropriate, to address administrative issues.

4.5.4 Bereavement Leave: Bereavement leave is leave with pay up to five (5) working days that may be granted in the case of the death of an employee's parent, spouse, domestic partner, sibling, son, daughter, grandparent, or in-law. Bereavement leave days may be taken nonconsecutively. Bereavement leave shall be taken within three (3) months of the death and within 30 days of the first day of the leave, per occurrence. The General Manager may grant an employee bereavement leave for a person whose relationship is essentially similar to the aforesaid relationships, consistent with applicable law.

4.5.5 Holidays: Regular employees are granted the following holidays with pay, provided they are on paid status the day before and the day after the holiday, subject to applicable law and District policy:

- New Year's Day (January 1st)
- Martin Luther King Jr. Day (third Monday in January)
- President's Day (third Monday in February)

- Memorial Day (last Monday in May)
- Juneteenth (June 19th)
- Independence Day (July 4th)
- Labor Day (first Monday in September)
- Veteran’s Day (as designated)
- Thanksgiving Day (as designated)
- Friday immediately following Thanksgiving ~~day~~[Day](#)
- ½ day on Christmas Eve
- Christmas Day (December 25th)

4.5.5.a Weekend Holidays: If a holiday falls on a Saturday or Sunday, the Friday preceding a Saturday holiday or the Monday following a Sunday holiday will be deemed the holiday unless otherwise specified by the General Manager.

4.5.6 Jury Duty: An employee who is summoned and required to serve as a trial juror is entitled to be absent from the District as needed to provide such service. Regular employees will be paid their regular salary and will either waive or remit to the District all jury fees except those specifically allocated for mileage and expenses, [consistent with applicable law](#).

4.5.6.a Notification of Jury Summons: Any employee summoned for jury duty must immediately notify ~~his or her~~[the employee’s](#) supervisor.

4.5.6.b Jury Duty Schedule: Employees must notify their supervisor daily regarding jury duty hours. Where courts have call-in procedures to determine days and hours of service, employees must take advantage of these procedures. If an employee is told by the court not to report, is dismissed, or is told to call in the next day, the employee must report to work, [unless otherwise excused or prohibited by law](#).

4.5.6.c Witness Leave: An employee subpoenaed to appear in court in a matter unrelated to ~~his/her~~[the employee’s](#) official capacity, or who is appearing in court in a matter initiated by the employee, shall be permitted time off without pay or use of ~~accrued vacation or administrative leave time but will not be granted jury duty pay~~ [accrued vacation or administrative leave time but will not be granted jury duty pay](#).

4.5.7 Leave of Absence Without Pay: The General Manager may grant a request for unpaid leave of absence for up to three months to a regular employee upon a written request setting forth

the reason for the request. The General Manager may, at ~~his/her sole~~ the General Manager's discretion, grant or deny a request and may require all applicable paid leaves be exhausted prior to commencement of an unpaid leave, except where prohibited by law. Failure of an employee on leave to report to work promptly at the leave's expiration without request and approval for an extension, in writing, shall constitute voluntary resignation by the employee, unless otherwise required by law.

4.5.8 Military Leave: The District grants military leave consistent with the provisions of state and federal law, including the Uniformed Services Employment and Reemployment Rights Act (USERRA).

4.5.8.a Applicability: Any employee who is a member of the reserve corps of the Armed Forces of the United States, the National Guard, or the Naval Militia is entitled to temporary military leave of absence while engaged in ordered military duty, providing that the period of ordered duty does not exceed ~~180 calendar days~~ the maximum period provided by law, including time to and from that duty.

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4.5.8.b Salary and Retirement: If such employee has been employed by the District for not less than one full year, whether on temporary or active duty, ~~he or she~~ the employee will receive full salary for the first 30 calendar days of such absence in any fiscal year. As required by law, leave accruals and other seniority-related benefits will continue during paid military leave and contributions as appropriate will be made under the District's retirement plan.

4.5.8.c Health Insurance: Employees on military leave have the option to continue health, dental, and vision insurance as follows - If the leave is less than 31 days, the District will pay its share and the employee ~~his/her~~ their share of the insurance premiums. If the leave is greater than 31 days, the employee must pay 102% of the full cost of the premiums, as permitted by law.

4.5.8.d Reinstatement: Employees will be granted reinstatement to their former position upon the termination of temporary military duty, subject to the provisions of the law, including USERRA reinstatement rights.

4.5.9 Pregnancy Disability Leave: Any ~~female~~ employee who is physically unable to work because of pregnancy, childbirth, or a related medical condition, is entitled to up to four months of pregnancy disability leave. The leave may be used at one time or on an as-needed basis. ~~The~~ To the extent the employee is ~~designated to be one~~ eligible for Family and Medical Leave ~~upon the commencement of~~ under the FMLA, FMLA leave will run concurrently with Pregnancy Disability Leave. Pregnancy Disability Leave does not run concurrently with CFRA.

4.5.9.a Basis of Leave: Pregnancy Disability Leave is for any period(s) of actual disability caused by pregnancy, childbirth, or related medical conditions. Time needed for prenatal care, severe morning sickness, doctor-ordered bed rest, childbirth, and recovery from child birth, are all conditions covered by this leave.

4.5.9.b Notice of Need for Leave and Return from Leave: If possible, an employee must provide the District at least 30 days' advanced notice of the date for which the Pregnancy Disability Leave is sought. If 30 days' notice is not possible due to a change in circumstances or a medical emergency, notice must be given as soon as is practical. If ~~a woman~~the employee is able to return earlier than agreed, ~~she~~the employee will be reinstated within two business days of notice provided to the District, consistent with applicable law.

4.5.9.c Use of Paid Leave Benefits: Pregnancy Disability Leave is unpaid. However, employees ~~must~~may elect to use accrued sick leave prior to commencing unpaid leave. Employees may also use accrued vacation or administrative leave during Pregnancy Disability Leave, to the extent permitted by law and District policy.

4.5.9.d Reasonable Accommodation if Requested: An employee may request reasonable accommodation upon written advice from ~~her~~the employee's doctor, and the accommodation will be provided if possible, including transfer to a less strenuous or hazardous position for the duration of the pregnancy, consistent with applicable law.

4.5.9.e Parental Leave: After the employee's pregnancy disability ends, ~~she~~the employee may be eligible for parental leave to care for and bond with the newborn, pursuant to the California Family Rights Act (CFRA) as outlined in the Family and Medical Leave policy at the end of this section.

4.5.10 [‡]Sick Leave: Sick leave is leave from work, with pay, which may be granted to an employee because of bona fide illness or injury to the employee, to a family member or domestic partner, or for medical appointments to the extent such appointment(s) cannot be scheduled outside the work day. Sick leave may also be used for any other purposes permitted by California law, including but not limited to diagnosis, care, or treatment of an existing health condition, preventive care, or uses related to domestic violence, sexual assault, or stalking as detailed in subsection 4.5.10.c.

4.5.10.a Eligibility for Sick Leave: Regular employees are entitled to earn sick leave. Regular part-time employees and temporary employees earn sick leave on a pro-rata basis. Employees may use accrued sick leave as soon as it becomes available, consistent with District policy. No waiting period is imposed unless required by law.

[‡]Revised 7/1/2015

4.5.10.b Accrual of Sick Leave: 12 days (96 hours) accrue annually in the first two years of employment (pro-rata rate of .0462 hours per hour worked). At the beginning of the third year of employment, and every year thereafter, nine days (72 hours) accrue (pro-rata rate of .0346 hours per hour worked). Unused sick leave may

accrue without limit. An employee does not receive payment of unused accumulated sick leave upon separation from employment or retirement. [The accrual system described in this section is intended to meet or exceed the minimum accrual standards of Labor Code section 246 \(1 hour per 30 hours worked or an equivalent alternative accrual method\). In accordance with applicable laws, all eligible employees shall be entitled to use at least forty \(40\) hours or five \(5\) days of paid sick leave per year. The District may limit an employee's total accrual of paid sick leave to no more than eighty \(80\) hours or ten \(10\) days. Accruals in excess of the minimum required amount will continue as described above.](#)

4.5.10.c Employee Sick Leave Use: When an employee is unable to come to work because of bona fide injury or illness, he or she may use sick leave up to the total number of hours accumulated. [The employee may be required to submit a physician's certificate or other evidence of illness or injury and/or fitness to return to work. For absences of three consecutive days or fewer, employees will not be required to provide medical certification unless permitted by California law. For longer absences, reasonable documentation may be required.](#) Leave under this policy may also be used for employees who are the victims of domestic violence, sexual assault or stalking.

4.5.10.d Sick Leave Use for Family: Employees are entitled to use up to one-half of the employee's annual sick leave accrual to attend to the illness of an immediate family member. "Family member" for purposes of this policy includes spouses, registered domestic partners, children (regardless of age), parents (including step-parents and parents-in-law), grandparents, grandchildren, siblings, or a designated person [as allowed by California Labor Code section 245.5. Employees may designate one such person per 12-month period.](#) Additional sick leave may be authorized to be used on a case by case basis.

4.5.10.e Notification of Illness or Injury Preventing Work Attendance: When an employee is unable to report for duty due to the employee's own illness or that of a designated family member, the employee must notify [his/her/their](#) supervisor as soon as possible, but no later than the beginning of the work period, to report the intended use of sick leave and the reason for the absence. [Employees will not be denied the right to use accrued sick leave due to non-compliance with notice requirements when advance notice is not feasible.](#)

4.5.10.f Sick Leave Use for Industrial Injury: Employees are entitled to use sick leave to supplement Worker's Compensation temporary disability payments for a bona fide occupational injury.

4.5.10.g Anti-Retaliation Protection: [No employee will be subject to discipline, discrimination, or retaliation for using accrued sick leave, requesting to use sick leave, filing a complaint regarding sick leave rights, or participating in any related proceeding, consistent with California Labor Code section 246.5.](#)

4.5.10.h **Availability of Sick Leave Balances:** Employees will receive written notice of available sick leave on each pay stub or in another written form as required by California Labor Code section 246(i).

4.5.11 **School Leave:** Pursuant to California Education Code ~~Section~~section 48900.1, if the teacher of an employee's child requests the parent's presence at school for a portion of a school day, the employee must give reasonable notice of such request to his or her supervisor. In such an event, the employee will be provided time off without pay, or may use existing vacation, administrative leave, or compensatory time.

4.5.12 **Vacation:** All regular employees are entitled to accrue vacation leave. Regular employees employed on a part-time basis accrue vacation leave on a pro-rata basis.

4.5.12.a **Vacation Leave Accrual:** Upon commencement of employment with the District, employees accrue vacation at the rate of 10 days (80 hours) per year. Upon commencement of the third consecutive year of employment, employees accrue vacation at the rate of 15 days (120 hours) per year. Upon commencement of the tenth consecutive year of employment, employees accrue vacation at the rate of 20 (160 hours) per year. No vacation accrues during an unpaid leave of absence.

4.5.12.b **Vacation Leave Use:** Use of vacation leave requires a written request as far in advance as possible, and may be authorized up to the number of days accrued, subject to the maintenance of a minimum required workforce, peak workload coverage, and public service standards.

4.5.12.c **Limits in Accrual of Vacation Leave:** Employees are encouraged to request and use vacation for their wellbeing and recreation. Accrued vacation balances in excess of three times the annual accrual rate will be paid to the employee in lieu of vacation on the last pay period of the fiscal year.

4.5.12.d **Unused Vacation Upon Separation:** An employee who separates employment with the District, and has accrued unused vacation leave, will be paid for the remaining vacation leave with the final paycheck.

4.5.13 **Voting Leave:** If an employee is a registered voter and does not have sufficient time outside of working hours to vote in a statewide election, the employee may, without loss of pay, take time off with pay at the beginning or end of the workday in order to vote. In no event will this time be greater than two hours. The employee must provide at least two days' notice to his or her supervisor if he/she requires time off to vote.

4.5.14 **Lactation Accommodation:** Reasonable amount of break time will be provided to an employee desiring to express breast milk for her infant child. The break time will, if possible, run concurrently with break time already provided. If not, the break time will be unpaid unless other applicable paid leaves are available to the employee. The District will provide the use of a

private location close to the employee's work area for this break, and will provide refrigeration, if possible, to store expressed milk.

4.5.15 Family and Medical Leave: Family and Medical Leave is provided pursuant to the [Federal Family and Medical Leave Act \(FMLA\)](#) and the California Family Rights Act ~~– it is a (CFRA)~~. [The District provides eligible employees with unpaid, job-protected leave of absence for specific family, medical, and military-related reasons.](#) [Family and Medical Leave is unpaid but runs concurrently with applicable paid leave\(s\), as permitted by law and District policy.](#)

[Family and Medical Leave may be](#) taken for ~~any of~~ the following purposes:

- Newborn Children, Adoption, Foster Care – ~~in order to~~ [To](#) care for and bond with a newborn ~~son or daughter~~ [child](#), or for placement of and bonding with an adopted or foster child ~~of the employee~~. [Under CFRA, both parents employed by the District are each entitled to up to 12 weeks of bonding leave;](#)
- Covered Family Member's Serious Health Condition – ~~in order to~~ [To](#) care for a ~~spouse, domestic partner, child, or parent~~ [family member](#) with a serious health condition. [For CFRA purposes, "family member" includes: spouse, domestic partner, child \(of any age\), parent, parent-in-law, grandparent, grandchild, sibling, and a "designated person" identified by the employee annually;](#)
- Employee's Own Serious Health Condition – because of a serious health condition that makes the employee unable to perform the functions of the employee's position;
- Military Qualifying Exigency Leave – ~~necessary leave that arises~~ [Leave taken for a qualifying exigency arising from the covered active duty or call to covered active duty of the employee's spouse, son, daughter, domestic partner, child, or parent being who is a covered military member on active duty or notified of an impending call \(FMLA Only\); or order to active duty;](#)
- Military Caregiver Leave – leave for up to 26 workweeks in a single 12-month period to care for a ~~spouse, child, parent, or next of kin who is a covered service member~~ [covered servicemember](#) with a serious injury or illness ~~– (FMLA Only)~~.

~~Family and Medical Leave is unpaid but runs concurrently with applicable paid leaves.~~

4.5.15.a Eligibility for Family and Medical Leave: ~~In order to qualify, the~~ [FMLA Eligibility - an](#) employee must have been employed by the District for [at least 12 months](#), and have actually worked at least 1,250 hours during the 12-month period immediately before the date when the leave begins [or as provided for by applicable law](#).

CFRA Eligibility – an employee becomes eligible after 12 months of District service or as provided for by applicable law. The 1,250-hour requirement does not apply under CFRA.

4.5.15.b **Amount of Leave:** Eligible employees are entitled to up to a total of 12 work weeks of leave during a 12-month period, calculated as a rolling 12-month period measured backward from the date leave is taken and continuous updated with each additional leave day taken. For eligible part-time employees, the number of working days that constitute 12 weeks is calculated on a pro-rata basis. Military Caregiver Leave provides up to 26 workweeks of leave in a single 12-month period. Additional exceptions, including those applicable to baby-bonding leave under CFRA, are described below: The following exceptions apply, in addition to Military Caregiver Leave noted above:

4.5.15.b.1 **Special Duration of Leave for Birth, Adoption, or Foster Placement:** If leave is requested for the birth, adoption, or foster care placement of a child of the employee, the leave must be concluded within the first year of the birth or placement. In addition, the minimum duration of such leave is two weeks except that an employee is entitled to leave for this purpose for at least one day but less than two weeks duration on up to two occasions. Finally, if both spouses or both domestic partners are employed by the District and eligible for leave, the aggregate number of work weeks of leave between the two is 12 weeks if leave is taken for the birth or placement for adoption or foster care that leave shall be administered in accordance with applicable law; under the California Family Rights Act (CFRA), each parent is independently entitled to up to twelve (12) workweeks of bonding leave.

4.5.11.a.1 4.5.15.b.2 **Intermittent Leave for Serious Health Condition:** Provided medical certification is provided that such leave is medically necessary, leave-Leave may be provided taken on an intermittent basis (a few days or a few hours at a time) or on a reduced work schedule when medically necessary, as certified by a health care provider, to care for an immediate a qualifying family member with a serious health condition or for medically required treatment for oneself.

Concurrent Leaves: Employee's accrued sick leave will be used to the extent applicable to a Family and Medical Leave. Unless otherwise authorized by the General Manager, other accrued leave must be used prior to the the employee going on unpaid status. Therefore, all accrued paid leaves available to the employee will run concurrently with Family and Medical Leave. If an employee takes a leave of absence for any reason that is FMLA/CFRA qualifying, that leave is designated by the District as FMLA/CFRA leave. Intermittent or reduced-schedule leave for baby bonding will be administered in accordance with applicable law.

4.5.15.c Concurrent Use of Paid Leave: Employees are required to use available accrued paid leave (such as sick leave or vacation) concurrently with FMLA/CFRA leave to the extent permitted by law and District policy.

Any leave taken for an FMLA/CFRA-qualifying reason will be designated as such by the District.

4.5.15.d Benefits While on Leave: While on Family and Medical Leave, whether on paid or unpaid status, employees will continue to be covered by health, dental, and vision insurance to the same extent that coverage is provided while the employee is on paid status. The District will continue its contributions toward group health benefits during FMLA/CFRA leave on the same terms and conditions as if the employee were actively working, as required by law.

4.5.15.e Interaction with Pregnancy Disability Leave (PDL): Pregnancy Disability Leave (PDL) is addressed separately in Section 4.5.9. Leave taken under the Family and Medical Leave Act (FMLA) will run concurrently with PDL to the extent the employee is eligible for FMLA. Leave under the California Family Rights Act (CFRA) does not run concurrently with PDL. Upon conclusion of PDL, eligible employees may take up to twelve (12) workweeks of CFRA leave for baby-bonding.

4.5.15.f Definitions:

- **Child** ~~means~~ A biological, adopted, foster, or stepchild; a legal ward; a child under the age of of a domestic partner; or a child to whom the employee stands in loco parentis (in the place of a parent). For FMLA purposes, a child under 18 years of age, or older if an adult child incapable of self-care because of a mental or physical due to disability. The child must be one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step child, or a child of a person standing as legal guardian, qualifies. For CFRA purposes, a child of any age qualifies.
- **Parent** ~~means the(s) – A biological parent of an employee or an individual, adoptive, foster, and stepparents; legal guardians; and individuals who stood in loco parentis to the employee when the employee was a child (in place of the parent). For CFRA purposes, parent-in-law is also included.~~
- **Spouse** ~~means a~~ A partner to whom the employee is legally married under state or federal law.
- **Domestic Partner** ~~is~~ Is defined under California Family Code section 297.

- Designated Person (CFRA) – An individual identified by the employee for whom the employee may use CFRA leave. The employee may identify one designated person per 12-month period.

• ~~Serious Health Condition means an~~ An illness, injury, impairment, or physical or mental condition that involves any of the following:
Inpatient care in the hospital, hospice, or residential medical care facility; inpatient care or continuing

- a. ~~Continuing~~ treatment by a health care provider for reasons of, as defined under FMLA and CFRA regulations.

- ~~1. a period of incapacity (inability to work or perform other regular daily activities due to serious health condition) for more than 3 consecutive days,~~
- ~~2. a period of incapacity due to pregnancy or for prenatal care,~~
- ~~3. treatment regimen for incapacity due to a serious health condition,~~
- ~~4. permanent or long term incapacity due to a condition for which treatment may not be active but that is under the continuing supervision of a health care provider, or~~
- ~~5. a period of absence to receive multiple treatments, including a period of recovery incapacity.~~

- Health Care Provider is as defined in ~~Defined under~~ the FMLA and CFRA regulations and includes all licensed doctor of medicine professionals authorized to diagnose, treat, or osteopathy who directly treats or supervises supervise treatment of a serious health condition; podiatrist, dentist, clinical psychologist, optometrist, or chiropractor; nurse practitioner, nurse midwife and clinical social worker, consistent with 29 C.F.R. section 825.125 and Christian Science practitioner-Government Code section 12945.2.

4.5.15.g Application for Family and Medical Leave: Employees are required to ~~give as much~~ provide notice ~~as possible~~ of the need for CFRA/FMLA leave as soon as practicable of their need for leave. ~~If~~ When the need for leave is foreseeable, at least 30 days' advance notice is required. ~~If the leave is for the serious health condition of the employee,~~ When the need for leave is not foreseeable, notice must be provided as soon as practicable under the circumstances.

When leave is requested for the serious health condition of the employee or a covered family member, the employee must provide medical certification consistent with FMLA/CFRA requirements, including ~~a statement~~

~~that information sufficient to establish the employee is unable to work at all or is unable to perform condition and the essential functions of the job anticipated duration.~~

If intermittent ~~or reduced-schedule~~ leave is requested, the medical certification must state that such ~~intermittent leave a schedule~~ is medically necessary. ~~If the~~

~~For leave is requested to care for a qualified family member, designated person under CFRA, the District may require a simple written certification must be provided from the health care provider of the individual requiring care statement identifying the designated person and describing the qualifying relationship.~~

4.5.16 Reproductive Loss Leave: Eligible employees may take up to five (5) days of job-protected leave following a reproductive loss event, as defined by law. Reproductive loss leave may be taken for a miscarriage, stillbirth, unsuccessful assisted reproduction, failed adoption, or failed surrogacy. Leave under this section must be taken within three (3) months of the reproductive loss event, except as otherwise permitted by law. Reproductive loss leave may be unpaid; however, employees may use any accrued and available paid leave otherwise available to them, including sick leave, vacation, or other paid leave, consistent with applicable law and District policy. The District will maintain the confidentiality of reproductive loss leave requests and any related information to the extent required by law.

4.6 Personnel Records and Files

4.6.1 Personnel Records: Employees have the right to inspect and receive copies of their personnel records in accordance with California Labor Code section 1198.5. Personnel records subject to inspection/copy may include records relating to the employee's performance, grievance(s), and any education or training records maintained by the District.

Requests to inspect or copy personnel records must be submitted in writing to the District's human resources representative. Inspection will be permitted within the timeframes required by law.

Records exempt from disclosure, including confidential supervisory notes and materials excluded by law, will not be provided. Copying fees may be charged as permitted by law.

4.6.2 Official Personnel File: The District will maintain an official personnel file for each of its employees. A personnel file will contain material that is necessary and relevant for the administration of human resources and the employee-employer relationship. The employee will have received or provided all information contained in the personnel file. Personnel files are the property of the District and access to the information they contain is restricted. Employee medical information will not be contained in the official personnel file.

4.6.3 Confidential Personnel File: The District will maintain a confidential personnel file for each of its employees separate from the official personnel file in which any individually identifiable information regarding an employee's medical history, mental or physical condition, or treatment will be stored. This includes information obtained from pre-employment medical examinations, fitness for duty evaluations, workers compensation claims, verification of disability status, and drug and alcohol testing reports. Access to the information contained is restricted. Managers may only be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. The District will release medical information only with the employee's written authorization.

4.6.4 Inspection of Personnel Files: ~~Personnel files will~~ Employees have the right to inspect and receive copies of their personnel records in accordance with applicable law. Requests to inspect or copy personnel records must be made available for inspection by employees within a reasonable time after an employee's request, submitted in writing to the District's human resources representative. Inspection will be permitted within the timeframes required by law and will be conducted in the presence of a management employee or District-designated human resources representative. Upon request, employees may obtain copies of the materials subject to inspection, and copying fees may be charged as permitted by law. The District may preclude inspection ~~of certain information in accordance with or copying of records exempt from disclosure, including confidential supervisory notes (see Section 4.6.6) and materials excluded by law, such as certain background and/or other pre-employment information, and materials relating to confidential investigations.~~ Personnel records subject to inspection/copy include records relating to the employee's performance, including any education or training records maintained by the District.

4.6.5 Employee Data: Employees must ensure that the District is apprised of their current address and personal phone numbers and that all legally required documentation is kept up to date and on file in their personnel file and employee records. Changes in marital status, birth, or death or any changes that affect benefits must also be communicated to the District within 30 days of the qualifying event.

4.6.6 Requests for References and Release of Information in Personnel Files: All requests for verification of employment or for reference checks concerning any current or former employee will be granted only with the employee's written consent to release the information. No such consent is needed for release of the following limited information, however: job title, dates of employment, and salary upon departure or current salary range. Response to reference checks will be made only by the General Manager or his/her/their specific designee.

4.6.7 Supervisor's Working Folder: In order to provide the highest quality feedback and to remember occurrences and situations relevant to job performance, supervisors are encouraged to maintain notes about employee performance throughout the year. This information, exclusively for the use of the supervisor in the performance of his or her responsibilities, is not available to be viewed by employees. The information will be maintained in a secure and confidential manner.

4.7 Grievance Procedure

4.7.1 Definition and Purpose: A grievance is a dispute involving the interpretation, application, or alleged violation of a specific express term of these policies. The grievance procedure provides a systematic way in which an employee may obtain consideration of a grievance and ensures that every reasonable effort can be made to resolve problems as soon as possible.

4.7.2 Exclusions: The following are excluded from the definition of a grievance: requests for changes in wages, hours, and working conditions; the content of performance reviews; reclassifications, layoffs, transfers, and denials of reinstatement; the selection and examination process; disciplinary actions or terminations. [Nothing in this grievance procedure is intended to limit, waive, or replace any rights or remedies provided under state or federal law.](#)

4.7.3 Informal Grievance: Within five working days of the occurrence of the act causing the basis for the grievance, an employee will bring his or her grievance to the attention of the immediate supervisor for resolution. Presentation of an informal grievance is a prerequisite for proceeding further in this process.

4.7.4 Formal Grievance: If the employee believes the informal grievance has not been resolved, within 14 calendar days of the meeting he or she may initiate a formal grievance. The formal grievance must be submitted in writing to the General Manager. Failure to file within this time period shall constitute a waiver of the right to proceed. The formal grievance must contain the following information:

- Name and classification of the grievant.
- A clear statement of the nature of the grievance, including the date and location of the occurrence of the action giving rise to the grievance.
- The specific policy alleged to have been violated.
- The date upon which the informal discussion with the supervisor took place.
- The remedy requested.
- The date the formal grievance is being submitted.
- The signature of the grievant.
- The name of a representative if the grievant wishes to have a representative in the formal grievance process.

4.7.5 Response to Formal Grievance: Within three calendar weeks after a formal grievance is filed, the General Manager or his or her designee will investigate the grievance and provide a decision. If longer time is required, the General Manager will so inform the grievant within the

three calendar weeks. At the General Manager's discretion an informal hearing or meeting involving one or both parties to the dispute may be conducted. The decision of the General Manager is binding [for purposes of this grievance procedure](#).

4.7.6 No Amendments: There will be no amendments of a grievance from one step to the next without the approval in writing of both parties.

4.7.7 No Retaliation: Employees will not be penalized or retaliated against in any way for using the grievance procedure or for testifying as a witness in a grievance proceeding.

4.8 Reasonable Accommodation

4.8.1 General: The District is committed to the fair and equal employment of people with disabilities. The District will reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship on the District. ~~In general, it is the responsibility of the person with a disability to notify the District that a reasonable accommodation is needed. An employee or applicant may request reasonable accommodation at any time, and the District may also initiate the interactive process when it becomes aware of a potential need for accommodation.~~ The District will also provide reasonable accommodation to employees who are victims of domestic violence, sexual assault, or stalking to ensure their safety at work ~~as required by law. Reasonable accommodation also includes accommodation for sincerely held religious beliefs, observances, and practices, consistent with applicable law.~~ The District will engage in a timely, good faith, interactive process with qualified employees requesting accommodation in order to determine appropriate and reasonable accommodation if possible.

4.8.2 Process for Requesting Reasonable Accommodation for a Disability

4.8.2.a Employee Request for Accommodation: An employee who believes he or she is a qualified individual with a disability and requires accommodation ~~will~~ [may](#) submit a written request for reasonable accommodation to the District's human resources representative. The request must include the following information:

- Why ~~he or she~~ [the employee](#) believes the protections of this policy apply, including whether it is a protected disability, there is a record of having a protected disability, or he/she is regarded as having a disability;
- Whether the accommodation is needed to perform the essential functions of the job or is needed so the individual can experience the same benefits and privileges as all other similarly situated employees;
- What accommodation is requested, if known; and

~~• The anticipated cost of the accommodation, if known.~~

- The employee should be prepared to provide documentation of the disability [if requested and consistent with applicable law](#).

4.8.2.b Interactive Process: Once the possible need for reasonable accommodation arises, either [by](#) the employee's request or by the District's knowledge of the employee's disability, the General Manager or his/her designee will in a timely manner:

- Review the purpose and essential functions of the employee's job; and
- [Meet with the employee to:](#)
 - [a.](#) ascertain the precise job-related limitations imposed by the disability and how those limitations would be overcome with a reasonable accommodation; and
 - [b.](#) identify the possible reasonable accommodations and assess the effectiveness of each in enabling the employee to perform the essential functions of the job; and
 - [c.](#) understand the preferences of the employee, and the reasons therefore.

Documentation of the disability and medical confirmation of the limitations may be required [before a final decision can be made to the extent provided by law](#).

4.8.2.c Evaluation and Implementation of Accommodation Requests: Unless undue hardship is created for the District, the General Manager or [his/her the General Manager's](#) designee will select and implement the reasonable accommodation most appropriate for the District and in consideration of the employee's preferences and reasons [therefore therefor](#). Undue hardship may include undue cost, unavailable resources, substantial operational disruption, or the need to fundamentally alter the nature of the business [as defined under applicable law](#).

4.8.2.d Implementation and Follow-Up: The employee will be notified in writing of the District's decision, and the duration of the accommodation, if made. If further discussion is desired, the employee may request a follow-up meeting with the General Manager or designee.

4.8.3 Process for Requesting Reasonable Accommodation for the Safety of a Victim of Domestic Violence, Sexual Assault, and/or Stalking

4.8.3.a Interactive Process and Identification of Safety Accommodations: Once the District becomes aware of an employee's status as a victim of domestic violence, sexual assault, or stalking, and the employee requests a reasonable

accommodation to ensure his or her safety at work, the General Manager or his or her designee will

- Meet with the employee to identify the nature of the threat to the employee and explore possible reasonable accommodations that might include, but are not limited to, installing a lock, changing the employee's work telephone and/or ~~work station~~workstation, or modifying the employee's work schedule; and
- Select and implement the reasonable accommodation most appropriate without undue hardship for the District to ensure the safety of the employee at work.

4.8.3.b **Written Notice and Follow-Up:** The employee will be notified in writing of the District's decision, and the duration of the accommodation, if made. If further discussion is desired, the employee may request a follow-up meeting with the General Manager or designee.

4.8.4 **Process for Requesting Reasonable Accommodation in the Hiring Process**

4.8.4.a **Applicant Request for Accommodation:** A job applicant who requires accommodation in order to participate in the hiring process should submit an accommodation request with the employment application- or at any other time during the selection process.

4.8.4.b **Interactive Process with the Applicant:** The District's human resources representative will contact the applicant to discuss the needed accommodation and possible alternatives.

4.8.4.c **Approval and Provision of Accommodation:** If accommodation is reasonable and is approved, the human resources representative will take the necessary steps to see that the accommodation is provided.

4.9 **Employee Development and Training**

4.9.1 **General:** The District supports employee development activities that enhance job-related knowledge, skills, abilities, and professional growth, and that support organizational effectiveness and succession planning. The District's Employee Development Policy (HR-04) is incorporated by reference into this Manual. HR-04 establishes the District's guidelines for employee training, development opportunities, and related administrative procedures. In the

event of a conflict between this Manual and HR-04 on employee development and training matters, HR-04 shall control, subject to applicable law.

4.9.2 Eligible Activities: Employee development activities may include, but are not limited to:

- Job-related training or coursework
- Professional conferences or seminars
- Continuing education required to maintain licenses or certifications
- Professional association memberships
- Leadership or supervisory development programs

4.9.3 Eligibility and Approval: Participation in employee development activities is subject to prior approval and is not an entitlement. Approval authority rests with the General Manager or designee, taking into consideration:

- Relevance to the employee's current position or anticipated career development
- Operational needs of the District
- Availability of funding
- Equitable access among similarly situated employees

4.9.4 Compensation and Work Time: Attendance at approved employee development activities during scheduled work hours will be considered time worked. Attendance outside of scheduled work hours will not be compensable unless required by law.

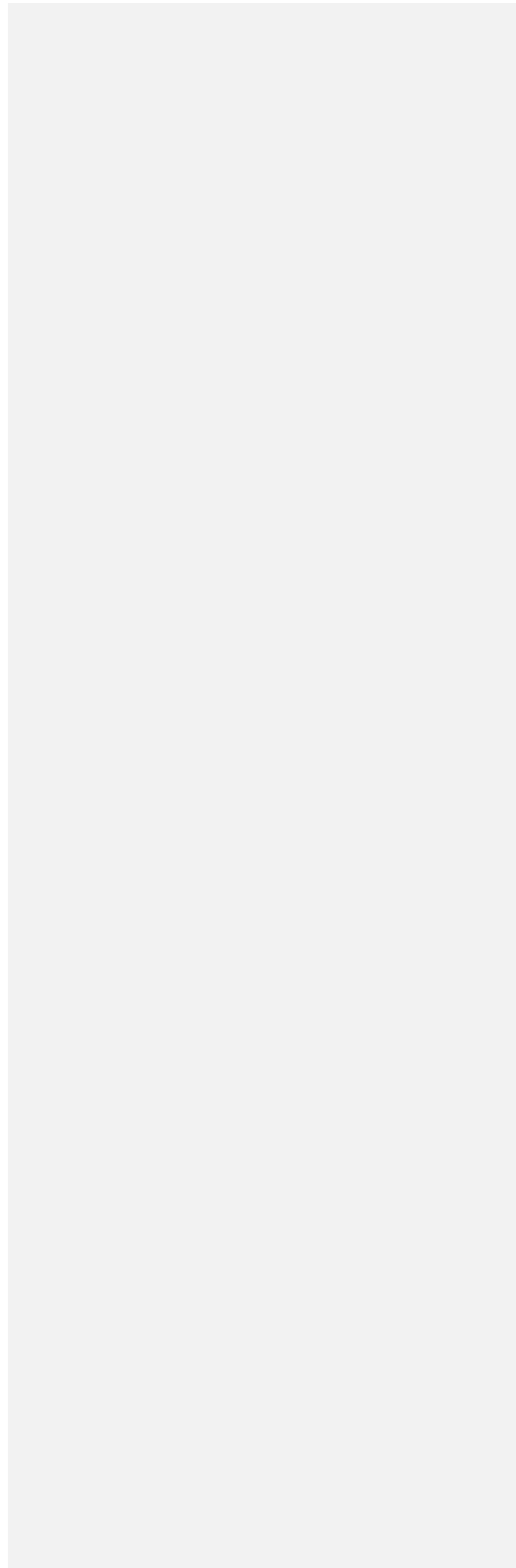
4.9.5 Costs and Reimbursement: The District may pay or reimburse reasonable costs associated with approved employee development activities, including registration fees, materials, and travel expenses, subject to District policy and budgetary limits.

4.9.6 Licenses, Certifications, and Professional Memberships: Where a license or certification is required as a condition of employment, the District may reimburse reasonable renewal costs upon approval. Professional memberships may be approved when they directly support the employee's job duties or professional development.

4.9.7 No Guarantee of Advancement: Participation in employee development activities does not guarantee promotion, reclassification, or salary increase.

4.9.8 Relationship to Performance Planning: Employee development goals may be identified through the performance planning and review process described in Section 4.3.

|



Appendix 1 – HR-02 Revision History and Section Index

Policy: HR-02
Title: Personnel Policies and Procedures
Effective Date: July 1, 2014

Revision History (by adoption date)

Effective Date: July 1, 2014
Revision Date: July 1, 2015 (sec 4.5.10)
Revision Date: November 2, 2020 (sec 4.1.7.b)
Revision Date: February 7, 2022 (sec 3.2.4)
Revision Date: June 6, 2022 (sec 4.5.5 & sec 4.5.12.a)
Revision Date: April 3, 2023 (sec 4.5.4)
Revision Date: September 9, 2024 (sec 2.6.4–2.6.4.c; sec 4.1.7.c; sec 4.2.5.b; sec 4.5.10.c; sec 4.5.10.d)
Revision Date: 02/2026 (secs 1.1; 1.3.2; 1.3.6–1.3.7; 1.3.10; 1.3.14–1.3.21; 1.4; 2.1.1–2.1.6; 2.2.1–2.2.2; 2.2.3.a–2.2.3.c; 2.2.4–2.2.6; 2.2.8; 2.3.1–2.3.3; 2.4.1–2.4.4; 2.5; 2.5.1–2.5.4; 2.6.1–2.6.2; 2.6.4–2.6.8; 3.1; 3.2.1–3.2.4; 3.3.1–3.3.2; 3.4.1–3.4.3; 3.5; 3.5.1–3.5.3; 3.6; 4.1.1; 4.1.2.a; 4.1.2.d–4.1.2.e; 4.1.3.c–4.1.3.d; 4.1.4.a–4.1.4.b; 4.1.4.e; 4.1.5.a–4.1.5.c; 4.1.6; 4.1.7.b–4.1.7.c; 4.1.8; 4.1.8.a–4.1.8.d; 4.1.9; 4.1.9.b–4.1.9.e; 4.1.10; 4.2.1–4.2.5; 4.2.5.a–4.2.5.c; 4.2.6–4.2.7; 4.2.7.a–4.2.7.f; 4.2.8; 4.3.3–4.3.8; 4.4.1–4.4.7; 4.5.1; 4.5.1.a–4.5.1.c; 4.5.2; 4.5.4–4.5.6; 4.5.6.a–4.5.6.c; 4.5.7–4.5.8; 4.5.8.a–4.5.8.d; 4.5.9; 4.5.9.b–4.5.9.e; 4.5.10; 4.5.10.a–4.5.10.e; 4.5.10.g–4.5.10.h; 4.5.12.b; 4.5.15; 4.5.15.a–4.5.15.b; 4.5.15.b.1–4.5.15.b.2; 4.5.15.c–4.5.15.g; 4.5.16; 4.6.1; 4.6.4; 4.7.2; 4.7.5; 4.8.1; 4.8.2.a–4.8.2.d; 4.8.3.a–4.8.3.b; 4.8.4.a–4.8.4.c; 4.9; 4.9.1–4.9.8)

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Supervisor District 5

Maika Llorens Gulati

Alternate
City of San Rafael

May 4, 2026

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

Subject: Resolutions Updating Plan Trustee for Marin County Transit District 401(a) and 457(b) Governmental Retirement Plans

Dear Board Members:

Recommendation

Pass and Adopt: Resolution #2026-03 to Amend the Marin County Transit District Governmental 401(a) Plan and Resolution #2026-04 to Amend the Marin County Transit District Governmental 457(b) Plan.

Summary

This item requests Board approval of two resolutions amending the respective governmental retirement plans; 401(a) and 457(b), to update trustee designations. Under the existing plan documents, the General Manager and Director of Finance serve as trustees. Following the appointment of a new General Manager and with the Director of Finance position currently vacant, the proposed amendments confirm the new General Manager as trustee to ensure uninterrupted plan governance and oversight. This is an interim action; a subsequent amendment will be brought to your Board to add the Director of Finance as trustee once that position is filled.

Fiscal/Staffing Impact

None.

Respectfully Submitted,

Holly Lundgren
Director of Administrative Services



Attachment A: Resolution #2026-03 to Amend MCTD Governmental 401(a) Plan

Attachment B: Resolution #2026-04 to Amend MCTD Governmental 457(b) Plan

**ACTION BY THE BOARD OF DIRECTORS
AMENDMENT OF QUALIFIED RETIREMENT PLAN**

The undersigned, on behalf of the Board of Directors, hereby certifies that at a meeting of the Board of Directors of Marin County Transit District (“Employer”), the following resolutions were approved:

WHEREAS, the Employer has maintained the Marin County Transit District Governmental 401(a) Plan (“Plan”) since 10-16-2013 for the benefit of eligible employees; and

WHEREAS, the Employer has decided to amend the Plan to change the Plan’s trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors has hereby approved the proposed amendment(s) to the Marin County Transit District Governmental 401(a) Plan and authorizes the Employer to adopt the amendment, to be effective on 4-1-2026;

RESOLVED FURTHER that the undersigned members of the Board of Directors authorize the execution of the Plan amendment and authorize the performance of any other actions necessary to implement the adoption of the Plan amendment. The members of the Board of Directors may designate any members of the Board of Directors (or other authorized person) to execute the Plan amendment and perform the necessary actions to adopt the amendment. The Employer will maintain a copy of the amendment to the Plan, as approved by the members of the Board of Directors, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan;

RESOLVED FURTHER that the Board of Directors does hereby authorize, approve, and ratify any action taken prior hereto by an employee of the Employer to adopting the restated Plan on behalf of the Employer; and

RESOLVED FURTHER, if the Plan amendment modified the provisions of the Summary Plan Description, Plan participants will receive a Summary of Material Modifications summarizing the changes under the Plan amendment.

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors, and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

IN WITNESS WHEREOF, I have executed my name below as an Authorized Representative of the Employer.

Authorized Representative

Date

**ACTION BY THE GOVERNING BOARD
AMENDMENT OF GOVERNMENTAL 457(b) RETIREMENT PLAN**

The undersigned, on behalf of the Governing Board of Marin County Transit District (“Employer”), hereby certifies that at a meeting of the Governing Board, the following resolutions were approved:

WHEREAS, the Employer has maintained the Marin County Transit District Deferred Compensation Plan for Public Employees 457 Governmental Plan and Trust (“Plan”) since 7-5-2013 for the benefit of eligible employees; and

WHEREAS, the Employer has decided to amend the Plan to change the Plan’s trustees.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board has hereby approved the proposed amendment(s) to the Plan and authorizes the Employer to adopt the amendment, to be effective on 4-1-2026;

RESOLVED FURTHER, that the undersigned members of the Governing Board authorize the execution of the Plan amendment and authorize the performance of any other actions necessary to implement the Plan amendment. The members of the Governing Board may designate any member(s) of the Governing Board (or other authorized person) to execute the Plan amendment and perform the necessary actions to adopt the amendment. The Employer will maintain a copy of the amendment to the Plan, as approved by the members of the Governing Board, in its files;

RESOLVED FURTHER that the Employer will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan. The Employer may designate any other person or persons to perform the actions necessary to administer the Plan;

RESOLVED FURTHER that the Board of Directors does hereby authorize, approve, and ratify any action taken prior hereto by an employee of the Employer to adopting the restated Plan on behalf of the Employer; and

RESOLVED FURTHER, that Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the restated Plan.

The undersigned hereby certifies that he/she is an Authorized Representative of the Employer and that the foregoing is a true record of a resolution duly adopted at a meeting of the Governing Board, and that said meeting was held in accordance with state law and the Bylaws of the above-named Employer.

IN WITNESS WHEREOF, I have executed my name below as an Authorized Representative.

Authorized Representative

Date



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Board of Directors

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Supervisor District 1

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Supervisor District 3

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Director
Supervisor District 4

Eric Lucan

Director
Supervisor District 5

Maika Llorens Gulati

Alternate
City of San Rafael

May 4, 2026

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

Subject: Marin County Transit District Draft Operating and Capital Budget for FY 2026/27

Dear Board Members:

Recommendation

Review draft FY 2026/27 budget and provide comments.

Summary

Marin Transit's draft budget for July 1, 2026 to June 30, 2027 reflects the priorities and financial projections in the District's Short Range Transit Planning efforts. The District's Board adopted the most recent full SRTP on February 3, 2020 and a "mini" SRTP update on December 5, 2022. Your Board held a workshop last fall to provide guidance and input on the District's next full SRTP which is scheduled for release in the summer of 2026. This update will include inputs from this budget, an updated 10-year financial projection, and options for how the District plans to balance the 10-year financial plan.

The FY 2026/27 expenditure budget for operations and capital projects is \$66.6 million (Table 1). The District is at a financial inflection point, as it begins to utilize reserves to sustain operations and fund capital projects in FY 2026/27. Rising purchased transportation and fuel costs coupled with declining state and local revenues require using reserves (\$575,282 in operating reserves and \$2.1 million in capital reserves) to cover expenditures in the FY 2026/27 budget. This budget allows for a fully funded Emergency Reserve of two months of operating expenses, a Contingency Reserve of three and a half months of operating expenses, and a Capital Reserve of \$24.3 million.



Table 1: Budget Summary

	FY2024/25 Actual	FY2025/26 Revised Budget	FY 2025/26 Estimated Actual	FY 2026/27 Budget
Revenue				
Operations	45,791,476	51,046,004	50,326,882	49,004,774
Capital	23,159,421	12,167,839	11,498,240	14,903,036
Total Revenue	\$68,950,897	\$63,213,843	\$61,825,122	\$63,907,810
Expenditures				
Operations	42,930,277	46,629,697	44,920,160	49,580,056
Capital	23,070,119	12,163,612	11,498,241	17,049,090
Total Expenditures	\$66,000,396	\$58,793,309	\$56,418,401	\$66,629,146
Net Change in Fund Balance	\$2,950,501	\$4,420,534	\$5,406,721	-\$2,721,336
Expenditure of Operations Reserve				\$575,282
Expenditure of Capital Reserve				\$2,146,054
Emergency Reserve ¹	7,548,352	7,771,616	7,771,616	8,263,343
Contingency Reserve ²	15,096,704	15,543,232	15,543,232	14,476,224
Capital Reserve	21,743,946	25,494,688	26,480,875	24,334,821
Fund Balance (total reserve)	\$44,389,002	\$48,809,536	\$49,795,723	\$47,074,387

1. Emergency reserve is calculated as two months of operating expenses. In FY 2026/27, this is fully funded.
2. Contingency Reserve is calculated as two to four months of operating expenses. In FY 2026/27, this is funded to 3.5 months.

The District is still experiencing revenue fluctuations in major revenue sources, and the budget includes significantly less expenditure of carryforward revenue from Measure AA and state sources compared to the prior year budget. The prior years saw carryforward reserve accumulation stemming from temporary pandemic-related federal funding and conservative expenditure projections, both of which have now concluded.

The budget maintains existing fixed route services with some adjustments to demand response and paratransit service levels to match projected demand. Marin Transit’s capital expenditure budget is \$17 million to fund transit vehicle replacements, bus stop improvements, and facility improvement projects. Recently, facility projects are a growing share of the Capital Budget as the District has invested in securing agency-owned facilities required for electrification and future sustainability of operations. Marin Transit’s largest capital project to date is a major fixed route facility project at 1075 Francisco Blvd. E in San Rafael with a targeted construction completion by July 2030. The 3010/3020 Kerner vehicle parking lot, which includes electric vehicle charging and solar power generation, is currently under construction and expected to close out in early FY 2026/27. The District will also begin the design phase of four projects: (1) the fixed-route operations and maintenance facility project at 1075 E. Francisco, (2/3) the facility renovation of 600 Rush Landing and 3000 Kerner, and (4) the parking lot rehabilitation at 600 Rush Landing. Lastly, our staff is initiating the planning phase of future bus stop improvement work.



The budget includes increasing staff salary bands by CPI, in accordance with District's adopted employment framework. The budget includes an increase of 0.5 full-time staff equivalents to support the transition away from a shared Director of Finance and Capital Programs to a Director of Finance and a part-time Director of Special Projects.

The attached budget document provides additional information and trends for the operations budget for each of the programs: Administration, Local Service, Yellow Bus Service, Rural Service, and Marin Access. Budget control occurs at the program level.

Fiscal/Staffing Impact

None associated with this report. Staff will present a final budget for your Board's consideration at the June 1, 2026 meeting.

Respectfully Submitted,

A handwritten signature in black ink that reads "Grisel Martinez".

Grisel Martinez Brennan
Interim Director of Finance

Attachment A: Marin County Transit District Draft Operating and Capital Budget for FY 2026/27

Attachment B: FY 2026/27 Budget PowerPoint Presentation



MARIN TRANSIT BUDGET FY 2026/27

draft

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Marin Transit Budget Overview

The Marin County Transit District (Marin Transit) provides local transit service within Marin County. Marin Transit provides 3.4 million unlinked passenger trips per year and provides over 210,000 revenue hours of service with a fleet of 113 buses. The FY 2026/27 expenditure budget for operations and capital projects is \$66.6 million (Table 1).

Table 1: Budget Summary

	FY2024/25 Actual	FY2025/26 Revised Budget	FY 2025/26 Estimated Actual	FY 2026/27 Budget
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Fund Balance (total reserve)	\$44,389,002	\$48,809,536	\$49,795,723	\$47,074,387

The District is at a financial inflection point, as it begins to utilize reserves to sustain operations and fund capital projects in FY 2026/27. Rising purchased transportation and fuel costs coupled with declining state and local revenues and the depletion of most carryforward funding, require using reserves of \$575,282 to cover operating expenditures in the FY 2026/27 budget. This budget allows for a fully funded Emergency Reserve of two months of operating expenses, a Contingency Reserve of three and a half months of operating expenses, and a Capital Reserve of \$24.3 million, which includes the planned expenditure of \$2.1 million for facility projects from the Capital Reserve.

The District continues to face volatility in major revenue sources. Consequently, this budget includes expenditure of \$3.8 million in Measure AA and State carryforward funds, using the majority of carryforward and only leaving carryforward in the School and Special Needs sub-categories. The FY 2025/26 budget used more carryforward funds than this FY 2026/27 budget (17% for FY 2025/26 vs 8% for FY 2026/27; these funds were accumulated due to under-projections of state and local funds and the availability of one-time federal relief funding, both of which have concluded).

The budget maintains existing fixed-route services, including the recent MASCOTS service changes for local fixed route service implemented in Spring 2026. Marin Transit delivers services through contract operators, including; Golden Gate Bridge, Highway & Transportation District (GGBHTD), Marin Airporter, Bauer’s Intelligent Transportation, and Transdev.

Marin Transit's capital expenditure budget is \$17 million and used to fund transit vehicle replacements, bus stop improvements, and facility improvement projects. Marin Transit is actively working on infrastructure projects to improve existing, and develop new operations and maintenance facilities and charging infrastructure. This includes the 3010/3020 Kerner vehicle parking lot, where electric vehicle charging and solar power generation are currently being added and construction and expected to close out in early FY 2026/27. The District will also begin the design phase of four additional projects: (1) the fixed-route operations and maintenance facility project at 1075 E. Francisco, (2/3) the facility renovation of 600 Rush Landing and 3000 Kerner, and (4) the parking lot rehabilitation at 600 Rush Landing. Lastly, our staff is initiating the planning phase of future bus stop improvement work.

Marin Transit’s Short Range Transit Plan (SRTP) is the primary service and financial planning document for the District and includes ten years of financial projections for operations and capital programs. The FY 2026/27 Budget is developed from SRTP service and financial projections. The District’s Board adopted the most recent full SRTP on February 3, 2020 and a “mini” SRTP update on December 5, 2022. Staff plan to release an updated draft SRTP in the Summer of 2026. In preparation for this, staff held an SRTP Board workshop on November 3, 2025 to discuss financial projections and options for how the District plans to balance the 10-year financial plan.

Budget Process and Timeline

The budget process began in late February with a review of District- and program-level goals and objectives with finance, operations, and planning staff. Staff then held internal meetings focused on each program area. The Director of Finance compiled all the program data and developed a draft budget for presentation to the Board of Directors’ May meeting. If needed, staff will make changes to the draft budget based on public comments and Board input, and the Board will consider adoption of the final budget at their June meeting.

The following is the timeline for fiscal year July 1, 2026 to June 30, 2027 (FY 2026/27) budget development:

- February 10, 2026 – Budget kick-off meeting
- February-March 2026 – Program level budget meetings
- May 4, 2026 – Draft budget presented to Board of Directors
- June 1, 2026 – Adoption of Final budget

Relevant Financial Policies

This section details financial policies relevant to the District’s annual budget and budget process. The Board has adopted these policies as the FN-01 policy document.

Basis of Accounting

Marin Transit’s resources are allocated and accounted for in the financial statements as an enterprise fund. Enterprise funds are accounted for on a flow of economic resources measurement focus. Marin Transit also

uses the accrual basis of accounting, recording revenues when earned, and recording expenses at the time the liability is incurred. Grant revenue is recognized when program expenditures are incurred in accordance with program guidelines. As a proprietary fund, the audited financial statements further distinguish operating revenues and expenses from non-operating revenues and expenses. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations.

When both restricted and unrestricted revenues are available for use, it is Marin Transit's policy to use restricted revenues first then unrestricted revenues as they are needed.

Annual Budget Adoption

The Marin Transit Board of Directors adopts an annual budget for Marin Transit's fiscal year starting July 1 and ending June 30. Under the direction of the Director of Finance, staff develops a balanced budget for the Board of Directors that provides sufficient and sustainable funding for local transit service needs using the following guidelines:

- Maintain adopted reserve level.
- Preserve a balance of revenues and expenditures over a ten-year horizon.
- Provide for Short Range Transit Plan (S RTP)-adopted service levels.
- Allow for innovative growth.

The Board adopts the annual budget for the coming fiscal year no later than the June Board of Directors meeting.

Budget Amendment

Budget control occurs at the program level. Program budgets are: Administration, Local, Yellow Bus, Rural, Marin Access, and Capital. Deviations from budgeted line-item amounts are acceptable if the total expenses at the Program Budget level area do not exceed the budget authority.

Mid-year budget transfers between program budgets require General Manager approval and must be made such that total budget expenditures are not exceeded.

If overall expenditures are anticipated to exceed the approved annual budget authority, Board of Directors' approval is required prior to incurring the expense. Requests for budget amendments must include adequate supporting documentation and identification of available revenue to support the expenditure. If circumstances require immediate action, the General Manager may act in place of the Board of Directors and must present the expenditure to the Board of Directors at the next possible opportunity.

All budget amendments are reported to the Board quarterly, as part of the quarterly financial reports.

Reserve Policy

Marin Transit maintains an unrestricted reserve consisting primarily of property tax revenues. The District is dependent on many diverse funding sources for the operation of its services that are subject to state and federal funding availability and administrative processes. The reserve balance is essential to mitigate current and future risk of revenue shortfalls and unanticipated expenditures. The following reserve balance policy provides parameters on desired levels and uses of unrestricted reserve funds. The reserve balance levels are defined to minimize disruptions to the District's services due to fluctuations in funding or

expenditures and in accordance with the Government Finance Officers Association (GFOA) recommendations.

The District shall strive to maintain a reserve balance equivalent to a minimum of two months and up to a maximum of six months' operating expenses based on the adopted budget.

Emergency Reserve: Any reserve balance equal to but not exceeding two months' operating expenditures is defined as the emergency reserve. The emergency reserve will be available for use during prolonged revenue shortages to sustain District operations until service reductions, program cuts, or fare increases are made to reestablish a balanced budget and restore the emergency reserve.

Contingency Reserve: Any reserve balance greater than two months of operating expenditures, but less than four months of operating expenditures, is defined as the contingency reserve. The contingency reserve is available to maintain current service levels during short-term periods of declining revenue or slower than anticipated revenue growth.

Capital Reserve: When the emergency reserve is fully funded and the contingency reserve is funded with the equivalent of at least two months of operations funds, the District may fund a capital reserve through the budgeting process. The capital reserve is available to provide resources for high priority capital projects or grant matching funds. The reserve is designed to reduce the District's future needs for borrowing or bonding for large capital projects. With Board approval, capital reserve funds can be transferred to the contingency reserve or the emergency reserve if these funds fall below the target levels.

If, for a prolonged period, the total reserve balance held in emergency and contingency reserves exceeds six months of operating expenditures, Marin Transit will consider options such as, but not limited to, expanding transit service or decreasing fares in an effort to provide the optimal level of transit service and benefits to Marin County.

Indirect Costs

To provide for the reasonable and consistent allocation or distribution of costs to its various grants and funding programs, Marin Transit develops an Indirect Cost Rate Proposal (ICRP) annually. The ICRP is designed in accordance with Federal Title 2 CFR 200 and is approved by the Federal Transit Administration (FTA).

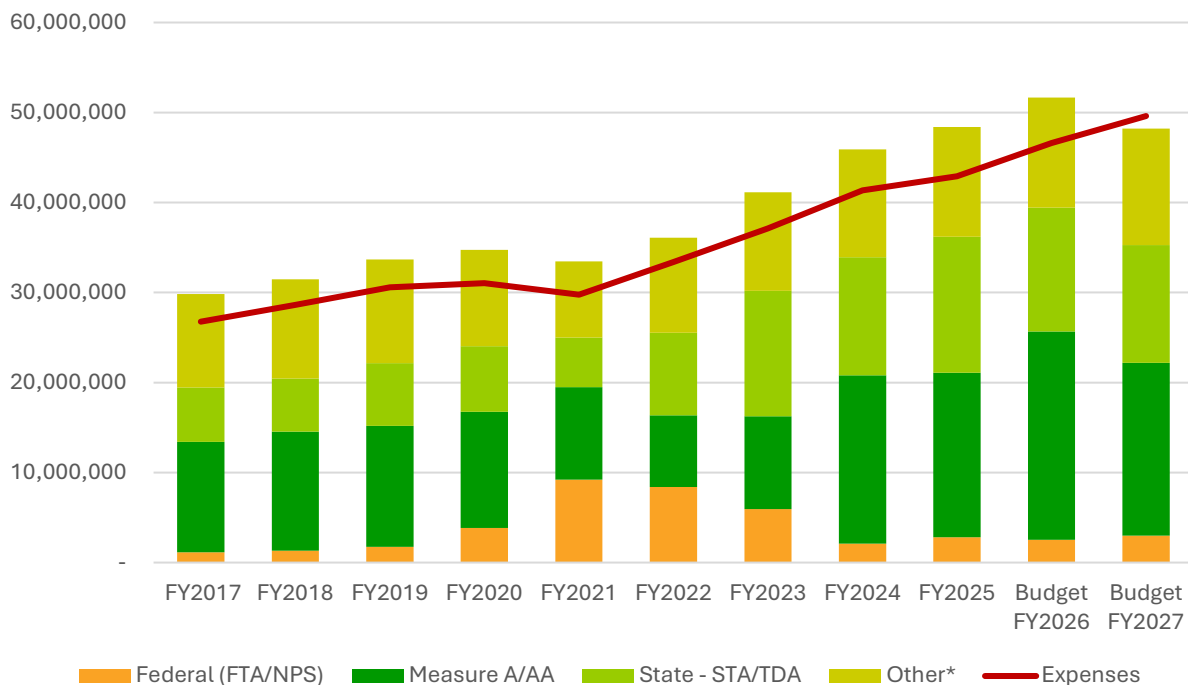
District Fund Balance

Marin Transit's fund balance represents the total unrestricted net position made up of local property tax funding. Each year, the fund balance increases or decreases by the net difference between total revenue and total expenses for the year. Marin Transit's Board-adopted policy designates an Emergency Reserve equivalent to two months of operating expenses and a Contingency Reserve equivalent to an additional two to four months of operating expenses. Marin Transit staff and Board Members review 10-year projections of revenues and expenses in the SRTP to ensure long-term financial stability while maximizing mobility for local transit riders.

Marin Transit is at an inflection point, where reserve funds are needed to cover \$575,282 in operating expenses and \$2.1 million in capital expenses in FY 2026/27. While the budget maintains a fully funded Emergency Reserve, the Contingency Reserve decreases from four months of operating expenses in the FY 2025/26 budget to 3.5 months of operating expenses in the FY 2026/27 budget.

FY 2025/26 estimated actuals reflect revenues exceeding expenditures, resulting in an approximate \$5.4 million increase to the fund balance from property tax revenues. This increase is attributed to Measure AA and State Transit Assistance (STA) funds from that were not needed in prior years being available as “carryforward” to use for expenses in FY 2025/26 allowing Property Tax dollars to be unspent. Carryforward funding comprised 17% (\$9.5 million) of operating resources in FY 2025/26, but only 8% (\$3.8 million) in FY 2026/27. The only unspent, remaining carryforward funding is in Measure AA School and Special Needs programs (see more explanation below under Measure A/AA). Absent the use of carryforward funds, annual operating expenditures have exceeded revenues since FY 2025/26, and this trend continues into FY 2026/27 (Figure 1). Note that carryforward is embedded within the STA and Measure A/AA bars in Figure 1.

Figure 1: District Revenue Funding Sources by Fiscal Year



Although Measure AA sales tax revenues are projected to grow by 1.5% in FY 2026/27, they do not keep pace with cost increases. This trend is projected to continue in future years. At current expenditure levels, the District will exhaust all reserves within the 10-year SRTP horizon without structural changes such as service reductions, revenue increases, or expense reductions. The District has reviewed this outlook with the Board as part of the development of the update to the SRTP and staff continues to update projections, evaluate sustainable service levels, and realign revenues and expenses to ensure reserves are not fully expended. The SRTP 10-year forecast, including necessary projected service cuts and fare adjustments, will be presented to your Board in the coming months after this budget’s adoption.

Local Sales Tax –Measure A and Measure AA

On November 6, 2018, Marin County voters passed Measure AA which renewed the county’s ½-cent transportation sales tax and adopted a new expenditure plan. The renewal measure (Measure AA) is a 30-year extension effective April 2019. The first ½-cent sales transportation sales tax (Measure A) was a 20-year measure passed in 2004 and established a vital source for local transit funding in Marin County. Local sales

tax funding provides approximately 39% of Marin Transit’s operating revenues. The sales tax also provides a share of capital funds needed to match federal and state grants for vehicles.

The Measure AA expenditure plan prioritizes transit service with 55% of the allocated sales tax revenues going to local transit. The Measure AA expenditure plan changed the sub-strategies and their allocations within the overall transit strategy compared to Measure A, including committing funding to school transportation and ferry access and reducing funding for Bus Transit Facilities. TAM allocates funds to Marin Transit by five sub-strategies specified in the overall transit strategy in the expenditure plan; Capital Investment, Special Needs, Rural Transit, School Transportation, and Local Transit.

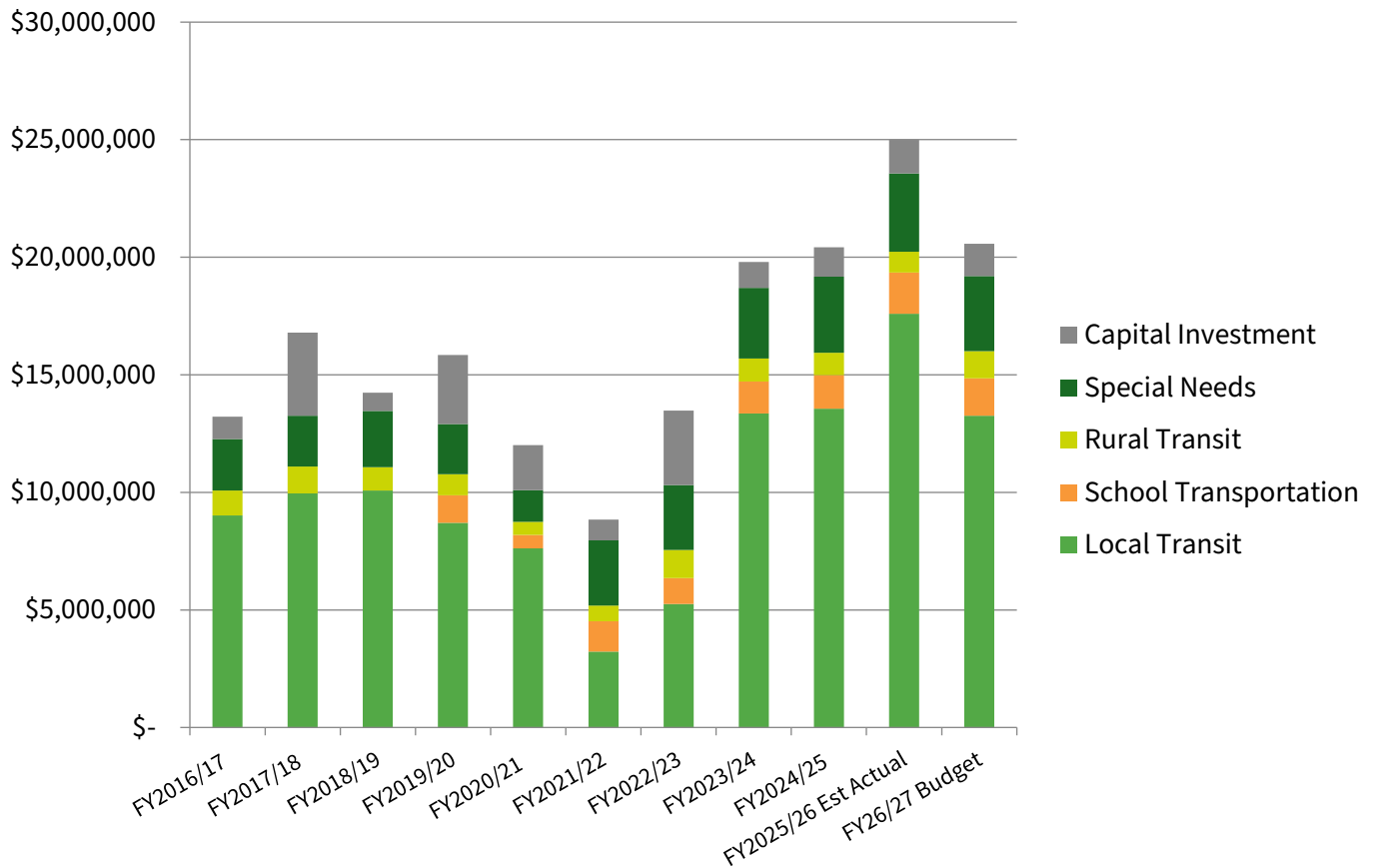
The Transportation Authority of Marin (TAM) programs Measure A/AA funding to the District based on sales tax projections and adjusts future year projections to account for actual sales tax receipts. Each year TAM programs a specific amount based on projections and based on this programmed amount, Marin Transit requests annual allocations of funds from TAM.

Marin County saw strong sales tax returns during the pandemic due to the combination of strong sales and the Wayfair decision¹ that increased the local collection of sales tax for purchases made online. Following the pandemic, economic growth in Marin slowed for a short period, but is now starting to increase. TAM estimated a 2% growth in sales tax for the current year (FY 2025/26) and an increase of 1.5% for FY 2026/27.

The District’s actual expenditure of Measure A/AA revenue varies due to capital replacement cycles and the availability of other grant funds in a particular year (Figure 2). During the pandemic, Marin Transit needed less local sales tax funding for operations due to the availability of federal relief funds. Starting in FY 2023/24, federal relief funds were fully expended and the expenditure of Measure AA funds increased to a level consistent with the historic trend line (Figure 2).

¹ California Assembly Bill No. (AB) 147 (April 25, 2019) required retailers located outside of California to register with the California Department of Tax and Fee Administration (CDTFA) and collect California use tax. Source: <https://www.cdtfa.ca.gov/industry/wayfair.htm>

Figure 2: Local Sales Tax Expenditures by Fiscal Year (Measure A/AA)



If the District does not fully claim or expend all available Measure AA funds in a given year, they are held by TAM and are available for Marin Transit to claim and expend in future years, this is called carryforward. Based on TAM’s revenue estimates and Marin Transit’s planned expenditures in this budget, the District will fully expend remaining carryforward of \$3 million for the Local, Rural, and Capital sub-strategies in FY 2026/27. The District’s remaining Measure AA carryforward for future years will be \$1.7 million in the Schools sub-strategy and \$1.5 million in Special Needs (Marin Access); these needs are fully funded with projected revenues for the coming fiscal year and thus these carryforward funds are not needed. TAM holds these unallocated carryover funds, and they are not included in Marin Transit’s Emergency or Contingency Reserve funds. These funds are programed for expenditure in Marin Transit’s ten-year operation and capital financial forecasts in the S RTP.

Operations Budget

Marin Transit's FY 2026/27 operations budget provides for operation of the services shown in Table 2. The operating expense budget of \$49.6 million is a six percent increase over the FY 2025/26 budget. This budget provides for a similar level of fixed route service as the current fiscal year (Figure 3). Fixed route passengers by fiscal year are shown in Figure 4, and each fixed route category is further explained in its relevant section.

For Marin Access, this budget provides for a 6% decrease in the budgeted level of Paratransit. Demand response service levels have been adjusted based on projected demand and are further explained in the Marin Access section (Figure 11).

Table 2: Operations Budget

Service	Service Level
Local Service	142,000 revenue hours
Community	24,000 revenue hours
Supplemental School and Partnership	1,500 revenue hours
Muir Woods Shuttle	4,200 revenue hours
Yellow School Bus Service	4 buses
West Marin Stagecoach Service	16,500 revenue hours
Marin Access Shuttle	990 revenue hours
Local Paratransit Service	28,000 revenue hours
Regional Paratransit Service	6,000 revenue hours
Mobility Wallet	27,300 trips
Volunteer Driver	10,000 trips

Figure 3: Fixed Route Service Hours by Fiscal Year

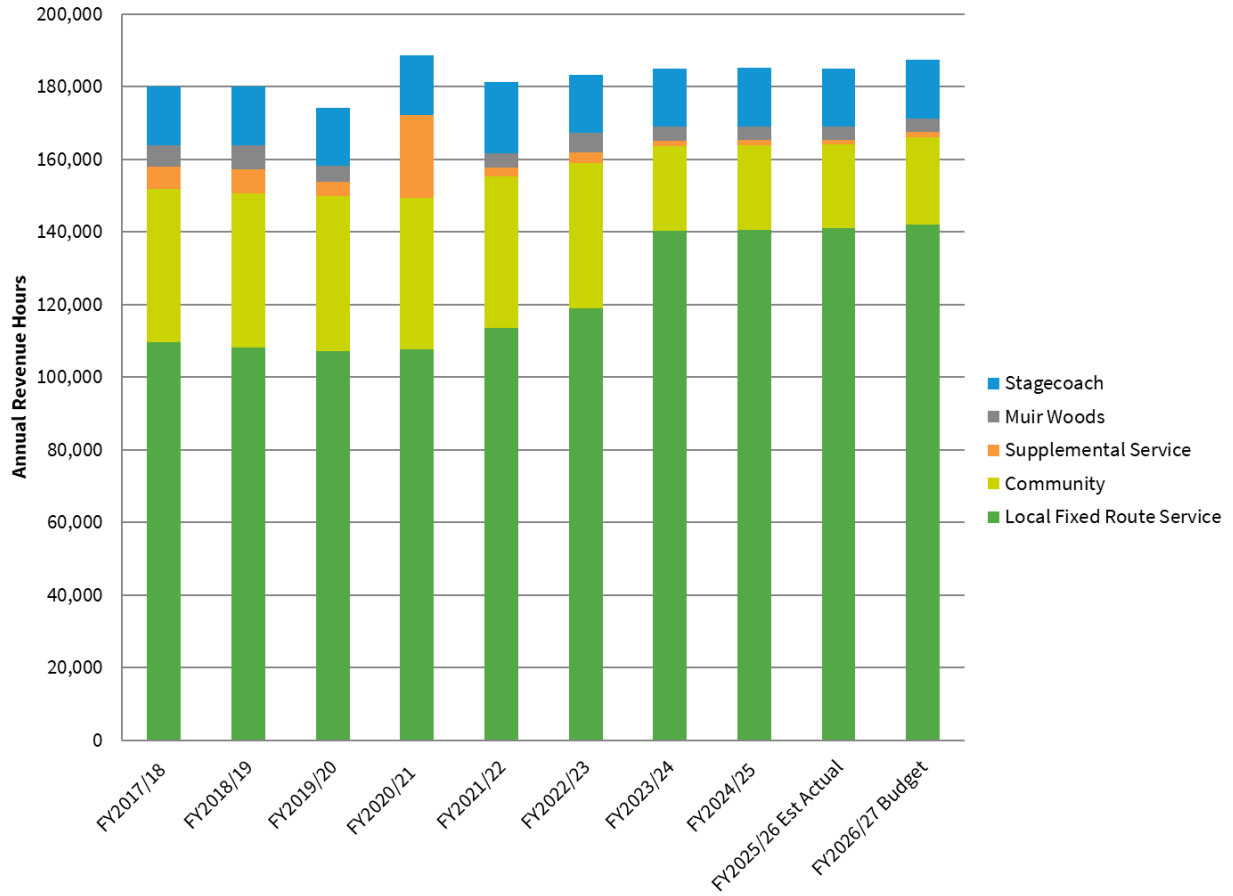


Figure 4: Fixed Route Passengers by Fiscal Year

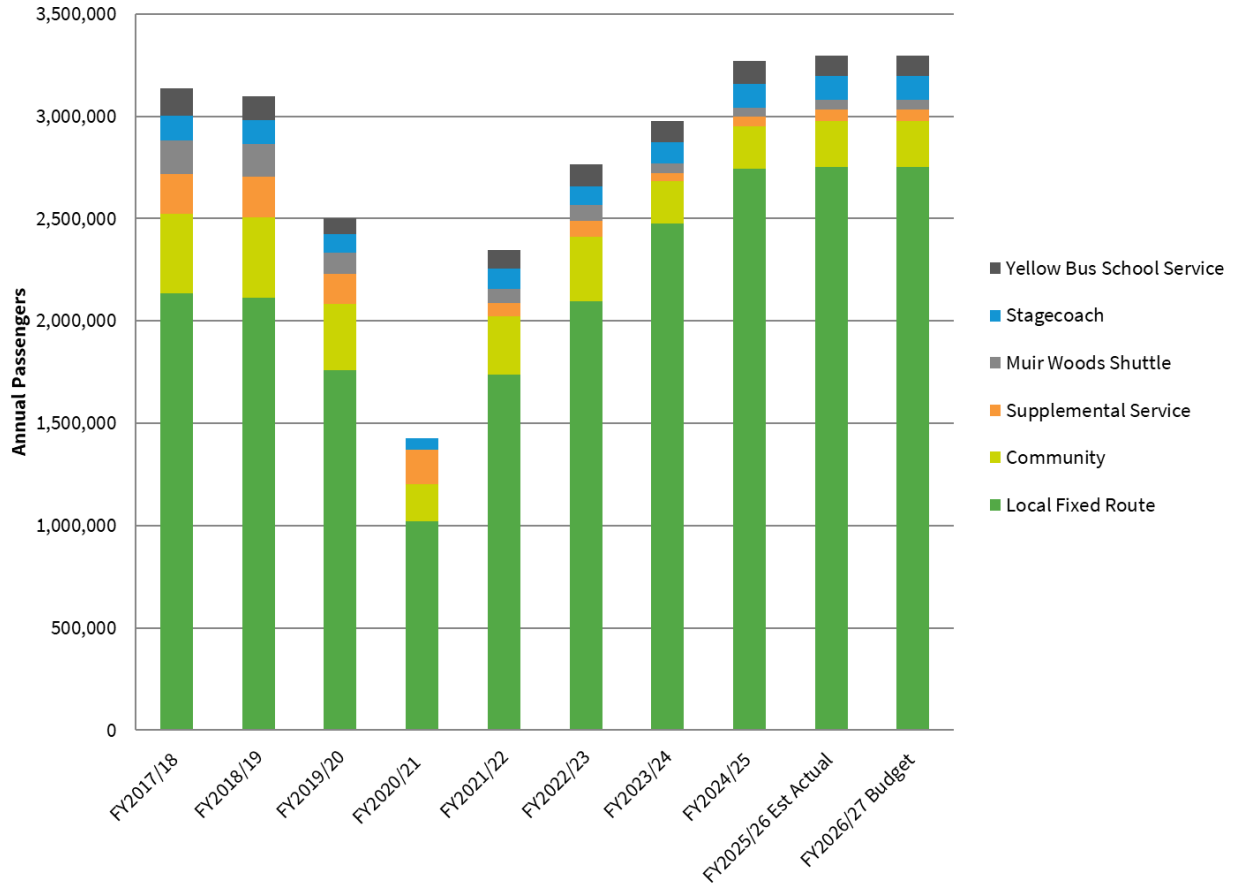


Table 3: Operations Budget (Admin, Local, Yellow Bus, Rural, & Marin Access)

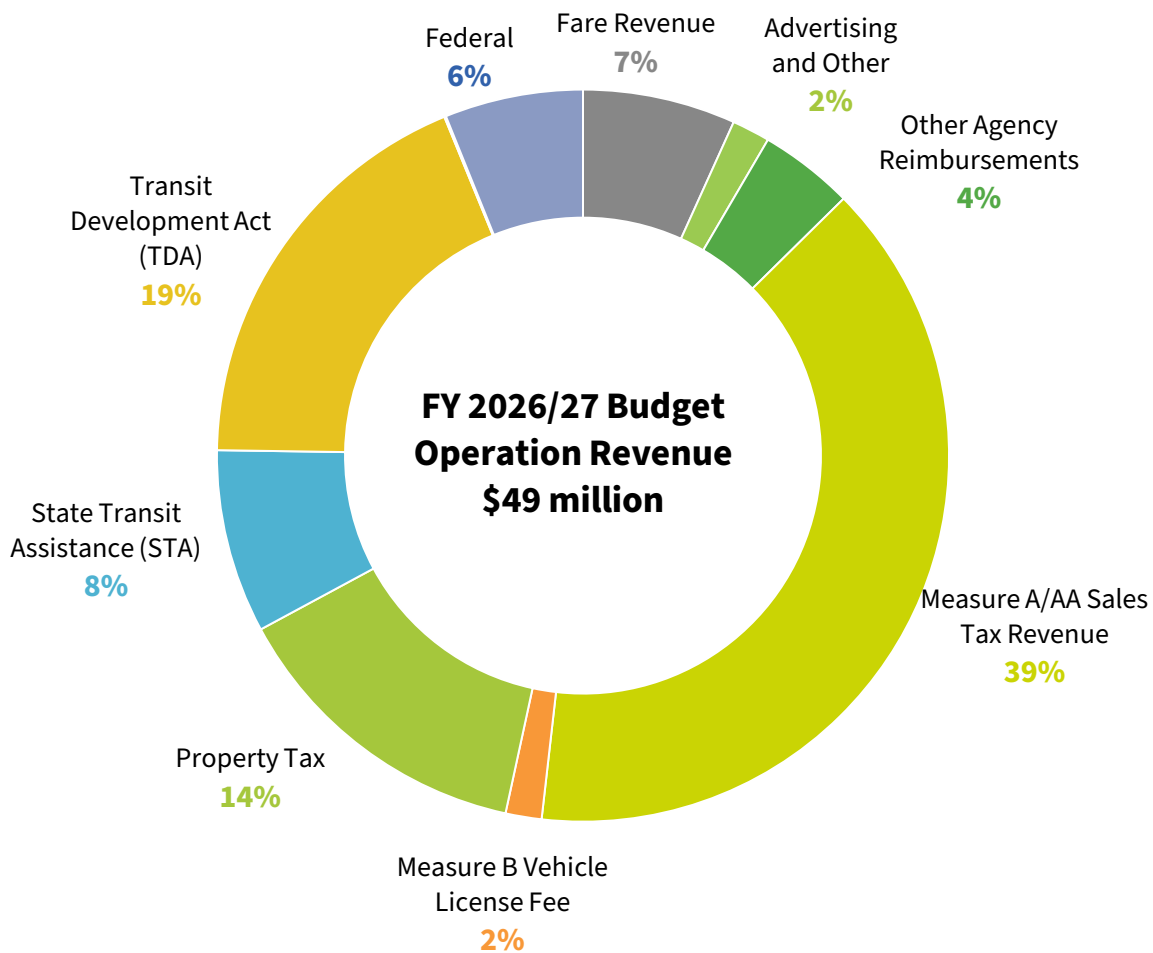
	FY2024/25 Actual	FY2025/26 Revised Budget	FY 2025/26 Estimated Actual	FY 2026/27 Budget	% Δ From FY2026 Budget
Revenue					
Fare Revenue	3,241,874	3,229,767	3,144,696	3,310,171	2%
Advertising & Other Revenue	48,324	51,500	187,627	98,248	91%
Reimbursements (GGBHTD)	1,641,092	1,888,626	1,884,092	2,050,063	9%
Interest	976,962	580,700	979,954	723,000	25%
Measure A/AA	18,247,522	23,140,921	22,962,930	19,205,976	-17%
Measure B	882,180	800,000	520,405	780,000	-3%
Property Taxes	6,159,394	6,356,290	6,404,560	6,647,717	5%
Development Fees	74,573	81,300	80,321	81,300	0%
State Transit Assistance (STA)	4,583,504	4,341,027	3,687,421	3,973,192	-8%
Transportation Development Act (TDA)	10,548,070	9,427,686	8,805,857	9,105,048	-3%
Other State	40,893	31,150	25,215	36,200	16%
FTA Funds	2,209,993	1,946,286	1,952,717	2,173,623	12%
National Park Service	619,854	585,299	662,188	820,237	40%
Transfers to Capital Budget	(3,482,759)	(1,414,548)	(971,103)	0	-100%
Total Revenue	45,791,476	51,046,004	50,326,880	49,004,775	-4%
Expenses					
Salaries and Benefits	3,800,227	4,309,739	4,149,702	4,654,360	8%
Professional Service	313,857	723,291	503,761	708,062	-2%
Professional Service- Legal	35,347	159,135	41,663	163,909	3%
Security and Maintenance	190,723	160,725	169,007	171,826	7%
Mobility Management Programs	6,269	543,500	392,035	539,205	-1%
Grants to Other Agencies	779,367	715,915	715,915	739,007	3%
Materials and Supplies	378,951	488,669	428,310	510,513	4%
General Insurance	143,028	195,500	158,580	172,000	-12%
Purchased Transportation	34,295,488	36,000,127	35,486,502	38,236,306	6%
Membership & Prof Development	78,928	90,000	70,377	92,700	3%
Mileage and Travel	15,749	26,000	27,372	26,780	3%
Marketing	163,006	175,781	124,601	179,592	2%
Communication	249,985	336,295	247,484	338,894	1%
Fuel	2,550,108	3,324,895	2,760,122	3,664,781	10%
Utilities (Facility)	71,758	77,416	61,550	79,738	3%
Vehicle and Vehicle Parking Leases	24,362	27,288	23,204	28,674	5%
Office - Rental and Overhead	189,916	194,596	187,024	200,434	3%
Transfers to Capital Budget	(356,791)	(919,176)	(627,048)	(926,727)	1%
Total Expenses	42,930,278	46,629,696	44,920,161	49,580,054	6%
Net Revenue Over Expenditures	<u>2,861,198</u>	<u>4,416,308</u>	<u>5,406,719</u>	<u>(575,279)</u>	-113%

District Operations Revenue

As shown in Figure 5, Marin Transit derives its revenues from multiple sources, with no single revenue source providing the majority of the District’s operating funds. The primary revenue sources for Marin Transit operations are:

- Measure AA sales tax operating funds;
- Transportation Development Act (TDA) funds;
- State Transit Assistance (STA) funds;
- Passenger fares; and
- Property taxes.

Figure 5: Revenue Sources for FY 2026/27 Budget



To develop revenue projections for the FY 2026/27 budget, staff referred to Metropolitan Transportation Commission (MTC) revenue projections for STA and TDA, TAM’s programmed amounts for Measure AA, and

a review of recent economic indicators, such as fuel costs. Both Measure AA and TDA funds are generated from Marin County sales tax. Sales tax revenues have been growing and TAM projects 2% growth for FY 2025/26 and a 1.5% increase for FY 2026/27.

The District's TDA and STA revenue allocations are projected to continue to decline in FY 2026/27 due to a combination of falling sales tax revenues and reduced diesel fuel tax collections. Half of STA revenue is distributed based on an operator's share of locally generated qualifying revenue. A pandemic-era "hold-harmless" provision, which prevented funding losses for agencies with reduced ridership and corresponding fare revenue, is set to sunset on June 30, 2026. While this sunset exposes agencies with slow ridership recovery to lower funding allocations, the District has successfully recovered its pre-pandemic ridership levels and stands to benefit from the expiration of this provision. MTC's latest STA revenue-based projections assume expiration of the "hold harmless" provision, resulting in higher allocations for the District than the State Controller's Office January estimates, which maintain the frozen formula. Under MTC's assumptions, the qualifying revenue-based formula would be reinstated and updated in August using FY 2024/25 data, increasing the District's share. Despite this increase in the STA revenue-based allocation, the District's overall STA funding is still projected to be lower in FY 2026/27 compared to the current year, but better than previously expected.

Revenue Variances

All budgeted revenues that have changed more than \$100,000 or more than 10% compared to the prior year's budget are listed in Table 4 and are described below.

Table 4: Revenue Variances in Operations Budget (>\$100,000 and >10% compared to prior year budget)

Revenue Category	FY 2026/27 Budget	Variance from Prior Year Budget		Notes
		Amount (\$)	%	
Interest	\$723,000	+\$142,300	+25%	Increase in investment earnings of the fund balance held by County of Marin due to market conditions.
Measure A/AA	\$19,205,976	(\$3,934,945)	-17%	Decrease due to prior year having carryforward funds
State Transit Assistance (STA)	\$3,973,192	(\$367,835)	-8%	Decrease due to less funds available combined with prior year having carryforward funds
FTA Funds	\$2,173,623	+\$227,337	+12%	Increase in FTA Section 5307 and 5311 funds
National Park Service	\$820,237	+\$234,938	+40%	Increase in Muir Woods service funded by NPS
Transfers to Capital Budget	\$0	(\$1,414,548)	-100%	No unspent property tax revenue available for capital projects in FY 2026/27

Interest revenue has surpassed budgeted FY 2025/26 projections as investment earnings of the fund balance held by the County of Marin have increased due to favorable market conditions. The FY 2026/27 interest projection is in-line with FY 2025/26 estimated actuals as favorable yields continue.

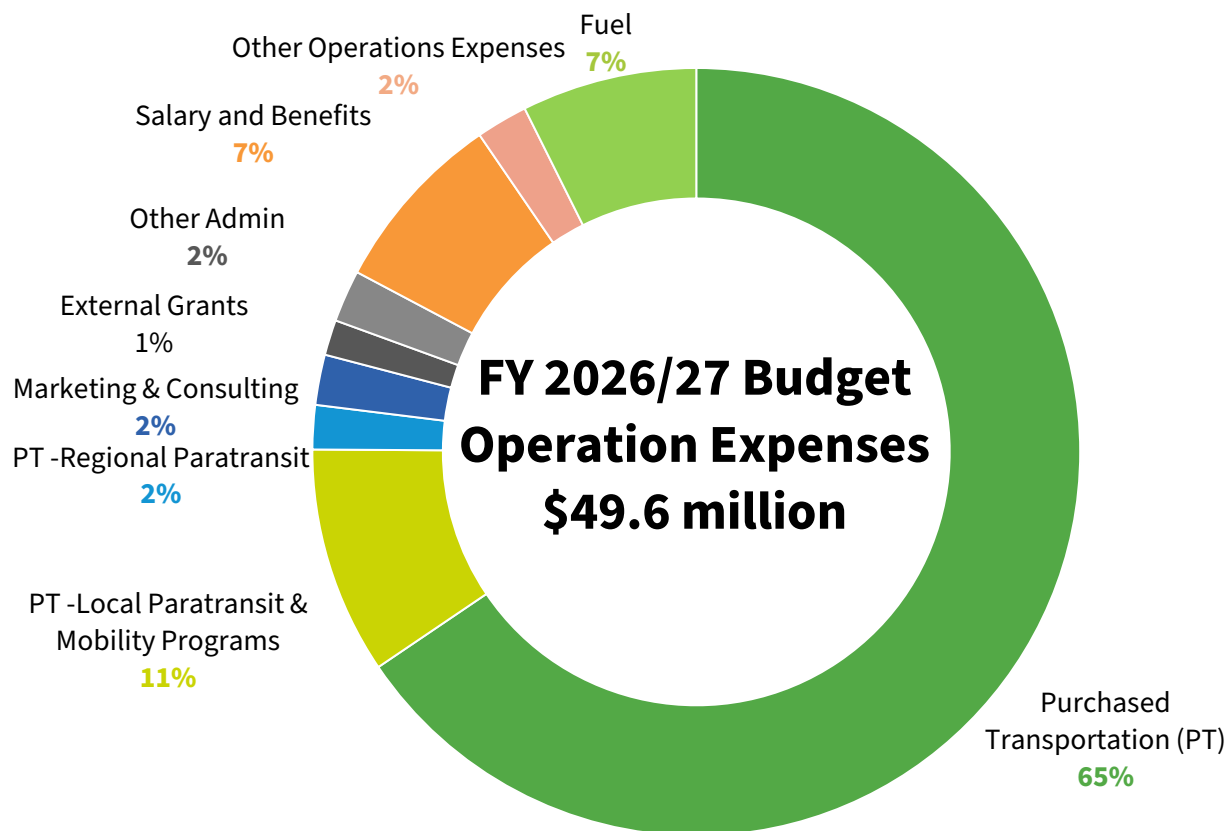
The expenditure of Measure A/AA revenue decreases by \$3,934,945 (-17%) in FY 2026/27. The decrease is due to carryforward having been largely expended in the current fiscal year. The District is projected to expend the maximum available of \$13.3 million in Measure A/AA revenue funding for the Local subcategory in FY 2026/27, significantly lower than the \$17.6 million expenditure in the prior year which included the carryforward.

There is a \$367,000 decline in the District’s total STA Revenue in FY 2026/27 primarily due to a lower Marin County population-based revenue estimate for FY 2026/27. The budget includes the expenditure of \$2.5 million of revenue-based STA funds based on operations needs and will have a reserve of \$73,730 in the revenue-based funds.

District Operations Expenses

Marin Transit provides local transit service through purchased transportation contracts. Under this structure, the majority of District operations expenses (Figure 6) are for contract service operations (76%) and associated fuel (7%) and other operations expenses (2%). The contract service operations budget includes local paratransit, regional paratransit, and fixed route purchased transportation.

Figure 6: Operations Expenses for FY 2026/27 Budget



The following sections discuss information and trends on general agency costs including staffing, consulting, fuel, and marketing. More detailed operations and service costs are discussed in later sections that correspond to the District’s program areas; Local Service, Yellow Bus, Rural Service, and Marin Access. The District’s operations budget is 6% higher than the FY 2025/26 budget, primarily driven by increased Purchased Transportation and fuel costs. Specific budget categories with variances greater than \$100,000 and more than 5% are summarized in Table 5 and further explained in subsequent sections.

Table 5: Expense Variances in Operations Budget (>\$100,000 and >5% compared to prior year budget)

Expense Category	FY 2026/27 Budget	Variance from Prior Year Budget		Notes
		Amount (\$)	%	
Salaries and Benefits	\$4,654,360	+\$344,621	+8%	Additional part time Director position added plus increase for merit-based salary increases and promotions
Purchased Transportation	\$38,236,306	+\$2,236,179	+6%	Contract cost escalations
Fuel	\$3,664,781	+\$339,886	+10%	Increase in fuel prices expected to continue due to geopolitical instability

Staffing

Marin Transit directly employs all District administrative staff. Benefits for regular employees include medical benefits coordinated through the County of Marin and an employer-funded defined contribution retirement program.

The FY 2026/27 budget includes an increase of 0.5 full time equivalents (FTE) to support the transition away from a single Director of Finance and Capital Programs to a Director of Finance and a part-time Director of Special Projects. In FY 2025/26, the FTE count was increased by the Board at the November 3, 2025 Board meeting to include a new Program Enrollment Coordinator for Marin Access programs. This role was previously provided by the Marin Access purchased transportation contractor. Savings from removing the role from the existing contract help offset the increased payroll costs. Table 6 and Figure 7 show the budgeted 23 Full Time Equivalents (FTEs) and organizational chart. The budget includes a 5% vacancy rate, to account for unfilled positions. The District currently has two vacant full-time positions.

Table 6: Personnel Counts (FTE)

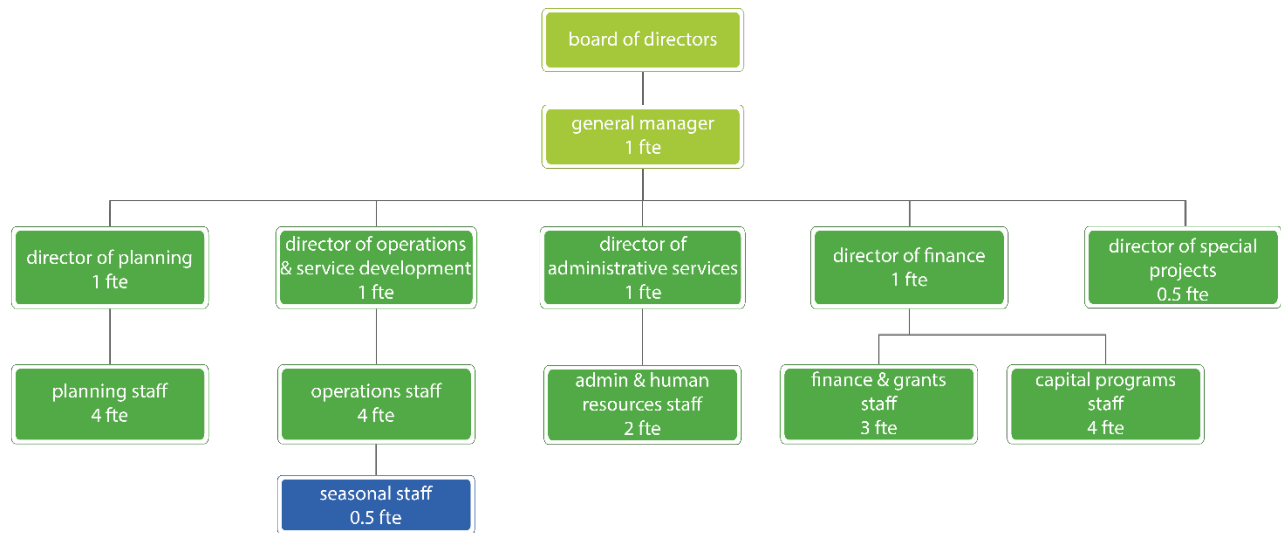
	FY 2024/25	FY 2025/26	FY2026/27
Budget	21.3	22.5	23
Actual	18.7	20.7 est.	-

The FY 2026/27 salary and benefits budget increases 8% compared to the prior year budget. The increase is due to the creation of the new part-time Director of Special Projects position, merit-based salary increases, and accounts for increases in benefit rates.

Based on the District's employment framework, the top and bottom of the salary band for each classification will be increased on July 1, 2026 by the consumer price index (CPI)² as of February 2026. CPI increased by 2.5% in February and salary bands will be increased accordingly. Marin Transit has a merit-based salary framework and there is no guaranteed cost of living increases. The budget includes the capacity to account for inflation and for merit-based adjustments and promotions.

² Bay Area CPI February 2026– 2.5%, bls.gov

Figure 7: Marin Transit Organizational Chart FY 2026/27:



Fuel

Marin Transit pays directly for fuel used in all purchased transportation contracts except for the Muir Woods shuttle and yellow bus contracts. This structure shifts the risks for fuel price fluctuations to the District. In exchange, the contractors provide lower hourly contract rates as they do not need to hedge against potential fuel price increases.

Fuel prices are known to be volatile and Marin Transit’s budget includes capacity for price fluctuations. After diesel prices increased 80% in FY 2021/22, prices started declining again in July 2022. Current prices are high and are expected to increase through FY 2026/27 due to geopolitical instability attributed to the conflict in Iran. The FY 2026/27 budget for fuel is 32% above the estimated actual for the current year and 10% higher than the current year budget.

The budget also includes electric power costs for the District’s electric buses. Marin Transit owns six electric vehicles. Two are charged at the GGBHTD Andersen Drive facility and four are charged at Marin Transit’s Rush Landing yard. The budget includes \$3,620 per month, per vehicle for electrical power.

Administration Budget

Expenses in the administration budget include the following: staff salaries and benefits, audit fees, insurance, travel costs, professional development expenses, office rental, and other associated costs. The administration budget (Table 7) includes revenues and expenses across all program areas. While these items are budgeted and recorded under administration, expenses are allocated to the program budgets based on a program’s resource usage (i.e., billed staff time). This enables Marin Transit to track the full cost of programs.

Table 7: Administration Budget

GL Code	GL Description	FY 2024/25 Actual	FY2025/26 Budget- Revised	FY2025/26 Estimated Actuals	FY2026/27 Budget	% Δ from FY2025/26 Budget
Revenue						
4070400	Interest	976,962	580,700	979,954	723,000	25%
4079950	Development Fees	45,774	46,300	48,810	46,300	0%
4079954	Residual ABX 126	28,799	35,000	31,511	35,000	0%
4080101	PropTax-Current Secured	5,411,773	5,646,317	5,655,916	5,872,170	4%
4080102	County Fee-Admin Basic Tax	(67,143)	(71,027)	(75,016)	(75,000)	6%
4080103	Property Tax-Unitary	58,826	52,000	52,000	54,080	4%
4080104	PropTax-Current Unsecured	92,890	95,000	93,000	95,000	0%
4080105	Educ Rev Augm Fund-Redist	558,034	520,000	567,819	586,467	13%
4080106	PropTax-Supp CY Secured	89,986	100,000	93,767	100,000	0%
4080107	PropTax-Supp Unsecured	4,801	5,000	6,551	5,000	0%
4080108	PropTax-Redemption	4,063	3,000	4,444	4,000	33%
4080109	Property Tax-Prior Unsecured	6,163	6,000	6,080	6,000	0%
4119940	Other	191	150	211	200	33%
Subtotal Revenue		7,211,119	7,018,440	7,465,047	7,452,217	6%
4700001	Property Tax Transfer	(3,974,791)	(2,116,476)	(2,483,103)	(7,452,217)	252%
Net Revenue		3,236,328	4,901,964	4,981,944	-	-100%
Expense						
5010200	Salaries	2,348,198	2,713,607	2,646,178	2,882,703	6%
5020000	Benefits	1,452,029	1,596,132	1,503,524	1,771,657	11%
5030301	Consultant Services	148,549	248,405	252,824	256,682	3%
5030304	Prof Svcs - Legal	35,347	159,135	41,663	163,909	3%
5030305	Prof Svcs - Audit	36,239	39,600	39,600	42,000	6%
5030701	Security Services	2,778	5,000	1,548	3,000	-40%
5049901	Office Supplies	6,499	17,000	4,777	19,570	15%
5049902	Small Furn/Equip	7,100	12,000	1,182	13,905	16%
5049903	Software Maintenance	115,954	113,000	106,472	119,480	6%
5049904	Copier Suppl & Srvc	8,587	10,609	9,940	10,927	3%
5049905	Postage	99	5,000	2,216	5,150	3%
5049906	Computers	11,613	30,000	8,605	30,900	3%
5050201	Communication - Phone	35,221	38,000	35,163	39,140	3%
5060301	Insurance	143,028	195,500	158,580	172,000	-12%
5090101	Memberships & Prof Dev.	78,928	90,000	70,377	92,700	3%
5090202	Mileage and Travel	15,749	26,000	27,372	26,780	3%
5090801	Marketing	13,124	15,450	5,768	15,914	3%
5121200	Office Rental	189,916	194,596	187,024	200,434	3%
Subtotal Expense		4,648,958	5,509,034	5,102,813	5,866,851	6%
5100100	Salary/Benefit Transfers	(3,725,107)	(4,217,281)	(4,306,151)	(4,588,342)	9%
5100101	Transfer Overhead	(559,511)	(714,325)	(728,530)	(771,369)	8%
Net Expense		364,340	577,428	68,132	507,140	-12%

Local Fixed Route Service

The local service budget (Table 8) includes all revenues and expenses related to the provision of fixed route bus service, excluding rural bus service (described in a subsequent section). Major programs in the local service budget include local fixed route, community service, supplemental school, and the Muir Woods seasonal shuttle. Projected service levels on these programs and hourly contract rates are shown in Table 9. Purchased transportation and fuel account for 87% of the budgeted costs. Other major expenses in the local service budget include consultant services for stop-level ride checks, service contract audits and reviews, communications, marketing, and staff time for contract oversight. This budget also includes costs and revenues for special projects such as the youth pass and free passes distributed to community-based organizations.

Table 8: Local Service Budget

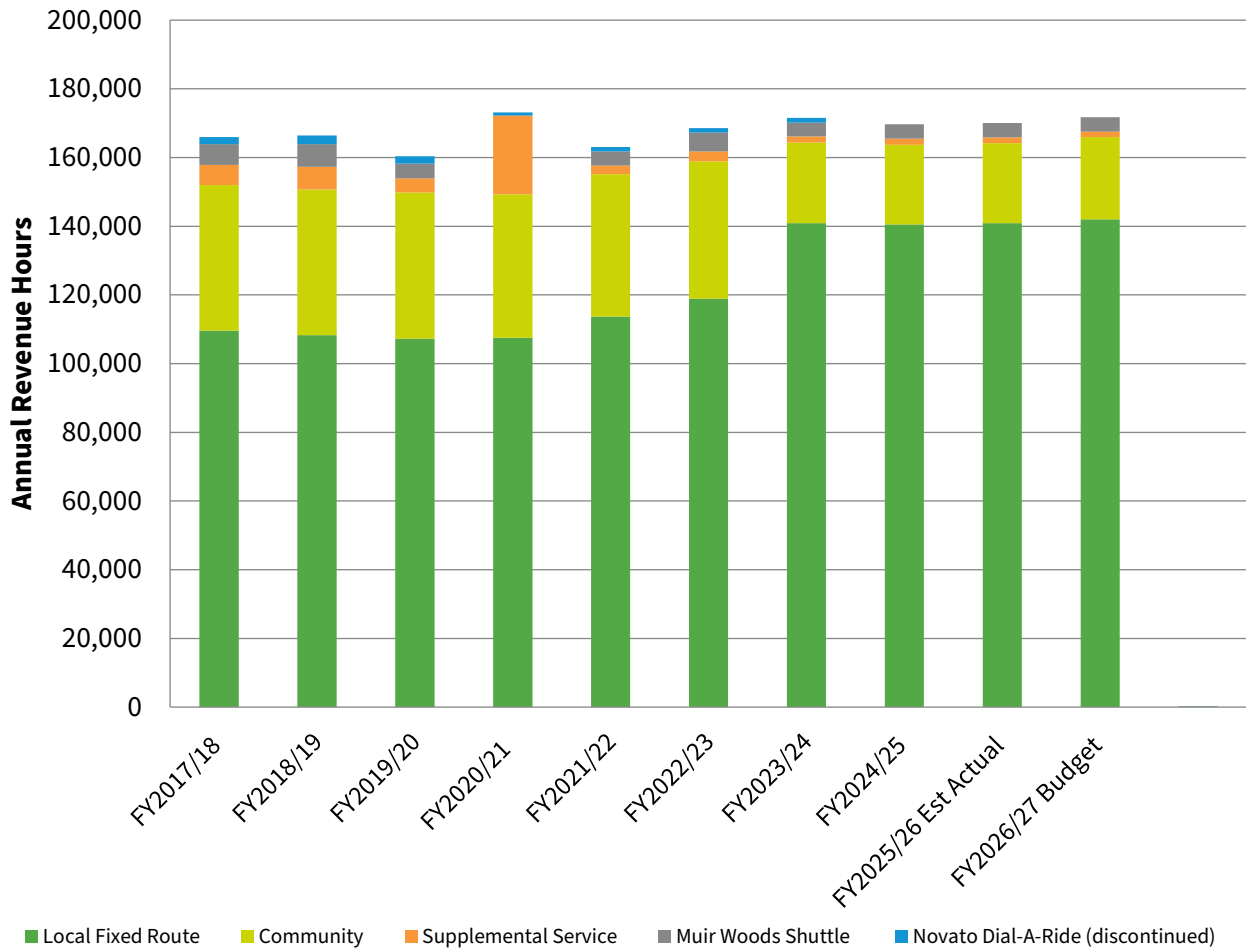
GL Code	GL Description	FY 2024/25 Actual	FY2025/26 Budget- Revised	FY2025/26 Estimated Actuals	FY2026/27 Budget	% Δ From FY2025/26 Budget
Revenue						
4020000	Special Fares - Paid By Other	167,204	200,022	151,034	206,023	3%
4060301	Advertising Revenue	48,324	51,500	187,627	98,248	91%
4090101	Local Government Payments	190,276	239,889	272,468	247,085	3%
4092001	Measure A Sales Tax	61,038	0	0	0	-
4092005	Measure AA Sales Tax	13,482,088	17,950,000	17,949,285	13,711,828	-24%
4110101	STA- Population Based	2,023,504	1,781,027	1,127,421	1,413,192	-21%
4110102	Transit Development Act (TDA)	10,548,070	9,427,686	8,805,857	9,105,048	-3%
4110104	STA -Revenue Based	1,000,000	1,000,000	1,000,000	2,500,000	150%
4119911	State SREC Credits	22,556	15,000	19,619	20,000	33%
4139951	National Park Service	619,854	585,299	662,188	820,237	40%
4140100	Fare Revenue	2,211,643	2,193,300	2,131,811	2,198,300	0%
Subtotal Revenue		30,374,557	33,443,723	32,307,310	30,319,961	-9%
4700001	Property Tax Transfer	384,908	60,798	780,000	5,738,897	9339%
4700002	Program Revenue Transfer	74,218	-	-	-	-
Total Revenue		30,833,683	33,504,521	33,087,310	36,058,858	8%
Expense						
5030301	Consultant Services	53,984	283,834	185,528	292,109	3%
5030310	Fare Processing Charges	28,883	36,000	21,341	55,000	53%
5030501	Bus Stop Maintenance	91,249	50,000	55,685	51,500	3%
5030604	Facility Maintenance	56,553	72,682	45,127	75,562	4%
5040101	Fuel	1,709,879	2,269,600	1,907,415	2,548,832	12%
5040160	Electrical Power	160,226	252,982	164,539	260,571	3%
5040180	Utilities (facility)	45,187	44,634	42,293	45,973	3%
5049902	Small Equipment	14,200	10,927	16,616	11,255	3%
5049904	Software	98,980	120,000	155,910	123,600	3%
5050205	Communication	151,700	224,441	117,400	222,934	-1%
5080101	Purchased Transportation	25,353,365	26,992,746	26,732,322	29,085,234	8%
5090801	Marketing	99,528	97,850	96,008	100,600	3%
Subtotal Expense		27,869,501	30,455,696	29,540,184	32,873,170	8%
5100100	Salary/Benefit Transfers	2,559,910	2,599,839	3,007,097	2,792,616	7%
5100101	Overhead Transfer	384,499	441,738	510,004	466,998	6%
Total Expense		30,813,910	33,497,273	33,057,285	36,132,784	8%

Table 9: Local Budget Service Levels

Service Type	FY 2026/27 Budgeted Service (Rev Hrs)	Effective Contract Cost Per Rev. Hour (without fuel)	Notes
Fixed Route – Operated by GGBHTD	73,000	\$177.82	Contract rate increases 9.0%; contract amendment increased rates; includes customer service costs
Fixed Route – Operated by Marin Airporter	93,000	\$157.79	Fixed and variable contract, effective hourly rate increases 5.7%
Supplemental School – Operated by Marin Airporter	1,500	\$157.79	Fixed and variable contract, effective hourly rate increases 5.7%
Muir Woods Shuttle	4,200	\$197.37	Rate includes equipment and fuel, billed by vehicle per day; calculated using service hours

The local service budget for FY 2026/27 is \$36.1 million. It represents an 8% increase over the prior year revised budget and provides for a similar level of service as last year (Figure 8); this includes the MASCOTS service changes for local fixed route service that were implemented in April 2026. See Figure 4 for local passengers by fiscal year.

Figure 8: Local Service Hours by Fiscal Year



The majority of local service is operated under contract to Marin Airporter (Local, Community, and Supplemental School). Additional local services are also operated through an inter-agency agreement with GGBHTD. A new contract amendment with GGBHTD went into effect this year that extends the October 1, 2022 base contract for one more year through FY 2026/27. The amendment increases the contract rate by 9% and continues to include the additional components outlined in the base contract, like customer service, San Rafael Transit Center maintenance, and major vehicle maintenance items.

Local Service Revenue

Local service is funded with a combination of fare revenue, advertising revenue, Measure AA local sales tax funds, Transportation Development Act (TDA), State Transit Assistance (STA), and federal grants. Measure AA sales tax funds in the local budget come from two sub-strategies: 4.1 - Local Bus and 4.4 - School Service which funds supplemental school service focused primarily on high schools. Total Measure AA local sales

tax revenues budgeted for local service are \$13.7 million, this includes the expenditure of the remaining \$2.7 million in carryforward funds available from the prior year in sub-strategy 4.1. Measure AA funding is critical for maintaining operations as it represents 38% of budgeted revenues for local service. Compared to last year, Measure AA funding for local service is down 24% due to less carryforward being available.

State revenues continue to decline in FY 2026/27; TDA funds are 3% lower than last fiscal year and STA (population-based) is 21% lower.

Fare revenues are budgeted based on ridership and average fare per passenger. The average fare per passenger in FY 2025/26 shows a slight decline compared to the previous year. This is likely due to increases in monthly pass usage, school subsidy programs (youth pass and College of Marin pass), and other subsidy programs for older adults and community-based organizations (see discussion below).

Marin Transit implemented Automatic Passenger Counters in February 2025 which provide more accurate and complete passenger counts. The implementation of the Next Generation Clipper system is currently underway, and we are shifting from the Genfare fare collection system to a Clipper-centric fare payment system paired with a simple drop farebox for cash riders. Staff is working to transition riders to using Clipper and rider payment trends at the end of FY 2025/26 are already starting to show a shift from Genfare GFI to Clipper. The FY 2026/27 budget accounts for \$45,000 in fare processing costs (81% of total fare processing costs) associated with ongoing Clipper maintenance fees as usage increases.

In alignment with our Board-adopted fare policy, Marin Transit maintains a low base fare and deeply discounted monthly and daily pass products to help ensure transit is affordable for all passengers. Marin Transit also provides fare subsidy programs for riders who demonstrate financial hardships. These programs reduce overall fare revenues and include: the youth pass program which provides free fixed route transit to low-income youth; free fixed route passes for people participating in social service programs with community-based organizations including Homeward Bound, North Marin Community Services, Community Action Marin and St. Vincent DePaul of Marin County; and the regional Clipper Start program that provides fare discounts to low-income passengers. In FY 2026/27, the low-income youth pass program is budgeted to distribute \$500,000 in free fares and the partnerships with community-based organizations are budgeted to distribute about \$120,000 in free fares.

Yellow School Bus Service

Marin Transit strives to provide fixed route service to high schools in the urbanized areas of Marin County, but recognizes that school transportation for younger students, and in rural areas, is often more appropriately provided by yellow school bus service. Measure AA designates local sales tax resources to help fund yellow school bus services. The FY 2026/27 budget (

Table 10) includes revenue and expenses associated with the operations of the following components to support yellow bus service:

- (A) Operational oversight of the Ross Valley yellow bus program;
- (B) Distribution of Measure AA funding to other eligible Marin County Yellow Bus Programs; and
- (C) General staffing support for the development of yellow bus services in Marin County.

Table 10: Yellow School Bus Service Budget

GL Code	GL Description	FY 2024/25 Actual	FY2025/26 Budget- Revised	FY2025/26 Estimated Actuals	FY2026/27 Budget	% Δ From FY2026/27 Budget
Revenue						
4030000	Fares- Paid By Other Agency	173,840	185,000	185,000	192,600	4%
4090101	Local Government Payments	16,459	14,244	14,161	20,646	45%
4092005	Measure AA Sales Tax	1,139,782	1,106,436	1,106,436	1,144,320	3%
4140105	Fare Revenue - Yellow Bus	377,987	364,750	374,232	393,100	8%
Subtotal Revenue		1,708,068	1,670,430	1,679,829	1,750,666	5%
Expense						
5030301	Consultant Services	2,356	5,000	4,475	5,000	0%
5030310	Fare Processing Charges	12,410	11,145	10,838	11,156	0%
5030602	Custodial Service	593	600	2,753	3,000	400%
5049903	Software	757	0	929	1,000	-
5050205	Communication	600	0	640	750	-
5080103	Yellow Bus School Service	782,242	830,880	718,276	872,424	5%
5090801	Marketing	22	500	318	500	0%
5098050	Grants to Yellow Bus Programs	779,367	715,915	715,915	739,007	3%
5120401	Leases and Rentals	24,362	27,288	23,204	28,674	5%
Subtotal Expense		1,602,709	1,591,328	1,477,348	1,661,511	4%
5100100	Salary/Benefit Transfers	118,170	64,996	77,487	69,815	7%
5100101	Transfer Overhead	17,749	18,220	13,142	18,187	0%
Total Expenses		1,738,628	1,674,544	1,567,977	1,749,513	4%

(A) Operational oversight of the Ross Valley yellow bus program - In FY 2026/27 Marin Transit will continue to manage operations, service contracts, and pass sales for four yellow buses serving Ross Valley schools. Annually, Marin Transit makes several assumptions to develop the budget and price the passes for the upcoming school year and presents a draft and final budget to the Ross Valley Yellow School Bus program Joint Exercise of Powers Agreement (JEPA) Joint Committee for its review and approval. This portion of the budget is informed by service levels, pass prices and contributions from other local agency partners such as the County of Marin, the Town of San Anselmo, and the Town of Fairfax are finalized.

(B) Distribution of Measure AA funding to other Marin County yellow bus programs - With the passage of Measure AA, a new sub-strategy for school transportation was established. The Marin Transit Board adopted guidelines for a third three-year distribution program at the April 2025 board meeting for FY 2025/26, FY 2026/27, and FY2027/28. The FY 2026/27 program will continue distribution of funding in alignment with these guidelines at \$1.1 million. The allocations will be made to following school districts:

- Reed Union
- Ross Valley
- San Rafael School District
- Miller Creek
- Sausalito/Marin City

(C) General staffing support for the development of yellow bus service in Marin County- Marin Transit will continue to document need, facilitate and provide planning support for new service, and help develop and sustain yellow bus service in Marin County in partnership with school districts. For FY 2026/27 this only includes reimbursements from the Tiburon Peninsula Traffic Relief JPA for yellow bus parking, shown as Local Government Payment.

Rural Service

Rural fixed route service is operated as the West Marin Stagecoach (Stagecoach) and includes southern Route 61 and northern Route 68. The West Marin Stagecoach has been operated by Marin Airporter since July 1, 2023. Other West Marin services are provided with demand response shuttles and are included in the Marin Access budget.

Rural service provides lifeline connections to the rural communities of Marin County. Marin Transit has budgeted to continue current service levels, providing 16,500 revenue hours of service (Figure 9, Table 11) in the coming year. During the COVID-19 pandemic, Marin Transit temporarily added 1,050 service hours to Route 61 to address overcrowding due to capacity limits. The increase can be seen in Figure 9 in FY 2021/22. Ridership on the rural service was impacted by the pandemic but has returned to historic levels (Figure 10).

Figure 9: Rural Service Revenue Hours by Fiscal Year

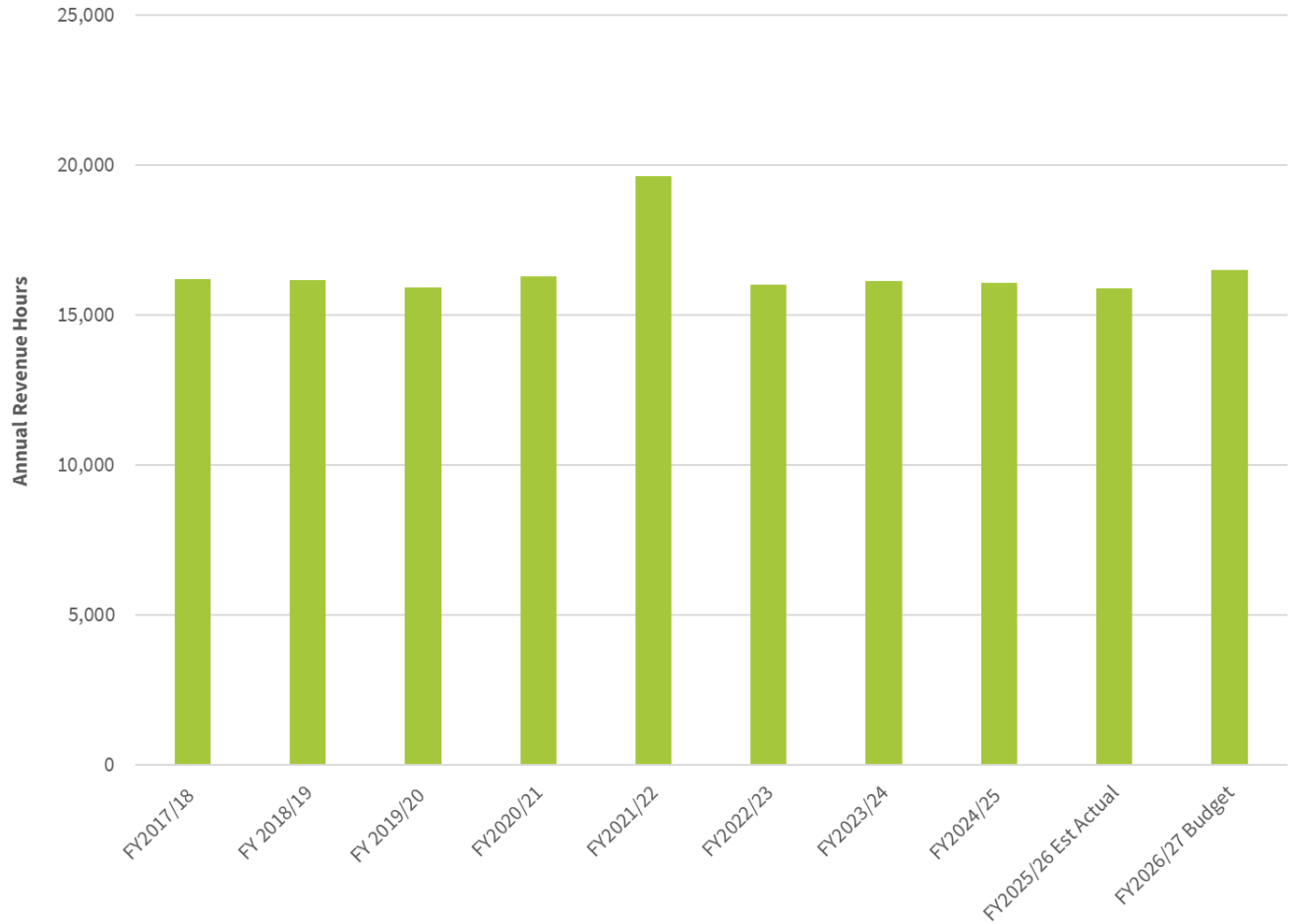
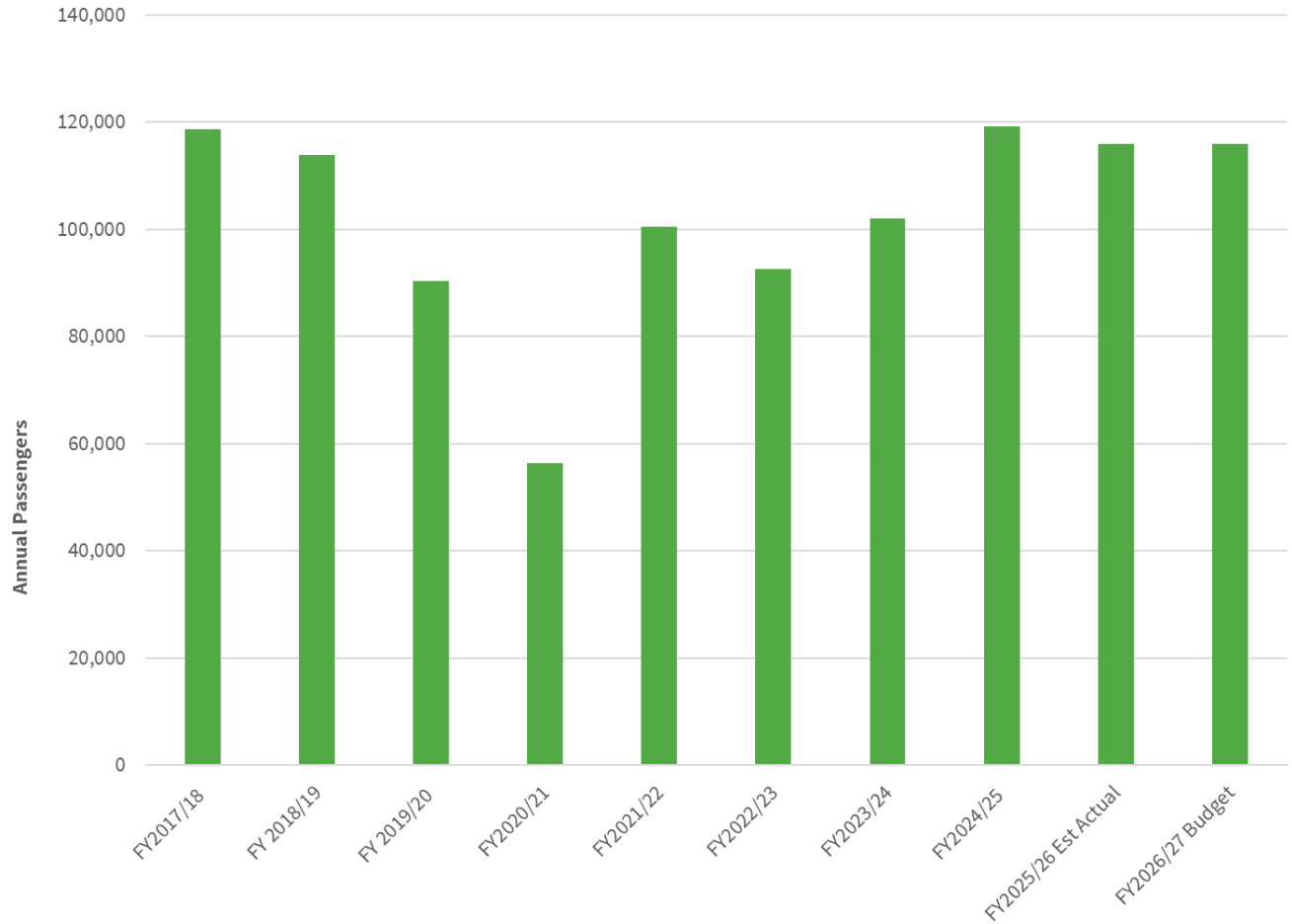


Table 11: Rural Budget Service Levels

Service Type	Service Level (Revenue Hours)	Contract Cost Per Hour (without fuel)	Notes
West Marin Stagecoach	16,500	\$157.59	Fixed and variable contract, effective hourly rate increases 5%

Figure 10: Rural Service Ridership by Fiscal Year



The rural service budget (Table 12) includes contract service operations, marketing, fuel, communications, and Marin Transit staff expenses. Rural service has historically been funded with a combination of local Measure AA sales tax funds and Federal Transit Administration (FTA) Section 5311 rural funding.

Marin Transit receives 3% of the County Measure AA local sales tax funds for the Rural service sub-strategy and all this funding is programmed to the Stagecoach service.

Marin Transit could not apply for Section 5311 in the prior funding cycle due to Caltrans notifying staff that our contract was ineligible. This policy was reversed, and staff has applied for 5311 funds in the current funding cycle. STA revenue-based funds were budgeted to fully fund the rural operations costs in FY 2025/26 since 5311 funds were not available. In FY 2026/27, funding will return to the historical approach using Measure AA and the reinstated 5311 federal funding instead of STA; property tax revenue will also be programmed to balance the rural budget.

Table 12: Rural Service Budget

GL Code	GL Description	FY 2024/25 Actual	FY2025/26 Budget- Revised	FY2025/26 Estimated Actuals	FY2026/27 Budget	% Δ From FY2025/26 Budget
Revenue						
4092001	Measure A Sales Tax	4,944	0	0	0	-
4092005	Measure AA Sales Tax	817,835	884,485	707,209	1,149,828	30%
4110101	State Transit Assistance (STA)	1,500,000	1,500,000	1,500,000	0	-100%
4139920	Fed-FTA 5311 Rural	278,045	0	0	350,000	-
4140100	Fare Revenue	79,816	76,000	75,136	76,000	0%
Subtotal Revenue		2,680,640	2,460,485	2,282,345	1,575,828	-36%
4700001	Property Tax Transfer	23,013	634,885	732,000	1,713,320	170%
Total Revenue		2,703,653	3,095,370	3,014,345	3,289,148	6%
Expense						
5030301	Consultant Services	0	16,974	0	17,484	3%
5040101	Fuel	305,606	359,995	307,314	419,064	16%
5049902	Small Equipment	0	5,000	0	5,000	0%
5050205	Communication-AVL	15,994	18,214	9,268	18,761	3%
5080101	Purchased Transportation	2,194,913	2,478,505	2,507,113	2,600,314	5%
5090801	Marketing	10,911	22,510	17,584	23,185	3%
Subtotal Expense		2,527,424	2,901,198	2,841,279	3,083,808	6%
5100100	Salary/Benefit Transfers	153,216	151,657	148,377	162,903	7%
5100101	Transfer Overhead	23,013	42,513	25,165	42,437	0%
Total Expenses		2,703,653	3,095,368	3,014,821	3,289,148	6%

Marin Access (Paratransit and Mobility Management)

The Marin Access budget includes mandated ADA paratransit service (for local and regional trips) and shuttles operated primarily to serve older adults and those with disabilities. Costs include the contracted service, associated fuel, customer service, scheduling and dispatch software, and marketing. The Marin Access budget also includes Marin Transit's Mobility Management services which include discretionary programs (volunteer driver reimbursement program and the mobility wallet), enrollment/eligibility, external program referral, travel training, and financial assistance via the Marin Access Fare Assistance program.

The purpose of the Mobility Management program is to expand mobility for the County's older adults and those with disabilities in need of transportation services and provide cost effective and improved alternatives to ADA paratransit. The program goes beyond the legal requirements of the Americans with Disabilities Act (ADA) using funding from local Measure B and Measure AA. Demand for ADA paratransit has been lower following the pandemic in part because of an increase in mobility providers in the County and alternative ways to access services and goods for this population of riders. Marin Transit staff continuously monitor these programs to ensure they meet the mobility needs of the populations they are designed to serve.

The FY 2026/27 budget for Marin Access (Table 3) is \$7.9 million, a 2% increase compared to the prior year's budget. This overall increase masks several different trends happening at the same time. First, local paratransit, demand continues to be stable and is not showing significant growth. In the current fiscal year, the program is operating notably fewer hours than budgeted. As such, staff has adjusted budgeted hours to align with realistic demand projections in line with actuals - the FY 2026/27 budgeted local paratransit hours are 5% higher than the current year estimated *actuals* but 8% lower than the current FY budgeted hours. Regional paratransit, in contrast, is showing growth in demand. The budgeted Regional paratransit hours are 6% higher than the prior year budget. Other drivers of the budget is an increase in staff time with the new Enrollment Coordinator being an in house position instead of contracted and rising cost for purchased transportation. Revenue hours by program are shown in Figure 11 and passengers by program are shown in Figure 12.

Table 13: Marin Access Budget

GL Code	GL Description	FY 2024/25 Actual	FY2025/26 Budget- Revised	FY2025/26 Estimated Actuals	FY2026/27 Budget	% Δ From FY 2025/26 Budget
Revenue						
4092001	Measure A Sales Tax	14,848	0	0	0	-
4092005	Measure AA Sales Tax	2,726,988	3,200,000	3,200,000	3,200,000	0%
4099950	Measure B	882,180	800,000	520,405	780,000	-3%
4110101	State Transit Assistance	60,000	60,000	60,000	60,000	0%
4119910	State Prop Tx Relief HOPTR	18,146	16,000	5,385	16,000	0%
4139910	Fed-FTA 5307 Urbanized Area Formula	1,222,432	1,062,610	1,095,628	1,089,624	3%
4139915	Fed-FTA 5310 Mobility	709,515	883,676	857,089	733,999	-17%
4140100	Fare Revenue	231,384	210,694	227,483	244,147	16%
4601003	GGBHTD – Local Para Payment	650,257	726,211	679,457	765,804	5%
4601004	GGBHTD – Regional Para Payment	784,101	908,283	918,007	1,016,528	12%
Subtotal Revenue		7,299,851	7,867,474	7,563,454	7,906,102	0%
4700001	Property Tax Transfer	84,111	6,245	0	0	-100%
4700002	Program Revenue Transfer	(74,218)	0	0	0	-
Total Revenue		7,309,744	7,873,719	7,563,454	7,906,102	0%
Expense						
5030301	Consultant Services	38,538	90,333	13,620	36,631	-59%
5030310	Fare Processing Charges	2,976	0	2,847	0	-
5030602	Custodial Service	2,400	3,605	7,410	9,300	158%
5030602	Services - Facility	17,128	20,839	29,172	21,464	3%
5040101	Fuel	374,397	442,318	380,854	436,315	-1%
5040160	Utilities (Facility)	26,571	32,782	19,258	33,765	3%
5049902	Small Furn/Equip	2,519	10,000	0	10,000	0%
5049903	Software	116,819	155,133	121,663	159,726	3%
5050204	Communication-MERA Radio	34,463	35,797	71,168	36,871	3%
5050206	Communication	12,007	19,843	13,846	20,439	3%
5080101	Purchased Trans. - In Report	5,222,011	4,871,242	4,686,149	4,754,682	-2%
5080102	Purchased Trans. - Regional	742,956	826,754	842,643	923,651	12%
5090801	Marketing	39,420	39,471	4,922	39,393	0%
5098001	Misc-Exp Transit User Training	6,269	10,000	11,167	10,300	3%
5098002	Gap Grant	0	20,000	0	0	-100%
5290100	Mobility Wallet	0	513,500	380,868	528,905	3%
Subtotal		6,638,474	7,091,617	6,585,587	7,021,442	-1%
5100100	Salary/Benefit Transfers	583,612	541,633	529,850	698,154	29%
5100101	Transfer Overhead	87,658	151,833	96,512	181,874	20%
Total Expense		7,309,744	7,785,083	7,211,949	7,901,470	1%

Figure 11: Marin Access Revenue Hours by Program

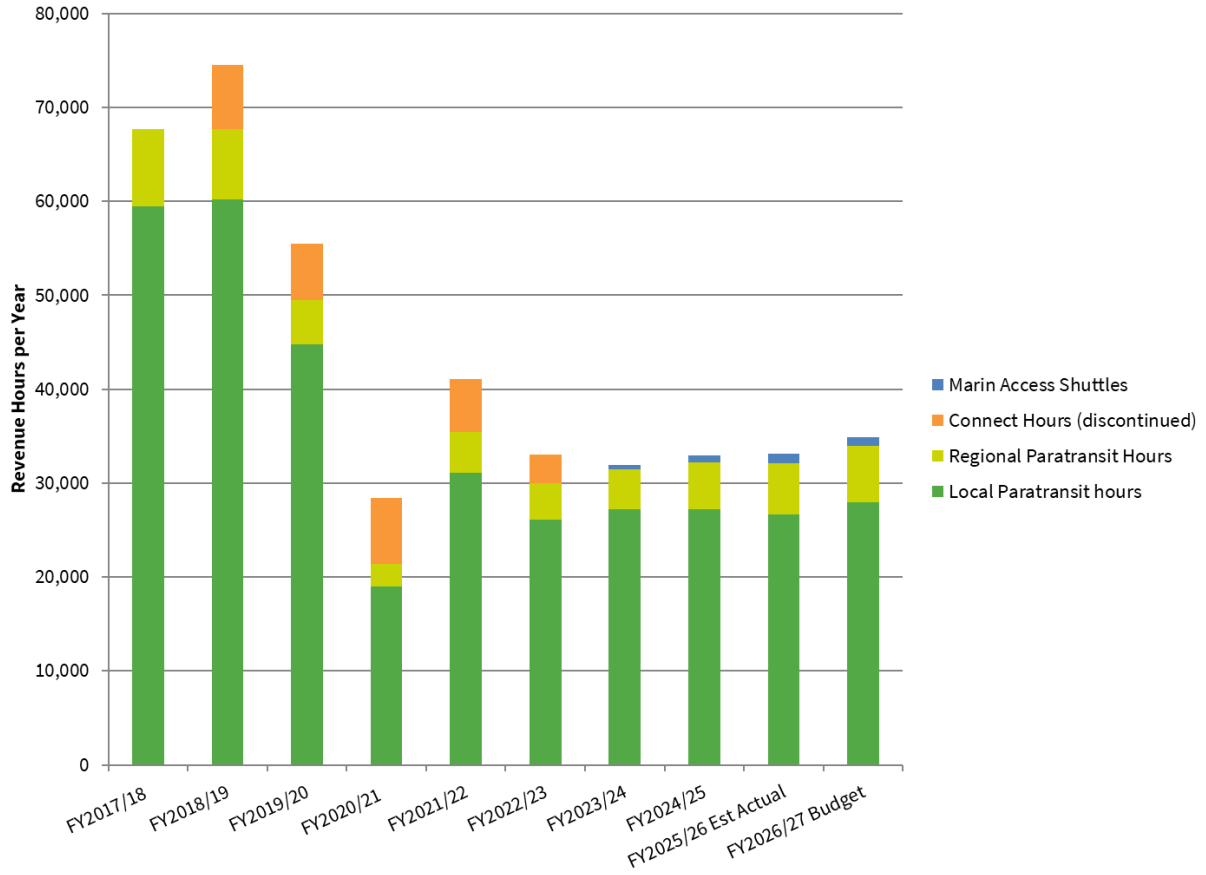
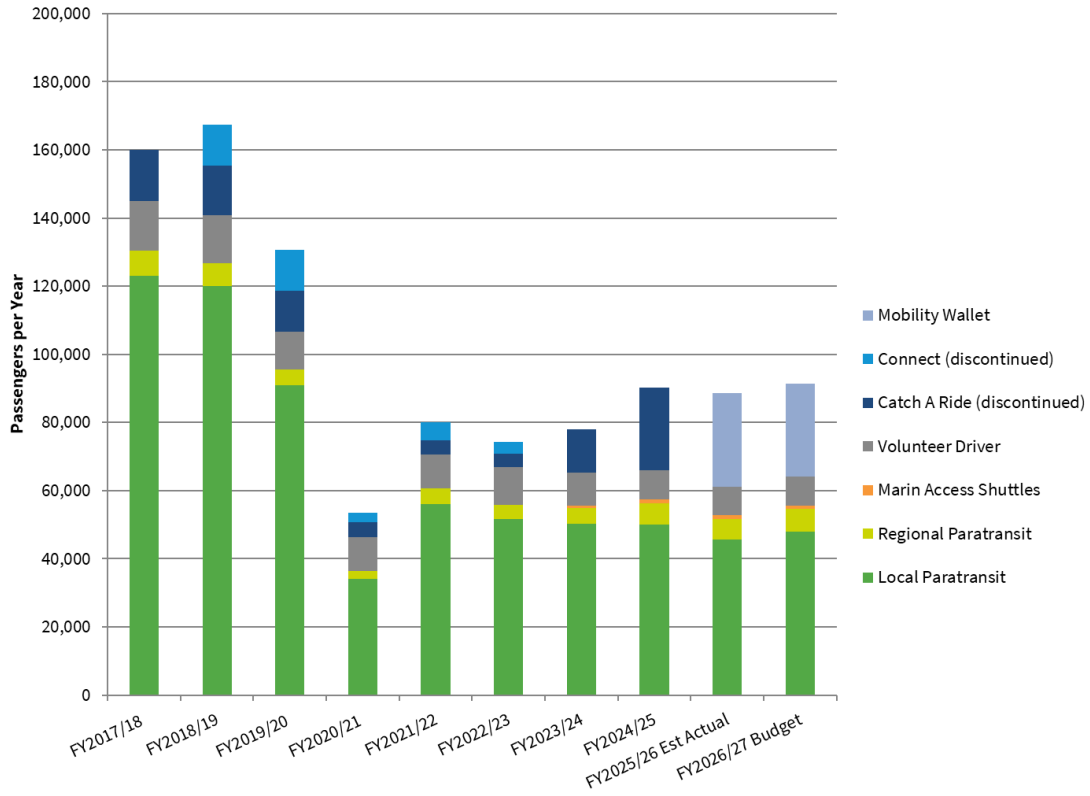


Figure 12: Marin Access Passenger Trips by Program



Current Services are described below and shown in Table 14.

Table 14: Marin Access Service Levels and Contract Costs

Service Type	Service Level (Revenue Hours)	Contract Cost Per Hour (without fuel)	Notes
Local Paratransit	28,000	\$161.18	Budgeted hours are 5% over prior year estimated actual and 8% under prior year budget; 13.8% of service is funded by and allocated to GGBHTD.
Regional Paratransit	6,000	\$153.90	Fully funded by GGBHTD.
Marin Access Shuttles	990	\$152.90	Shuttle program offered in the urbanized and rural areas of the County to fill service gaps; partially funded by FTA 5310 grant funding.
Complementary Mobility Options	Trips/Users	Expense	Notes
Volunteer Driver Reimbursement (STAR/TRIP)	10,000 trips	\$90,000	Financial assistance supporting rider choice mobility. Fully funded by Measure B.
Mobility Wallet - Intro to Mobility	100 users	\$528,905	Intro to Marin Access programs including travel training, education and \$200 one-time subsidy for range of mobility providers
Mobility Wallet - MAFA	550 users		Marin Access programs for low-income riders, including travel training, education and \$200 per month subsidy for range of mobility providers
Mobility Management Program	Contacts ¹	Funding Level	Notes
Travel Navigators and MCTD Program Enrollment Staff	20,000	\$292,000	Support provided to help new and existing users learn how to navigate the transit system and use the programs that are available to them.
Marin Access Fare Assistance (MAFA) – Paratransit and Marin Access Shuttle subsidy	600 ²	\$120,000	Fare assistance in addition to the mobility wallet program, primarily for paratransit service. Funded by Measure B

1. Contacts includes instances of contact with enrolled rider or community member via phone or during the course of a rider engagement event.

2. Users in this category may also be represented in the Mobility Wallet – MAFA

Marin Access ADA paratransit service provides demand-response trips to passengers certified as unable to independently use the fixed route system either some or all of the time. This includes trips mandated under the federal Americans with Disabilities Act (ADA) as well as trips that go beyond mandated ADA requirements. This service, and a regional paratransit service managed on behalf of GGBHTD, are operated under a single contract to Transdev. Local paratransit service is budgeted at 28,000 revenue hours. GGBHTD pays a share of mandated local paratransit based on their share of fixed route transit service within Marin County (currently 13.8%). The method of

calculation was changed in FY 2023/24 with the new GGBHTD service contract and the GGBHTD share was reduced by approximately 5%. GGBHTD directly reports the ridership, fares, and costs associated with their share of paratransit to the National Transit Database (NTD) and the State Controller's Office.

Regional ADA paratransit is fully funded by GGBHTD. The FY 2026/27 budget includes 6,000 revenue hours for regional paratransit service.

Same Day Paratransit Pilot Program allows Transdev, the District's ADA Paratransit provider, to accept same-day reservations for paratransit rides. Same Day Paratransit service is offered at a premium fare (\$15/one-way trip) and trips are fulfilled on an as-available basis. The new service was designed to ensure that mandated ADA service would not be impacted, and that these trips would not increase costs to the District. In April 2026, the pilot program was extended through FY 2026/27.

Marin Access Shuttles are a rebranded program (as of July 1, 2024) operated by Transdev and include components previously operated as Rural Dial-A-Ride. There are currently four shuttles providing service; a reduction of service hours for the West Marin Connector pilot shuttle and the Point Reyes shuttle is planned for FY 2026/27 due to low utilization, per Board approval in April 2026. FTA Section 5310 funds (Table 15) and Measure B funds are utilized to fund this program.

Discretionary Mobility Programs offered as part of the Mobility Management Program and shown in Table 14 are as follows.

Marin Transit's **STAR and TRIP volunteer driver reimbursement programs** allow Marin County residents that are age 65+ or ADA-eligible to identify trusted drivers and provide mileage reimbursements for up to 100 miles per month in urbanized Marin (STAR program) or 400 miles per month in West Marin (TRIP program). The program has a \$90,000 budget and is projected to carry 10,000 passengers per year. This financial assistance supports rider choice mobility.

The **Mobility Wallet**, implemented on July 1, 2025, is a payment card for subsidy distribution designed to provide rider choice mobility on a trip by trip basis. The payment card, or "mobility wallet," allows the District to issue a digital or physical payment card to enrolled riders with pre-loaded value to use with a variety of transportation providers. The mobility wallet is offered to riders enrolled in the Intro to Mobility program or the Marin Access Fare Assistance (MAFA) program:

Intro to Mobility – For newly eligible riders without income barriers to introduce them to the mobility options available in advance of a critical need. New riders receive a one-time 31-day bus pass to use on Marin Transit local bus service, travel training, and a one-time mobility wallet with \$200 to use with external providers such as taxis, Transportation Network Companies (TNCs like Uber and Lyft), and Non-emergency Medical Transportation (NEMT) providers; and

MAFA Mobility Wallet - For riders with demonstrated income barriers enrolled in the Marin Access Fare Assistance (MAFA) program. Enrolled riders receive a recurring subsidy of up to \$200 per month via the mobility wallet to use with external providers such as taxis, Transportation Network Companies (TNCs like Uber and Lyft), and Non-emergency Medical Transportation (NEMT) providers.

The Marin Access Mobility Management Center supports the Marin Access suite of programs by providing enrollment and eligibility assistance, eligibility determinations, external program referral, travel training, and fare assistance for riders with income barriers.

Travel Navigators – Marin Transit established the Marin Access Travel Navigator program in 2010 as a one-stop-shop for information and eligibility on all Marin Access programs. Travel Navigator duties include intake, eligibility determinations, and customer service. Intake duties are completed by contracted staff at Transdev via the Marin Access Call Center, eligibility determinations are completed by District staff, and customer service is handled through coordination between both teams. Collectively, the team provides support to riders as they enroll in the programs and determine which mobility options best suit their needs. They also provide travel training, including informational presentations and individualized travel training.

The **Marin Access Fare Assistance (MAFA) Program** offers a variety of financial benefits to income-qualified riders including: free bus pass to use on Marin local bus service, ride credit to cover the cost of fares on local paratransit trips, same day paratransit trips and/or Marin Access shuttle trips, and the mobility wallet subsidies described above. These financial benefits are funded by Measure B.

Marin Access Revenue

Marin Access programs are primarily funded by local sources including Measure AA, Measure B, and property tax, with federal Section 5310 discretionary grants, and with federal Section 5307 formula grants. Marin Access receives 9.5% of Measure AA sales tax revenue under sub-strategy 4.3 *Special Needs*. In FY 2026/27, Marin Transit will use \$3.2 million in Measure AA funding for expenditures, which includes the expenditure of \$151,948 from carryforward to balance the budget. Marin Transit receives 35% of the county Measure B vehicle license fee to support the mobility management initiatives. Marin Transit is budgeting \$780,000 of Measure B funding in FY 2026/27.

Fare revenue is projected to be 3% of total Marin Access revenues. Marin Transit offers the Marin Access Fare Assistance program to provide fare subsidies to qualified riders with income barriers.

In FY 2026/27, Marin Transit expects to expend \$1.8 million in federal grant awards for Marin Access (Table 15).

Table 15: Marin Access Grant Funding

Program	Source	Estimated FY2026/27 Expenditure
Paratransit Operations	FTA Section 5307	\$1,089,624
Operating Assistance – Same day Rural (Award year 2021)	FTA Section 5310	\$54,349
Mobility Management - Travel Navigator Project (Award year 2023)	FTA Section 5310	\$201,295
Mobility Management - Travel Navigator Project (Award year 2025)	FTA Section 5310	\$128,355
Operating Assistance – Mobility Wallet Project (Award year 2025)	FTA Section 5310	\$350,000

Total**\$1,823,623**

Capital Budget

Marin Transit's annual capital budget (Table 16) of \$17 million provides funding for transit vehicles, bus stop improvements, new and enhanced facilities, and other capital expenditures. Unlike operations expenses, capital expenditures vary significantly by year as illustrated in Figure 13 which depicts capital expenditures and budget by project type by year.

Facility related projects represent a growing share of the Capital Budget as the District has invested in securing agency-owned facilities required for electrification and future stability of operations over recent years. Prior to 2020, Marin Transit did not own any facilities. Since that time, Marin Transit now owns four properties. Two of them, 600 Rush Landing (acquired in 2020) and 3000 Kerner (acquired in 2021), are fully in use; design for necessary upgrade projects are underway. One of them, 3010/3020 Kerner Blvd (acquired in 2022), is nearing completion to convert it into a parking facility. Finally, 1075 Francisco Blvd E was purchased in 2024, and is entering the design phase for future use as a fixed route operations and maintenance facility. All these projects are further described below.

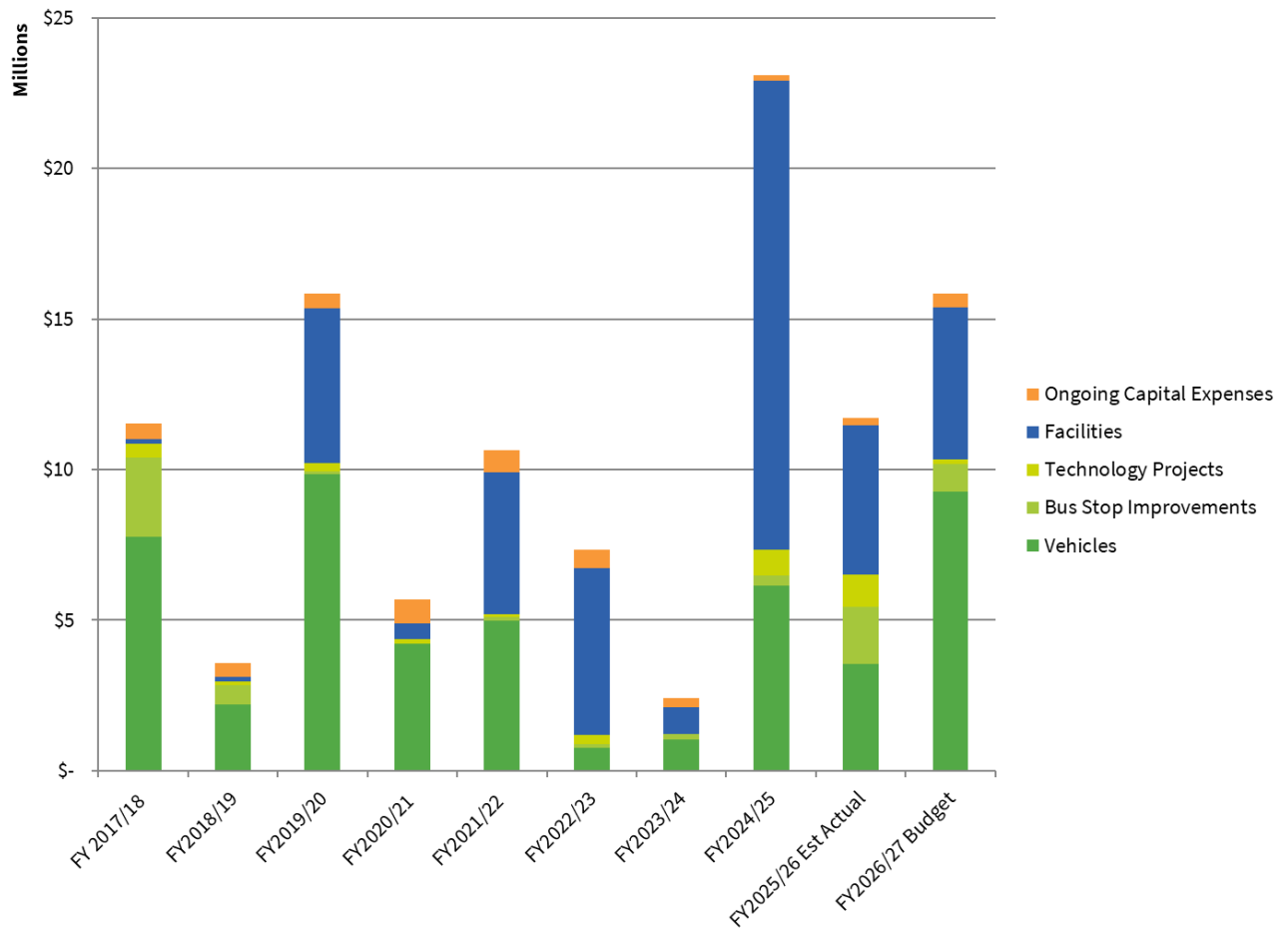
Details for each capital project are included below by project type: Vehicles, Bus Stop Improvement, Facility, Technology and Ongoing Capital Projects.

Each capital project is described in Table 16 below by project type and listed with the District's two-letter project code.

Table 16: Capital Budget by Project

		Total Project Budget	Prior Year Expenditures	FY2026/27 Budget	Future Years	Measure AA/ Local Funding	State Funding	Federal Funding
LF	Purchase 4 30ft and 5 40ft Bus Replacements	8,186,912	2,831,468	5,355,444	0	20%	0%	80%
LG	Purchase 6 40ft Hybrids & 5 30ft Diesel	10,424,908	0	5,000	10,419,908	14%	6%	80%
EB	Purchase 4- Battery Electric Buses	5,784,000	0	5,000	5,779,000	3%	17%	80%
PG	Purchase 22 Paratransit Replacements	2,948,000	0	2,948,000	0	20%	0%	80%
NB	Staff Vehicle	40,000	0	40,000	0	100%	0%	0%
HZ	Midlife Refresh for 20 Hybrid Batteries	1,538,150	635,324	902,826	0	20%	0%	80%
Subtotal Vehicles		28,921,970	3,466,792	9,256,270	16,198,908	15%	0	85%
BQ	Capital Corridor Improvements	2,000,000	252,777	500,000	1,247,223	20%	0%	80%
BR	Bus Stop Revitalization (RM3)	2,500,000	268,000	418,000	1,814,000	100%	0%	0%
Subtotal Bus Stop Improvements		4,500,000	520,777	918,000	3,061,223	64%	0%	36%
FG	Facility - Fixed Route Maintenance Facility	46,678,000	16,227,849	5,098,446	25,351,706	32%	0%	68%
FH	Facility - 3010/3020 Kerner Improvements	5,035,967	4,835,967	200,000	0	29%	30%	41%
FI	Facility - Kerner Driver Break Room	650,000	58,000	101,000	491,000	100%	0%	0%
FJ	Rush Landing Improvements	4,030,117	145,000	376,000	3,509,117	31%	0%	69%
YF	Yellow Bus Parking Facility	3,000,000	0	0	3,000,000	100%	0%	0%
Subtotal Facility		59,394,084	21,266,816	5,775,446	32,351,823	36%	3%	61%
OD	On Board Equipment	2,157,000	1,507,626	649,374	0	20%	0%	80%
Subtotal On Board Equipment		2,157,000	1,507,626	649,374	0	27%	0%	76%
VR	Major Vehicle Repairs (VR)	365,000	165,000	200,000	0	100%	0%	0%
IF	Infrastructure Support (IF)	335,000	85,000	250,000	0	100%	0%	0%
Subtotal Ongoing Capital Expenses		700,000	250,000	450,000	0	100%	0%	0%
Total Expenditures		95,673,054	27,012,012	17,049,091	51,611,954	31%	1%	67%

Figure 13: Capital Project Expenditures and Budget by Type



Vehicle purchases represent the most significant capital investment in the FY 2026/27 budget. Marin Transit expects to spend \$9.26 million on vehicles including a Board approved order for nine fixed route bus replacements and an upcoming order for 22 replacement paratransit vehicles that will be considered for approval by the Board later this year.

The FY 2026/27 Capital Budget includes \$5.8 million in facility projects. Marin Transit’s largest capital project to date is a major fixed route facility project at 1075 Francisco Blvd. E in San Rafael. The team will be working through the design phase in FY 2026/27. The District is also in the design phase for building improvements at both the 3000 Kerner Paratransit Maintenance building (San Rafael) and the 600 Rush Landing office building (Novato). Additional facility projects included in the FY 2026/27 parking lot rehabilitation at 600 Rush Landing (Novato).

The FY 2026/27 budget also includes projects that continue to plan for improved bus stops and passenger access. Marin Transit will continue work on the Capital Corridors project (described later in this section) focused on improvements in key ridership corridors in San Rafael and Novato. Marin Transit will also continue planning work on the Bus Stop Revitalization project, which created new bus stop guidelines which will help inform all future bus stop improvement work.

Capital expenditures are defined in the District’s fixed asset management policy. A “Fixed Asset” includes equipment, supplies, and rolling stock with a unit purchase value of at least \$5,000 and a service life of

more than one year. All projects that meet the requirements of the District's fixed asset policy are capitalized and depreciated over the defined life of the associated asset type. Expenditures not meeting the District's policy for capitalization will be included as operations expenses on financial statements.

The projects included in the FY 2026/27 budget are 68% funded with state and federal grant funds (Table 16). The budget includes the expenditure of \$1.37 million in Measure AA local sales tax funds and \$2.1 million in capital reserves (FY 2025/26 property tax revenues). There are no available property tax funds expected from FY 2026/27 to fund capital projects. With this budget, the District will have a Capital reserve of \$24.3 million which is needed for the future local match for the fixed route facility project and for other capital needs.

Vehicles

Purchase Four (4) 30-foot and Five (5) 40-foot Buses (LF) – Marin Transit will purchase four 30-foot buses and five 40-foot buses to replace three shuttles, eight narrow XHF vehicles, and one 40ft hybrid that was retired early due to an accident. Per the District's current adopted zero-emission transition plan, these vehicles are not programmed as zero-emission vehicles. Staff evaluated whether there was an opportunity to convert to battery electric buses and determined it was beneficial to stick to the current transition plan since additional charging infrastructure is needed. Development of this charging capacity is underway for the upcoming purchase of battery electric buses (EB) and is included as part of the Rush Landing improvement project (FJ). The four 30-foot vehicles will be diesel vehicles because hybrid buses are not currently available in this length. These vehicles are expected to be delivered at the end of FY 2025/26, with expenditures happening in the same year. The remaining five 40-foot buses will be diesel-electric hybrids and will be delivered in FY 2026/27. The \$8.1 million budget includes Section 5307 (federal) funds for 80% of costs, \$284,103 in State of Good Repair (state) funds, and \$887,000 in Regional Measure 3 (regional) and Measure AA (local) sales tax funding.

Purchase Six (6) 40-foot Hybrids and Five (5) 30-foot Diesel Buses (LG) – Marin Transit will purchase six 40-foot Hybrids and five 30-foot diesel buses to replace one narrow XHF vehicle, seven 40-foot Hybrid buses, and three shuttle buses. Per the District's current adopted zero-emission transition plan, the vehicles are not programmed as zero-emission vehicles. Staff evaluated whether there was an opportunity to transition additional vehicles to zero emissions with this purchase but determined that it was beneficial to stick to current plan due to range limitations on the electric vehicles. The vehicles will be delivered in FY 2027/28 and expenditures in FY 2026/27 are related to administration of the procurement. The \$10.4 million budget is funded through \$5.5 million in 5307 funds (federal), \$2.9 million in 5339 funds (federal), \$645,621 in State of Good Repair (state) funds, \$613,000 in Regional Measure 3 (regional) funds, \$777,982 in property tax (local), and the remaining \$48,379 in Measure AA sales tax (local) funding.

Purchase Four (4) 40-foot Battery Electric Buses (EB) – Marin Transit will purchase four 40-foot Electric buses to replace four 30-foot Hybrid buses. These vehicles will be delivered in FY 2027/28 and will be charged at the Rush Landing Facility in Novato. Charging infrastructure is included in a separate project – Facility Improvements – Rush Landing (FJ), described below. Expenditures in FY 2026/27 are related to administration of the procurement. The \$5.8 million project is 80% funded by Section 5307 (federal) funds for vehicle replacements, with \$956,000 in Low Carbon Transit Operations Program (state), and \$200,800 in Measure AA sales tax (local) funding.

Purchase 22 Paratransit Vehicles (PG) - Marin Transit delayed prior replacements of the paratransit fleet due to a significant reduction in demand for these services and will start a project for the replacement of 22 paratransit vehicles in FY 2026/27. These vehicles have a five-year useful life and will be used on paratransit and Marin Access shuttle services. The project replaces current cutaway vehicles from multiple fleet years (2018 and 2021). These replacements were postponed due to the drop in paratransit ridership during the post-pandemic period. This reduction in ridership led to a reduced number of vehicles required day-to-day and also decreased the intensity of vehicle usage. Grouping the purchases together will reduce staff time for the vehicle procurement. The \$2.9 million project is 80% funded with Section 5307 funds (federal) and a match from Measure AA funds (local). The vehicle order will be initiated in FY 2026/27, and delivery is within the fiscal year. Marin Transit participates in a joint procurement for vehicles through CalACT and anticipates purchasing the vehicles through that contract.

Purchase One Staff Vehicle (NB) - Marin Transit will purchase an electric staff vehicle to support increased demand by staff who take alternative forms of transportation (transit, bike, carpool) to get to work. The \$40,000 project is funded by Measure AA local sales tax funding.

Mid Life Refresh for 20 Hybrid Batteries (HZ) - This project provides for the required mid-life hybrid battery refresh on the District's nine 2017 35-foot Hybrid buses and eleven 2019 Hybrid buses. The work on the first nine 2017 buses was completed in FY 2025/26, and the FY 2026/27 budget includes funding for the remaining eleven 2019 buses. Due to price increases, an additional \$250,000 in funding was added to the budget for the refresh. The \$1.5 million project budget is 80% funded with Section 5307 funds (federal) and Measure AA (local).

Bus Stop Improvements

Capital Corridors Improvements (BQ) - This project evaluates and makes improvements to three high ridership corridors: 4th Street (San Rafael), Lincoln Ave (San Rafael), and South Novato Blvd (Novato). The improvements include updates to amenities, passenger information, and ADA Accessibility at stops in these corridors and planning for transit priority improvements. The \$2.0 million project is 80% funded with FY 2022/23 federal funding from region's third One Bay Area Grant (OBAG3) program.

Bus Stop Revitalization (BR) - This project is focused on bus stop improvements including additional amenities at 25-30 stops and upgrading 20 stops to be ADA accessible. Included in this work is an updated Bus Stop Conditions assessment, completed in FY 2025/26 which incorporates new ridership data since our last assessment, conducted in 2017. The project also includes a major update to Marin Transit's Bus Stop Guidelines. Bus stop improvements will be prioritized based on the updated conditions assessment and guidelines and are expected to target both "easy-win" stops that need simple updates (adding lighting, signage, shelters, benches, etc.) and stops that require more intensive construction to include ADA accessibility requirements. Staff anticipate identifying these stops and beginning design work in FY 2026/27. 100% of this \$2.5 million project is funded by MTC's Regional Measure 3 grant, awarded in FY 2024/25.

Administrative and Operations Facilities

Facility Purchase - Fixed Route Electric Vehicle Maintenance Facility (FG) - The District was awarded a competitive FTA Section 5339 Bus and Bus Facilities grant of \$31.5 million for the purchase and construction of a zero-emission fixed route bus facility. Marin Transit purchased a 3.5-acre site in

November 2024 and completed the CEQA project in January 2026. Marin Transit is working on initial site preparation and initiating the design process with required construction completion by July 2030. The primary focus of work in FY 2026/27 will be design.

Facility Improvements – Kerner (FH) – This project funds facility improvements at the vehicle parking facility at 3010/3020 Kerner Blvd. in San Rafael and will largely be completed in FY 2025/26 with close out tasks scheduled at the beginning of FY 2026/27. Improvements include demolition of an existing office building, paving, fencing, lighting, a solar canopy, and installation of initial electric vehicle charging stations. The project is funded with State Low Carbon Transit Operations Program (LCTOP) funding and Federal 5339 Zero Emission Bus (ZEB) funding.

Facility Improvements – Kerner Blvd (FI) – Marin Transit will make improvements to the Kerner Maintenance Facility to provide drivers now parking at 3010/3020 Kerner with a Break Room and access to restrooms. Design work was initiated in FY 2025/26 and is planned to enter construction in FY 2027/28. The project is funded with capital reserve funding (prior year local property tax).

Facility Improvements – Rush Landing (FJ) – Marin Transit will make improvements to both the building and the bus parking lot at 600 Rush Landing in Novato. Building improvements will include adding an elevator to the second floor, reconfiguring space to support bus operations, and upgrading employee bathrooms. The parking lot needs to be resurfaced and made ready with additional charging infrastructure for the next delivery of Battery Electric vehicles. Design for the building improvements was initiated in FY 2025/26 and will be combined with the Kerner Blvd Driver Break Room. The design for the project is funded with capital reserve funding (prior year local property tax). The construction for the project is funded with newly awarded Federal 5339 Bus and Bus Facility discretionary funding and matched with local property tax funds.

Yellow Bus Parking Facility (YF)- The District currently leases a parking lot for 16 yellow buses, but the future of this lease is unknown. This project is for the purchase of a parking site for yellow buses and would be funded with \$1.1 Million in Measure AA and \$1.9 million in capital reserve funding (prior year local property tax). This project is currently on hold due to availability of property and is not included in the FY 2026/27 budget.

Technology Projects

On Board Technology – This project funds the purchase of equipment needed for the farebox transition recommended as part of the 2023 Fare Collection Study. New passenger counting equipment and associated advanced vehicle location equipment were purchased in FY 2025/26. Replacement fareboxes and a camera hardware upgrade for vehicle security and data retention continuity are planned for FY 2026-27. These components of the project are 80% funded with FTA Section 5307 funds and 20% with Measure AA. The project budget is being increased by \$107,000 to accommodate cost increases due to hardware, tariffs, and installation cost escalations. Additional local funding was added to the project to fund the increased expenditure.

Other Measure A/AA Capital Expenses

Other capital and infrastructure expenses include major vehicle repairs and small capital projects for infrastructure support. Expenditures for the Golden Gate contract capital costs were moved to the

operations budget to align with federal and state reporting. Infrastructure support costs in project IF, include other smaller projects, typically related to repairs and equipment needed at the District's facilities.



Draft Budget

JULY 1, 2026- JUNE 30, 2027



Agenda

- 01** Overview
- 02** Operations Revenues
- 03** Operations Expenses
- 04** Program Budgets
- 05** Capital Budget

Overview – Budget Schedule

Development Schedule

Feb 10, 2026	Budget kick-off meeting
Feb - April 2026	Program level budget meetings
May 4, 2026	Draft Budget presented to Board
June 1, 2026	Board review/adoption of Final Budget



Goal: Provide sufficient and sustainable funding for local transit service needs using the following guidelines:

- Maintain adopted reserve levels
- Preserve a balance of revenues and expenditures over a 5-year horizon
- Provide for SRTP-adopted service levels

Overview- Draft Budget Summary

District is at a financial inflection point

- This is the first budget where District uses reserves to fund operations & capital projects
 - \$575,282 in operating reserves and \$2.1 million in capital reserves
- Operating costs are outpacing revenue growth
 - No proposed changes to fixed route service levels in this budget
- Significant decline in carryforward levels, specifically in Measure AA and STA funds.
 - **8%** of revenues (\$3.8 million) are carryforward Measure AA and STA funds in this budget compared to **17%** (\$9.4 million) in prior year
- Continued capital investment in facilities to obtain operational stability and meet zero emission goals



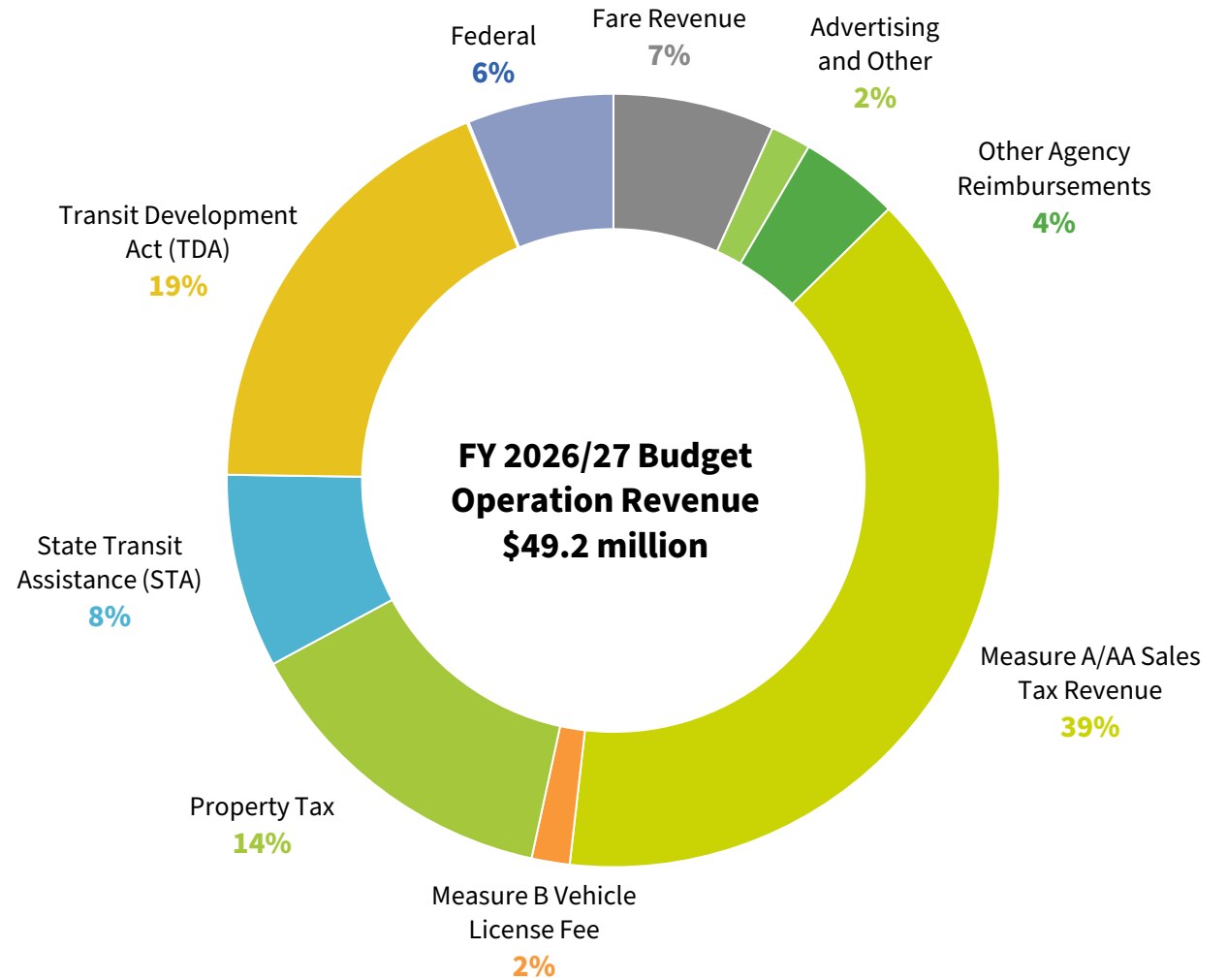
Future financial picture will be defined through the Short Range Transit Planning Process

Overview – Budget Summary

	FY2024/25 Actual	FY2025/26 Revised Budget	FY 2025/26 Estimated Actual	FY 2026/27 Budget
Revenue				
Operations	45,791,476	51,046,004	50,326,882	49,004,774
Capital	23,159,421	12,167,839	11,498,240	14,903,036
Total Revenue	\$68,950,897	\$63,213,843	\$61,825,122	\$63,907,810
Expenditures				
Operations	42,930,277	46,629,697	44,920,160	49,580,056
Capital	23,070,119	12,163,612	11,498,241	17,049,090
Total Expenditures	\$66,000,396	\$58,793,309	\$56,418,401	\$66,629,146
Net Change in Fund Balance	\$2,950,501	\$4,420,534	\$5,406,721	-\$2,721,336
Expenditure of Operations Reserve				\$575,282
Expenditure of Capital Reserve				\$2,146,054
Emergency Reserve	7,548,352	7,771,616	7,771,616	8,263,343
Contingency Reserve	15,096,704	15,543,232	15,543,232	14,476,224
Capital Reserve	21,743,946	25,494,688	26,480,875	24,334,821
Fund Balance (total reserve)	\$44,389,002	\$48,809,536	\$49,795,723	\$47,074,387

Operations Revenue

- Primarily Local (Measure A/AA) and State revenue for Operations
- TAM projecting a 1.5% increase in Measure AA sales tax for FY 2026/27
- Lower State revenue
 - TDA 3% lower
 - STA 8% lower



Operations Revenue

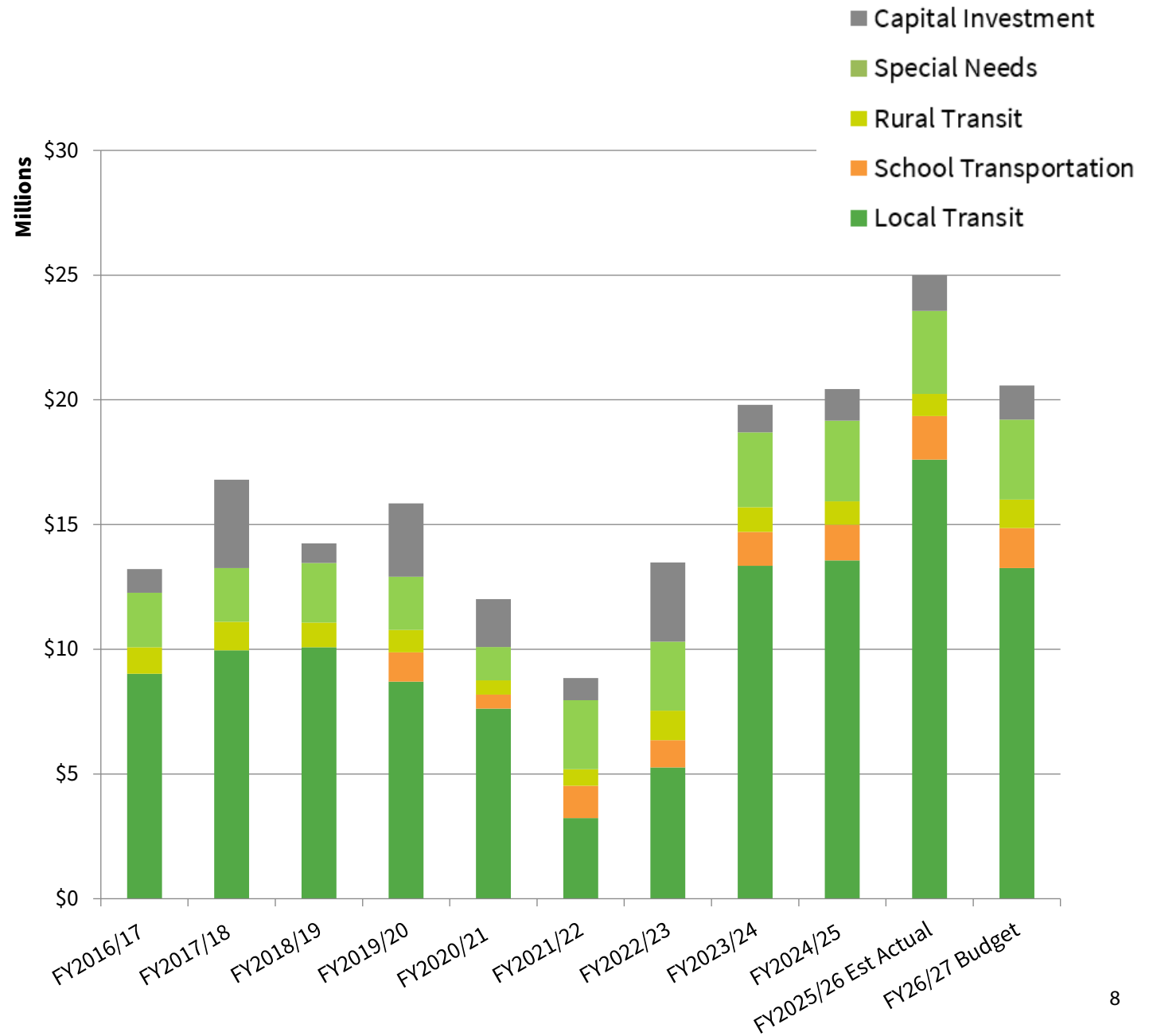
- Increased Federal funding in post covid years
- End of covid-era federal funding increased need for Measure AA funding
- Higher Measure AA expenditure starting in FY 2023/24 due to use of carryforward
- Measure AA levels expected to stabilize going forward with the spend down of carryforward reserves
- Expenses continue to increase

District Revenue Funding Sources by Fiscal Year



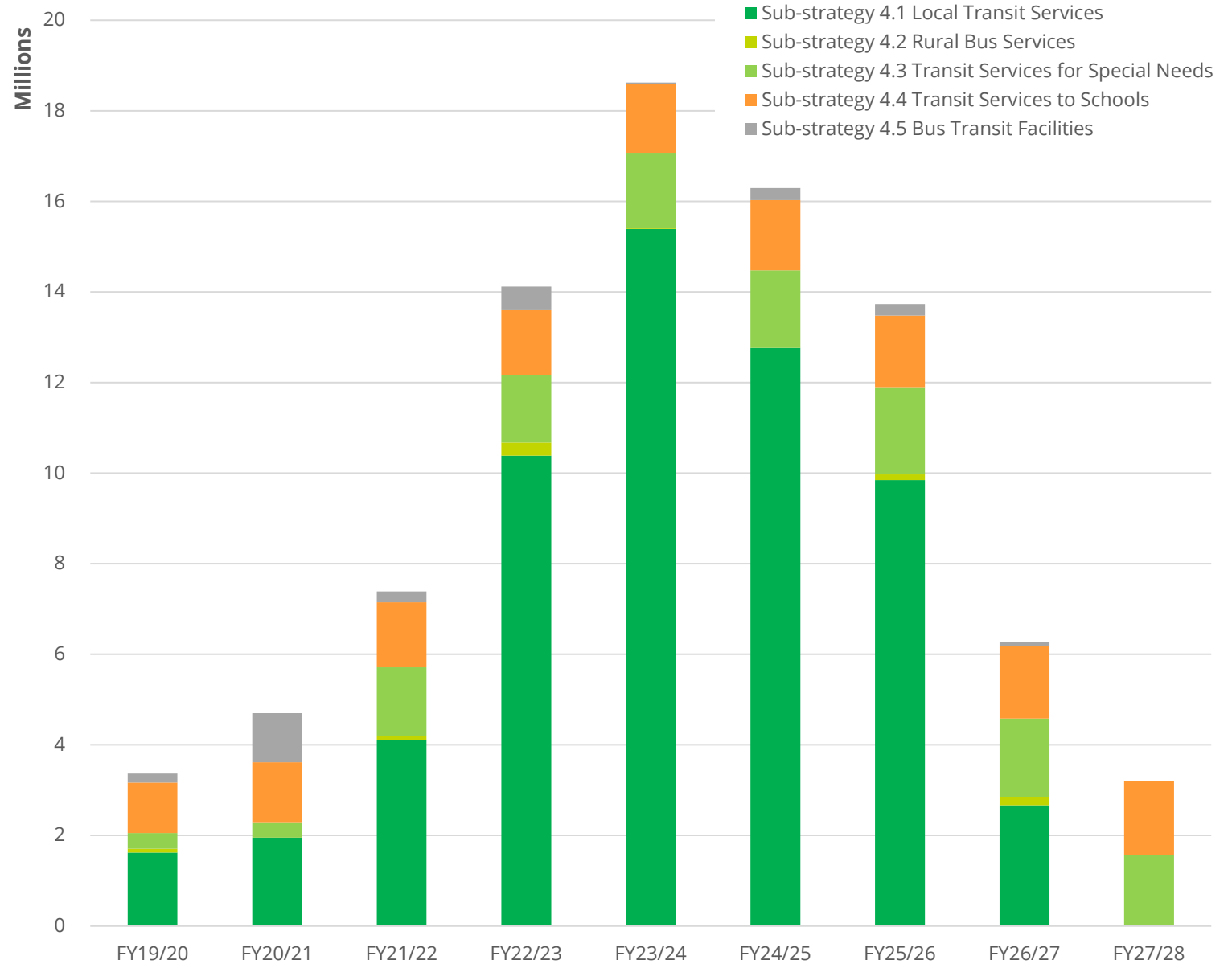
Measure A/AA Expenditures

- FY 2026/27 allocation request \$20.6 million
- Budget includes \$3 million in carryforward expenditure
 - Significant decline from \$8.2 million carryforward expenditure in the current FY 2025/26 budget
- \$3.3 million remaining in carryforward, limited to School and Special Needs categories



Measure A/AA Carryforward Levels by Subcategory

- Local carryforward funding reduced from \$9.8 million in FY 2025/26 to \$2.6 million in FY 2026/27
- All carryforward amounts are expected to be depleted after this year except Schools and Special Needs

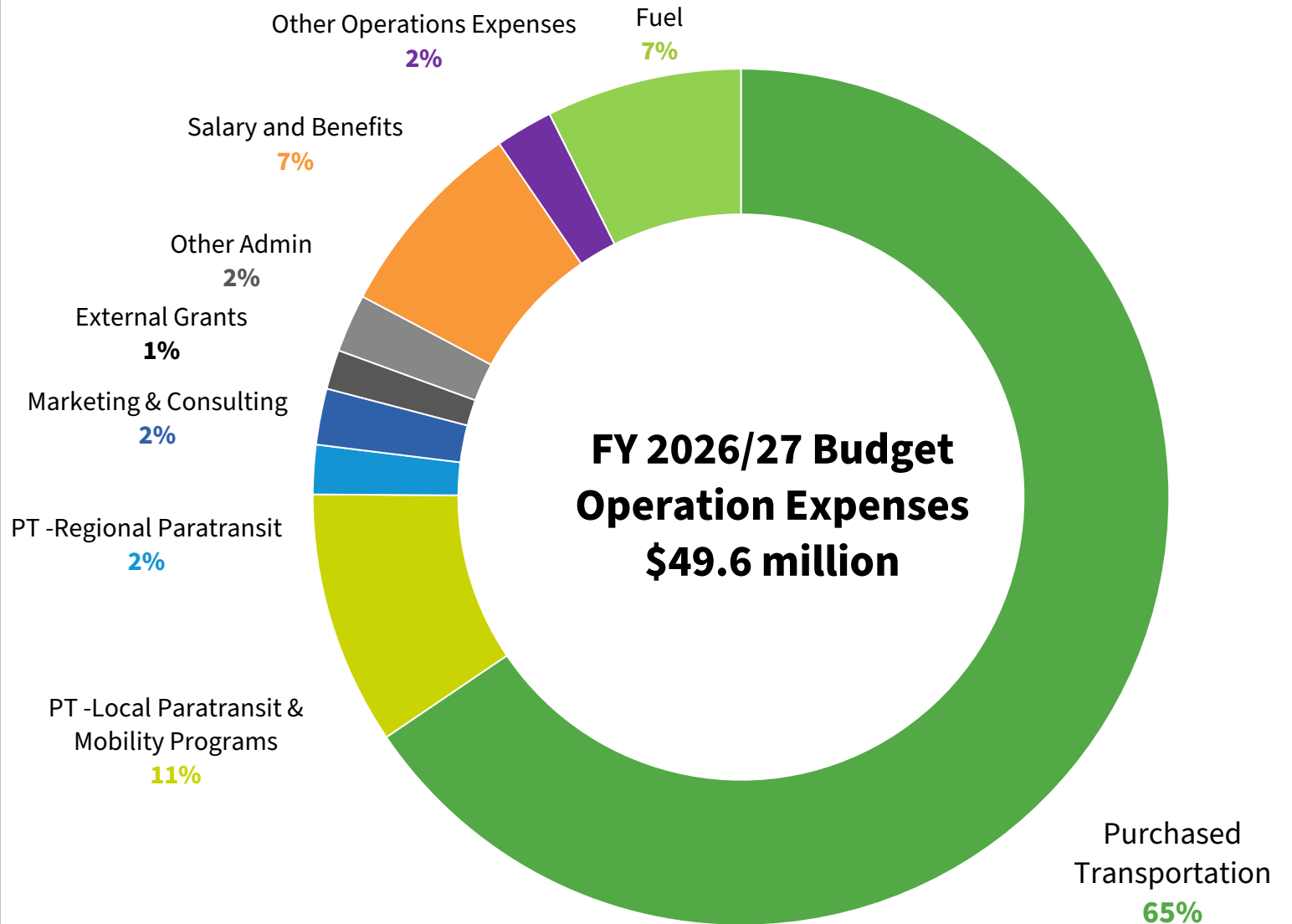


Operations Expense

- Categories with variances over \$100,000 and >10%
 - Salaries and Benefits
 - Purchased Transportation
 - Fuel

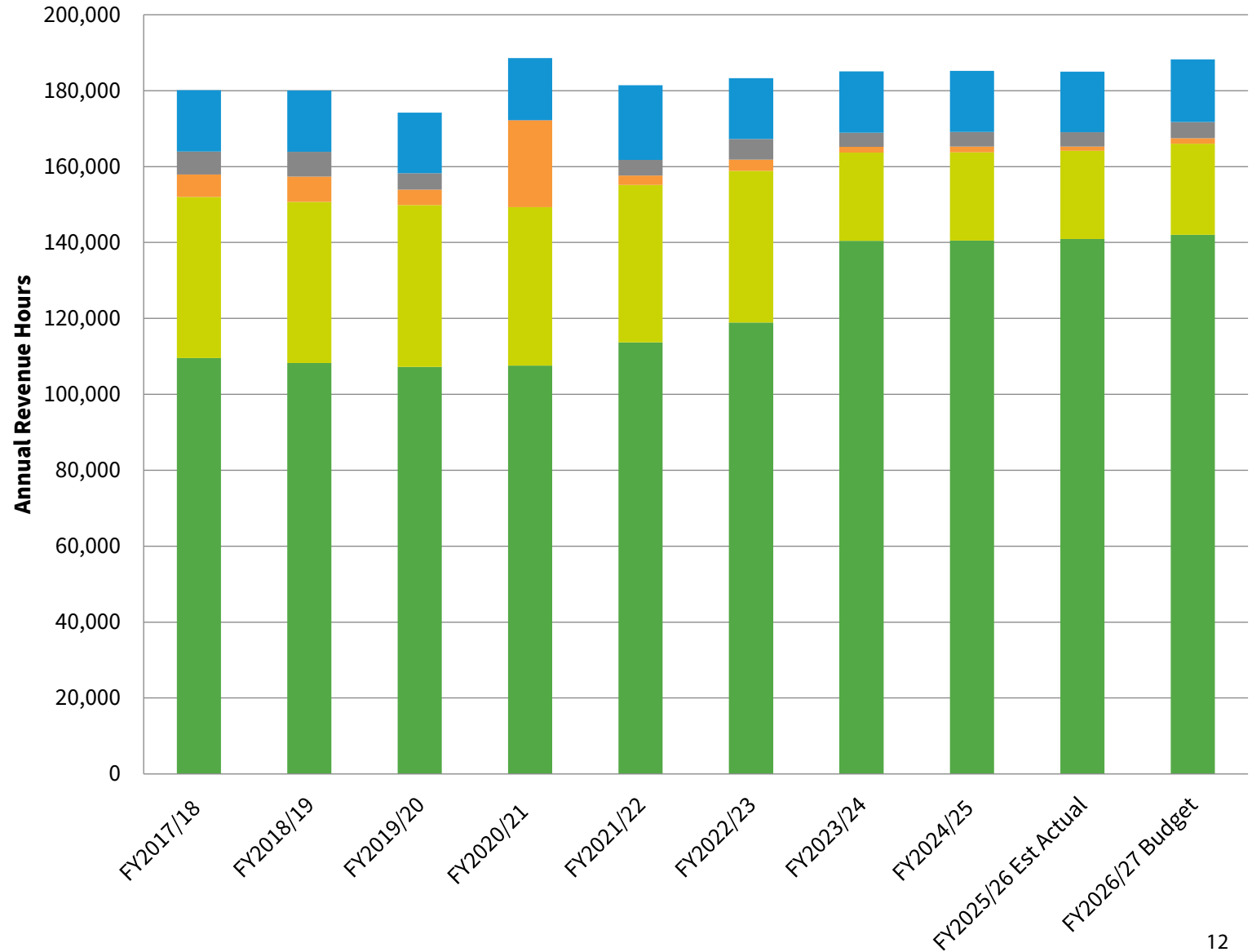
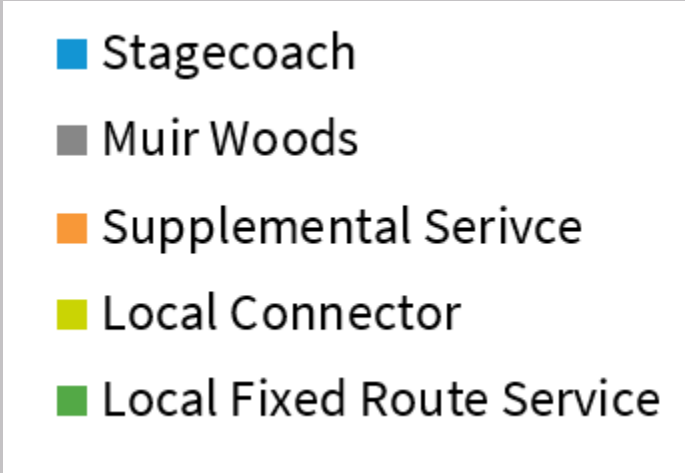
Program Budgets

- Administration
- Local
- Yellow Bus
- Rural
- Marin Access



Fixed Route Service Levels

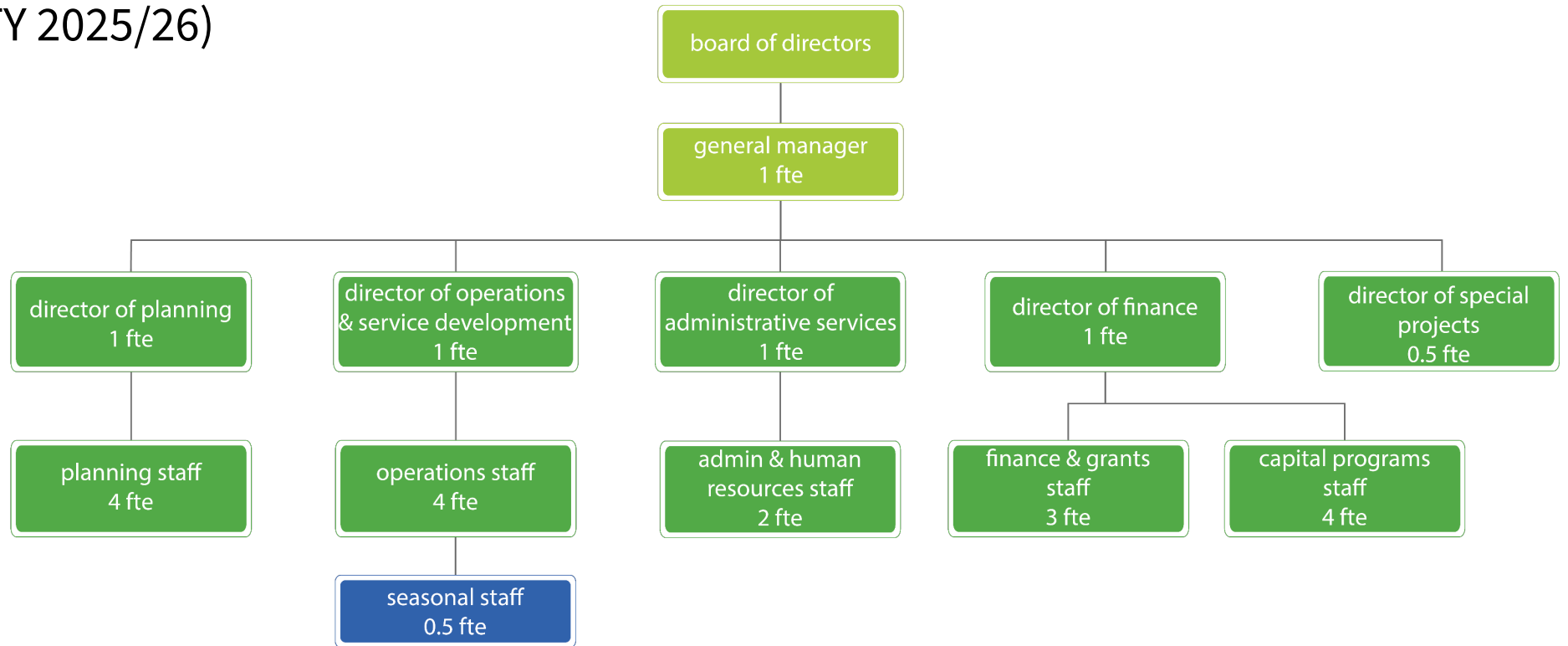
- Steady service levels



Operations

Administration Budget

- \$5.9 million (before transfer of staff time to programs)
- Currently 2 vacant positions
- 23 FTEs (+.5 from FY 2025/26)



Operations

Local Service \$36.1 million

- Operated by GGBHTD & Marin Airporter
- 73% of Operations cost
- 8% increase in Purchase Transportation costs



Service Type	FY 2026/27 Budgeted Service (Rev Hrs)	Effective Contract Cost Per Rev. Hour (without fuel)	Notes
Fixed Route - Operated by GGBHTD	73,000	\$177.82	Contract rate increases 9.0%; contract amendment increased rates; includes customer service costs
Fixed Route - Operated by Marin Airporter	93,000	\$157.79	Fixed and variable contract, effective hourly rate increases 5.7%
Supplemental School - Operated by Marin Airporter	1,500	\$157.79	Fixed and variable contract, effective hourly rate increases 5.7%
Muir Woods Shuttle	4,200	\$197.37	Rate includes equipment and fuel, billed by vehicle per day

Operations

Yellow Bus Service

- \$1.8 million Budget
- Operations of Ross Valley Yellow Bus (~\$992,000)
 - Service Operated by Bauer Transportation
- \$1.1 million in Measure AA funds to five county yellow bus programs



Operations

Rural Budget \$3.3 million

- Service to West Marin
- Operation by Marin Airporter
- No significant change to service levels
- 6% increase in budget due to increased purchase transportation costs



Operations

Marin Access \$7.9 million

- Includes:
 - Local and Regional Paratransit
 - Mobility Wallet
 - Volunteer Driver
 - Complementary Mobility Options and Programs
- Budget increases 1%
- Measure B, Measure AA, & FTA Section 5307 and 5310 funding

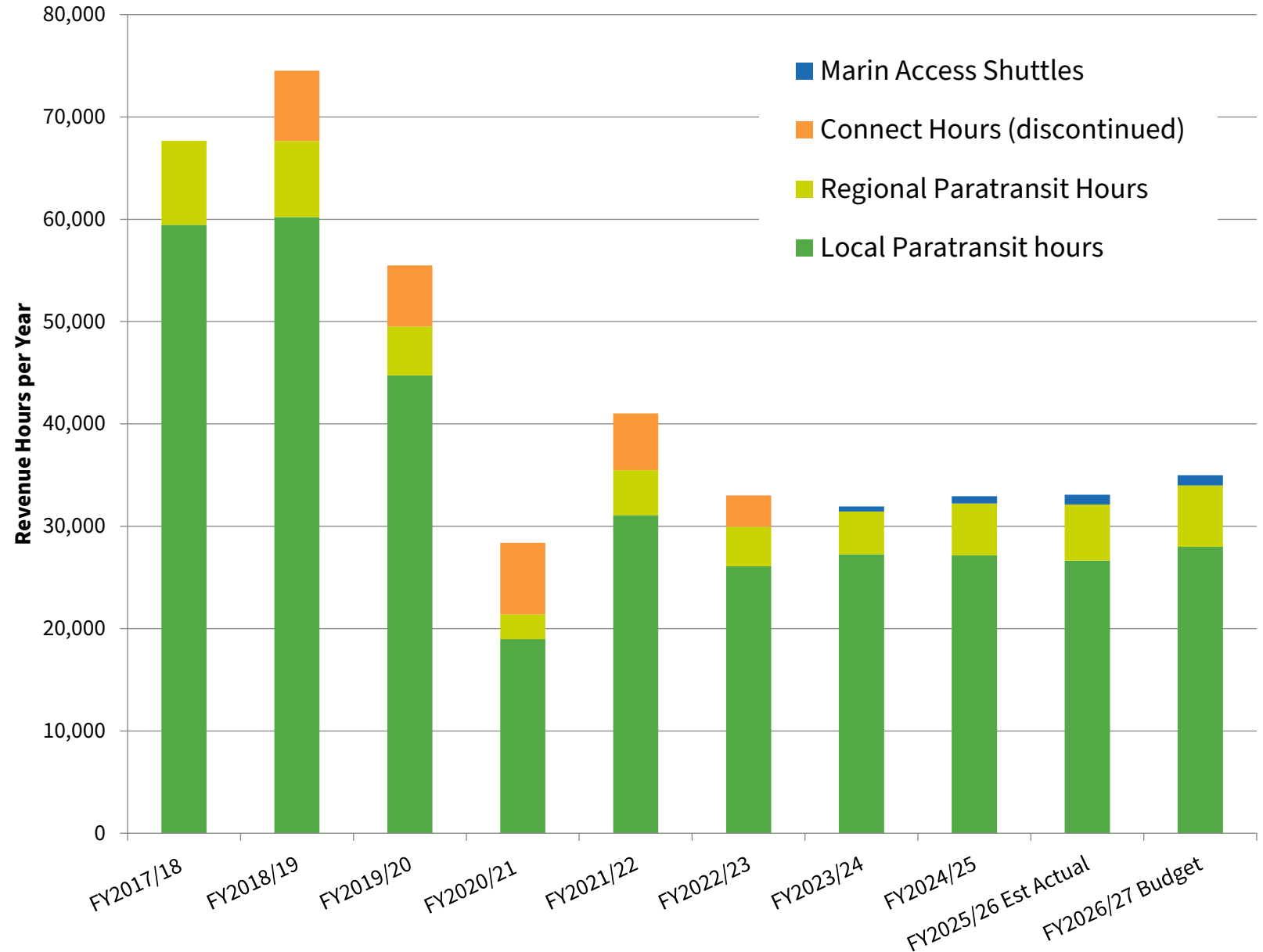


Operations

Marin Access

Service Hours

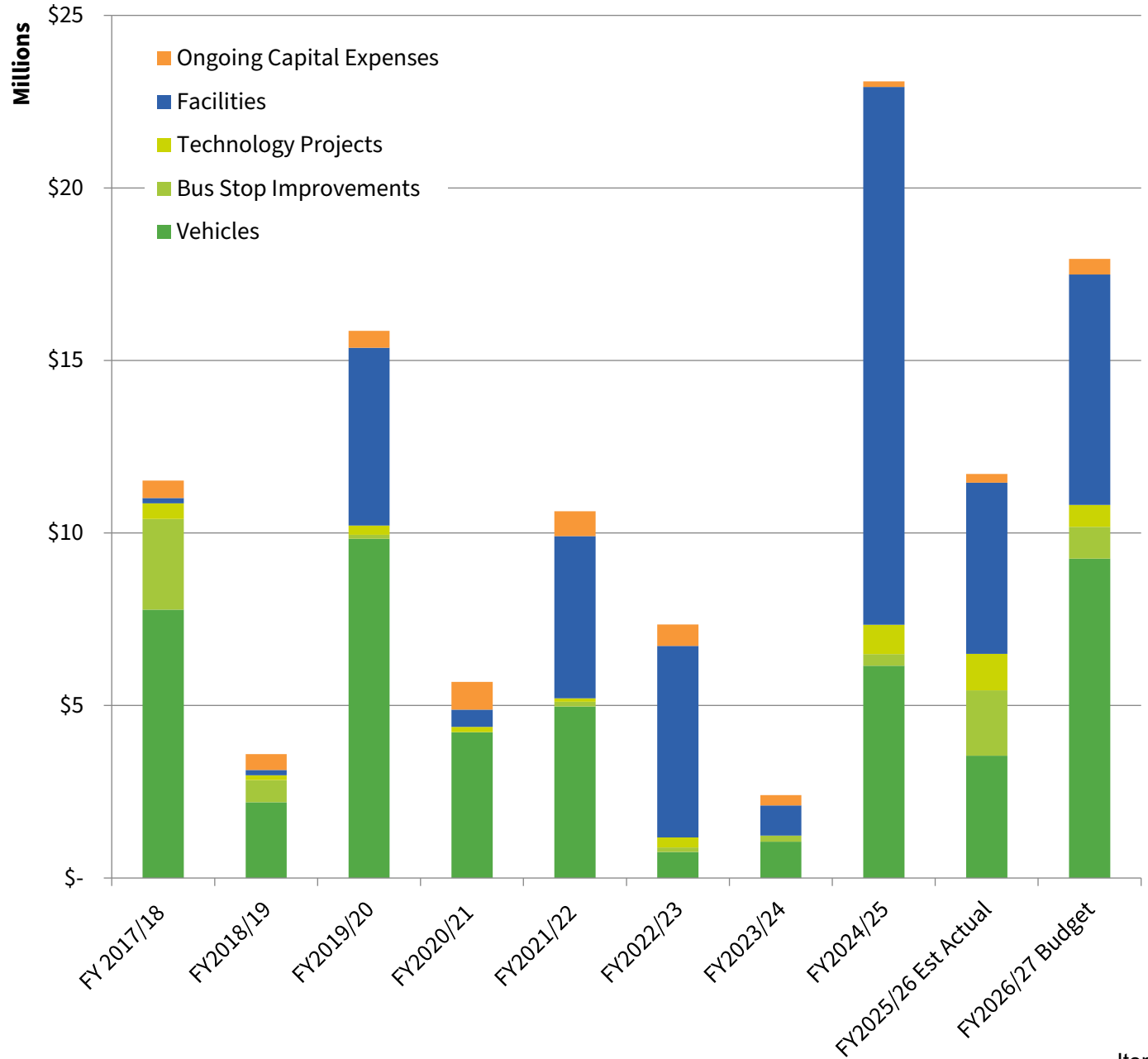
- Budgeted service hours are 7% lower than FY 2025/26 budget
- Budgeted service hours 6% greater than FY 2025/26 estimated actuals



Capital Budget

\$17 million

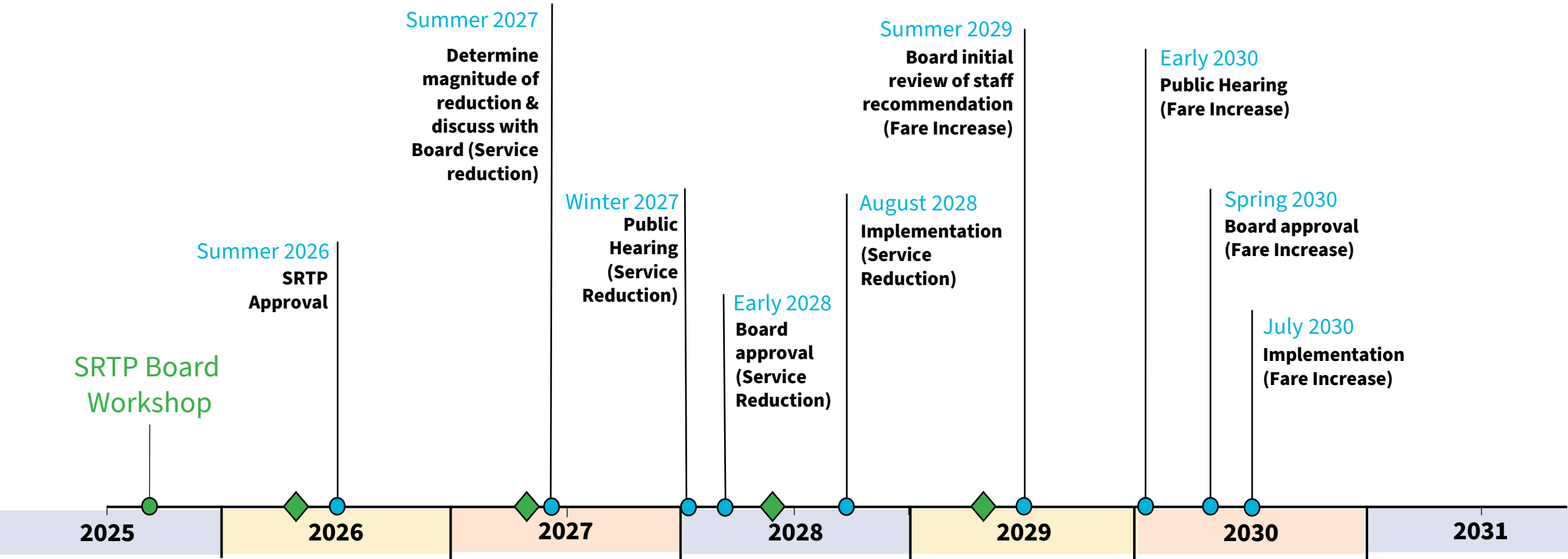
- Bus and Paratransit vehicle replacements
- Construction Phase for:
 - 3010/3020 Kerner Parking and Charging Facility
- Design & Construction surcharge funds for fixed route maintenance facility (Francisco Blvd.)
- Hybrid battery midlife refresh
- \$2.1 million needed from Capital Reserves



Future Financial Outlook

- District will need to address the imminent fiscal cliff in coming years
- Financial projections show costs rising faster than revenues (min operating reserves hit in FY 2029/30)
 - Future revenue projections are unclear and greatly impact future financials
 - Service contracts (GGT & Transdev) will end this fiscal year, new rates TBD
- **Need to balance our 10-year outlook in SRTP coming this summer.** Most notably:
 - Service Plan must be fiscally constrained
 - Service cuts and fare increase to be considered
 - Individual actions will come back later for adoption

S RTP Decision-Making Timeline



◆ Updated financial data available



Thank you

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May 4, 2026

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

Subject: Muir Woods Shuttle Evaluation Report for the 2025 Season

Dear Board Members:

Recommendation

Accept report.

Summary

Marin Transit staff prepares a report on the Muir Woods Shuttle operation each year. The report is used to assist Marin Transit and National Parks Service staff in planning and to provide an evaluation of the prior season's service to the Board and the public. The 2025 Muir Woods Shuttle Evaluation Report is attached.

During the 2025 calendar year, the Muir Woods Shuttle was scheduled to operate on weekends and holidays from April through October, as well as weekdays during the peak season from mid-June to mid-August. The season was truncated in September 2025 due to the government shutdown in October, which closed the park. As a result, overall, in 2025, the Shuttle provided service on 89 days, 9% fewer than the prior year (it was scheduled for 97). Park visitors took 38,488 one-way trips in 2025, representing a 12% percent decrease in ridership compared to 2024. The ridership decrease reflects both reduced days of service due to the government shutdown, but higher per trip ridership overall due to not operating in the lower ridership month of October.

The Shuttle carried an average of 11.4 passengers per revenue hour and 13 passengers per trip for the 2025 season. Passengers per trip increased by 5% from the prior year. Daily ridership reached up to 672 unlinked passenger trips on the Shuttle's busiest days in August.

For the 2025 season, the total program costs for the Muir Woods Shuttle service were \$907,405, a reduction of 13% from the prior year due to the shorter season caused by the government shutdown. The total cost includes service operations, marketing, Marin Transit administration, part-time Customer Liaisons, and the provision of portable restrooms. Under the cooperative agreement with the National Parks Service (NPS), Marin Transit's contributions to the program were capped at \$400,000 in 2025; the remainder was paid by NPS.



Fiscal/Staffing Impact

None.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Sandra Romero".

Sandra Romero
Specialized Transportation Services Analyst

Attachment A: 2025 Muir Woods Shuttle Evaluation Report



Muir Woods Shuttle Evaluation Report

2025 SEASON

Agenda

- 01** Background
- 02** Shuttle Performance
- 03** Financial Information & Metrics
- 04** Service Outlook

Background

Shuttle History (part 1 of 2)

- The Muir Woods Shuttle* operates under a partnership agreement between the National Park Service (NPS) and the Marin County Transit District (Marin Transit) that started in 2009.
- Marin Transit manages the operation of the Shuttle (through a third-party contractor) and NPS provides significant funding toward and input into Shuttle operation.
- Originally, the Shuttle operated on weekends and holidays only during the peak times for park visitation.
- Summer weekday service was introduced in 2015.
- Year-round weekend/holiday service was introduced in 2018.
- Shuttle operation paused during the COVID-19 pandemic.

Shuttle History (part 2 of 2)

- Post COVID, shuttle service resumed in June 2021 for weekend and holiday service only.
- Summer weekday service was restored in 2022.
- Due to rising costs and low ridership, year-round service was suspended in 2023.
 - The season now typically starts in early spring and ends in mid-fall; exact dates are determined each year by Marin Transit and NPS.
- Historically, the Shuttle primarily ran from Pohono Park & Ride in Mill Valley, with limited service from the Sausalito Ferry Terminal.
- The primary park & ride location moved to the Larkspur Ferry Terminal in June 2022 due to flooding concerns and limited transit connectivity at Pohono.

2025 Season Overview

- **89 total days** of service: 9% fewer service days compared to 2024
 - Season had 97 planned days of service but was cut short due to the government shutdown
- Shuttle used vehicles with max seating capacity of 25 due to overhead clearance issues with the larger coaches along the route.
- Shuttle ran on **weekends and holidays** from **April to September**
 - 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

Fares

- Tickets for the Shuttle are purchased in advance online.
- Starting May 27, 2023, passengers were required to book and purchase shuttle tickets online (cash payments were no longer offered).
- Fares were **\$3.75 per adult** for a round-trip to and from the park in 2025.
 - Youth ages 15 and younger ride for **free**.

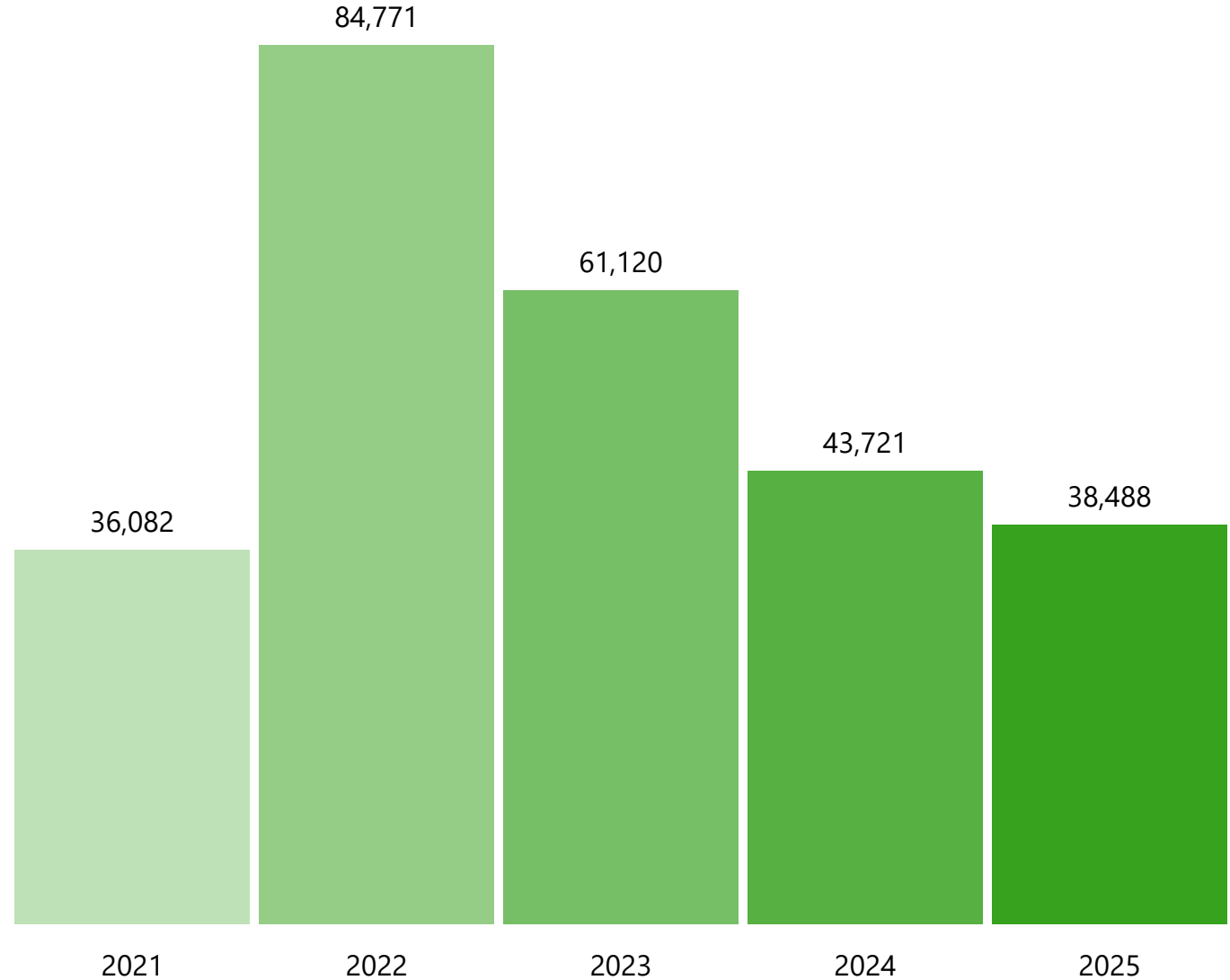
**2026 fare is \$4.00 per adult for a round-trip to and from the park.*

Shuttle Performance

Ridership

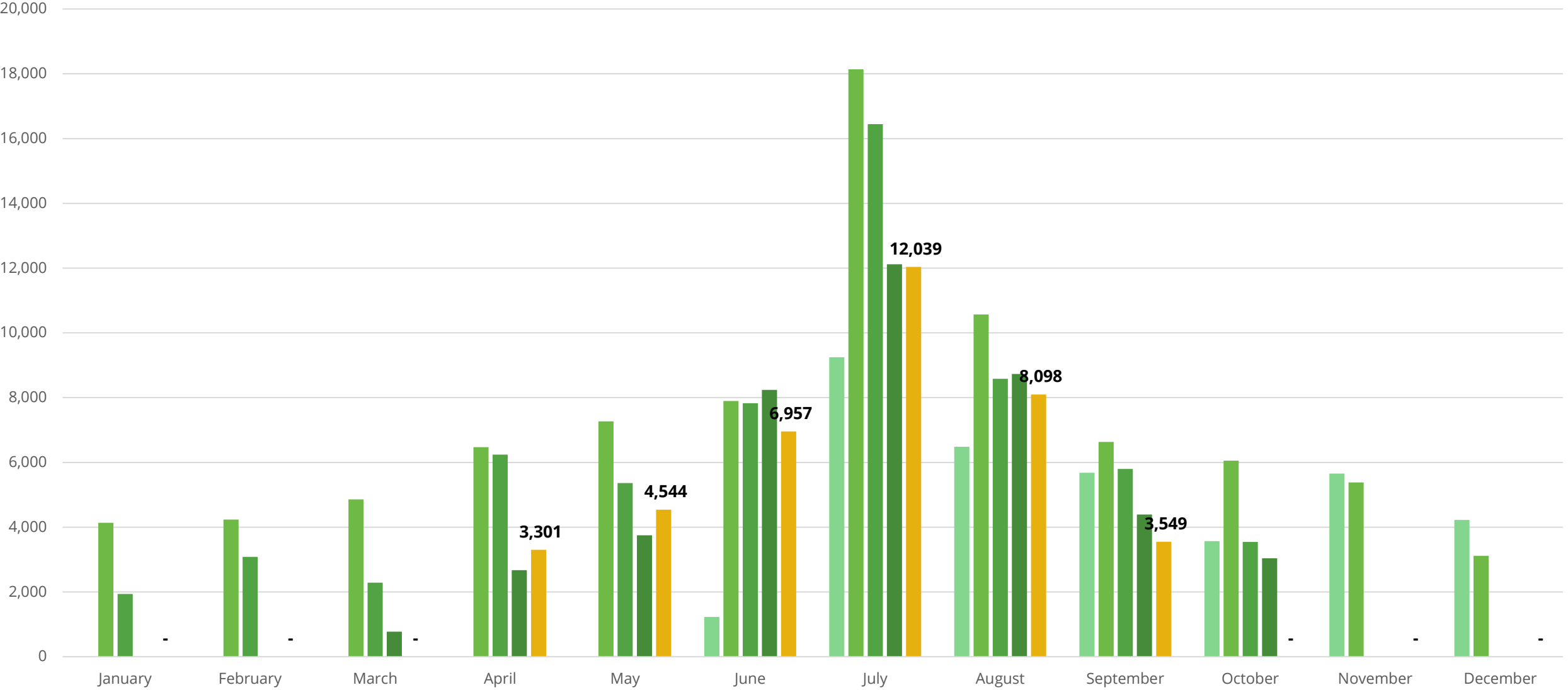
- 38,488 passengers in 2025
 - Down 12% from 2024
- Ridership decrease is due to:
 - Fewer days of service

Passengers



Monthly Ridership

2021 2022 2023 2024 2025

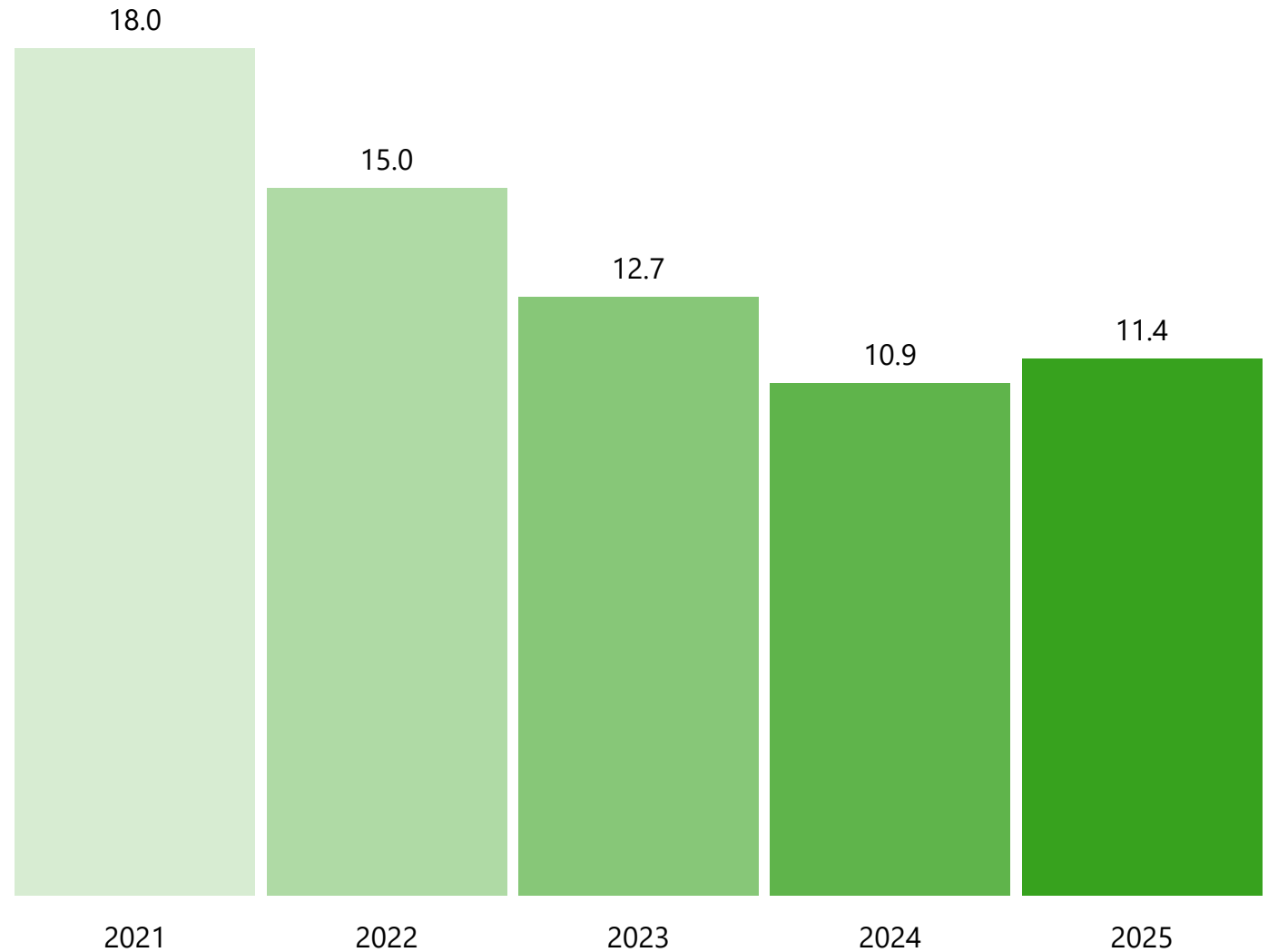


Productivity

11.4 passengers per hour

- 5% increase from 2024
- Productivity increase likely due to the early end of season
- October is traditionally our lowest ridership month and that was removed with the government shutdown

Passengers per Revenue Hour

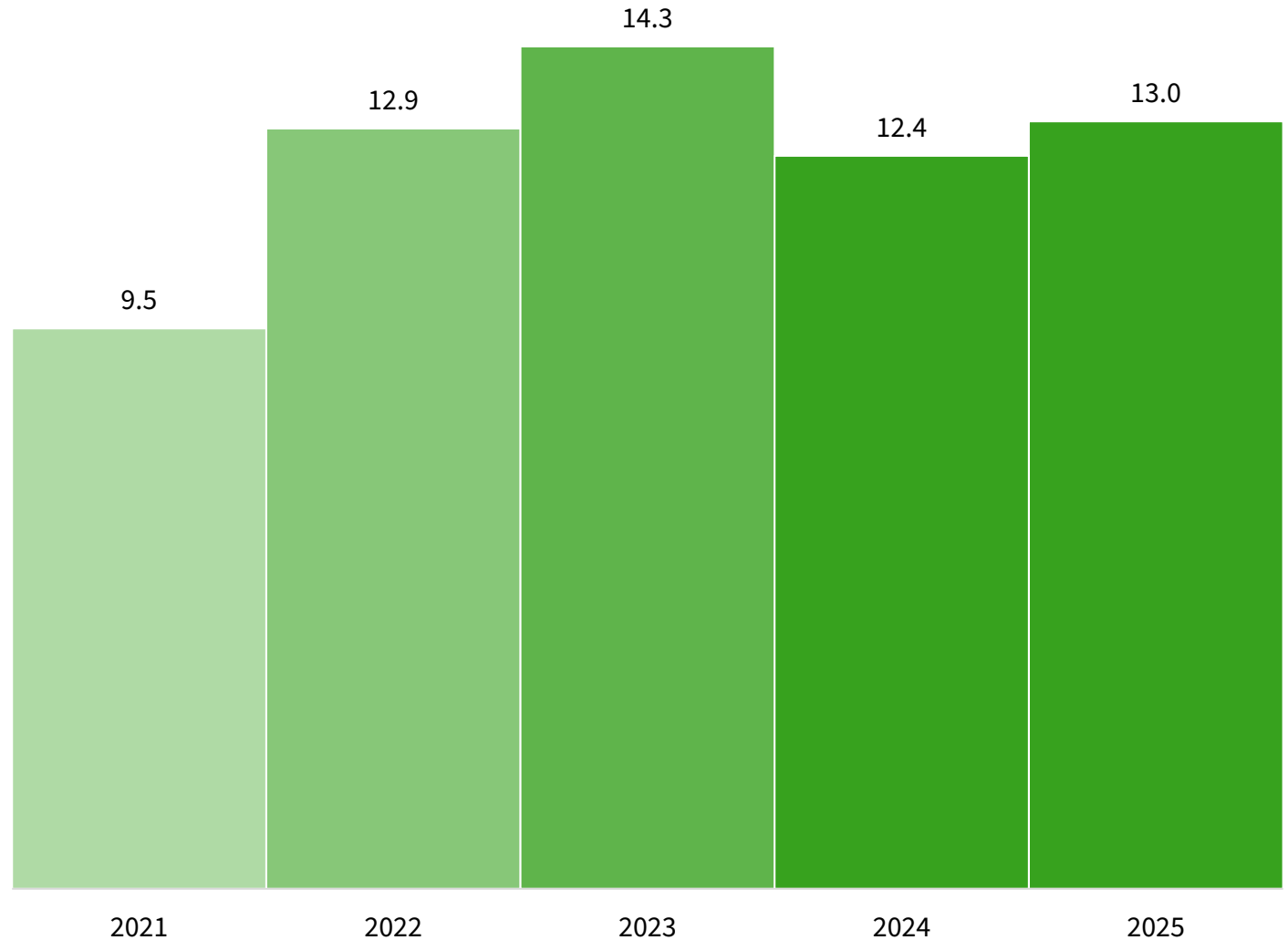


Productivity

13 passengers per trip

- 5% increase from 2024 service year
- Productivity increase likely due to the early end of season

Passengers per Trip

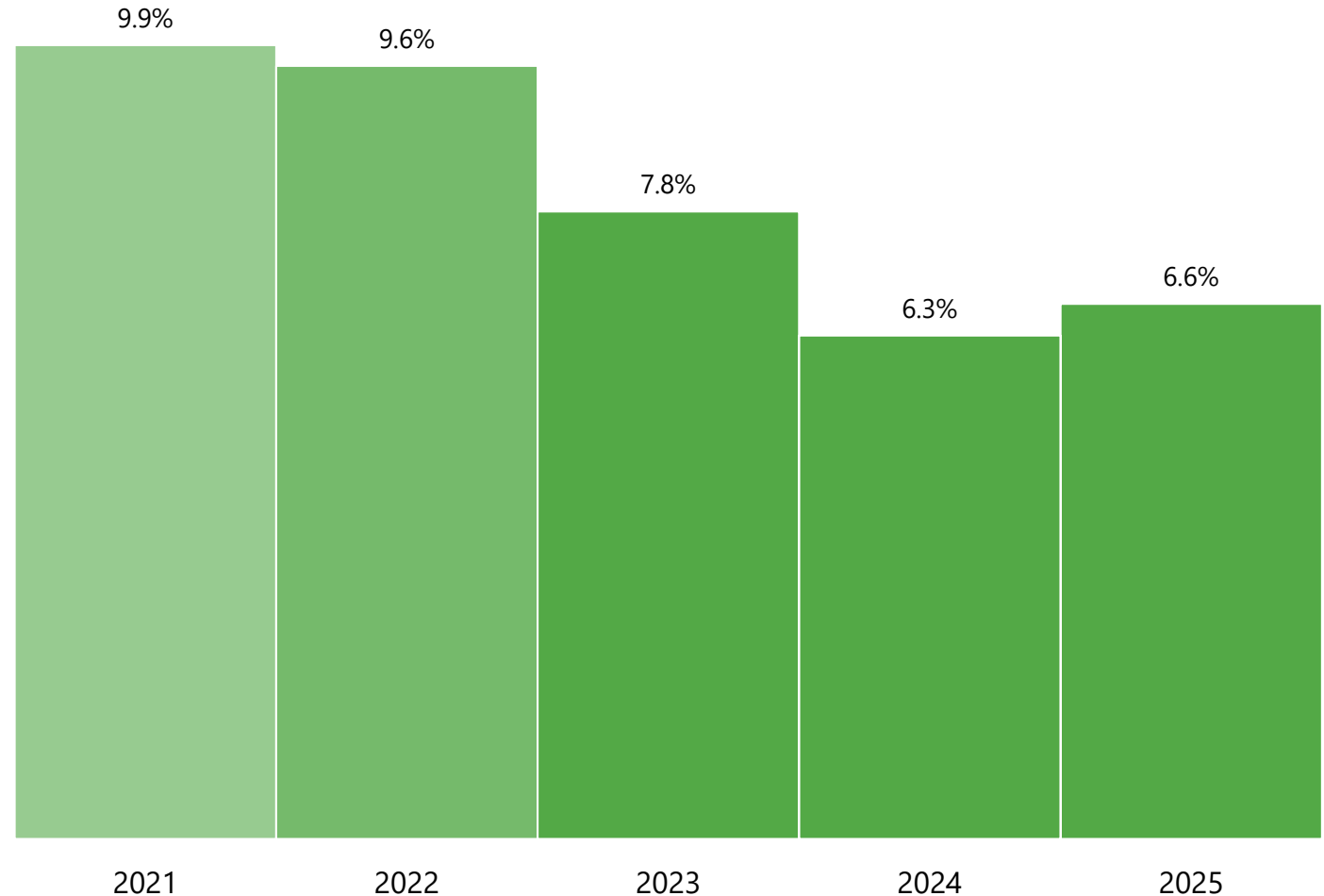


Mode Share

On 2025 shuttle service days:

- Average 6.6% mode share across the whole shuttle season
- Up to 9% of park visitors rode the shuttle on the busiest days
- 289,718 park visitors
- 19,242 shuttle riders
- Increase from 2024 is due to higher productivity from shorter season

Mode Share



Financial Information & Metrics

Cost Sharing Agreement Overview

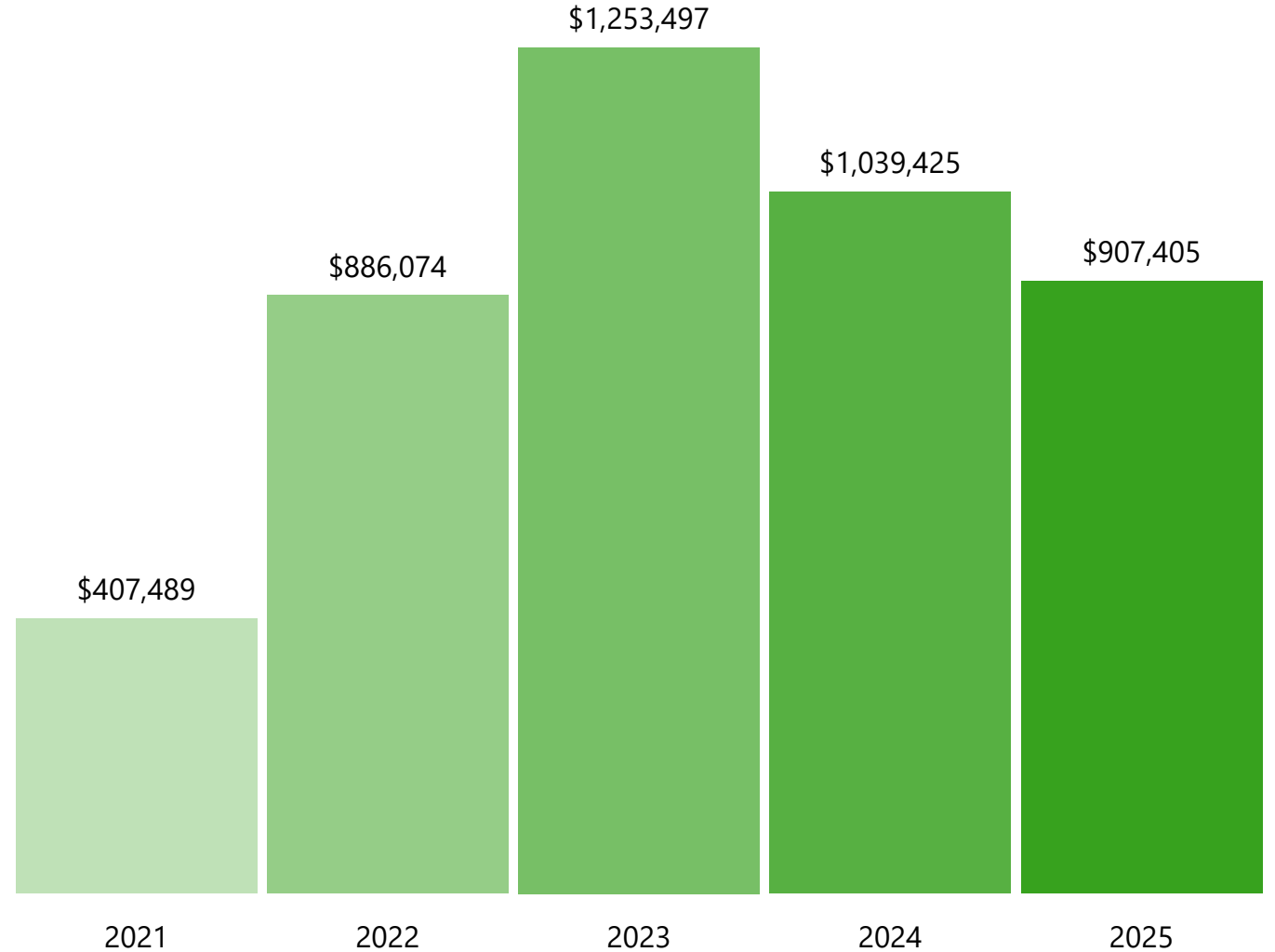
- In 2023, NPS and Marin Transit signed a new Cooperative Agreement that took effect mid-season during the summer of 2023.
- Under the new Agreement, Marin Transit and NPS share Shuttle costs evenly up until total Shuttle costs each year reach \$800,000, after which NPS covers 100% of Shuttle costs until the maximum value of the cost sharing agreement is reached.
- Under this new agreement, fares are not deducted from Shuttle costs; NPS keeps all fare revenue. For this reason, this report no longer looks at fare-based metrics and instead looks at total cost per rider and total cost share with NPS.

Program Cost

Total 2025 cost: \$907,405

- 16% decrease from 2024
- Cost per hour: \$197
 - 3% increase in contractor costs compared to last year
- Cost decrease is due to:
 - Fewer days of operation due to government shutdown in Oct 2025

Program Cost

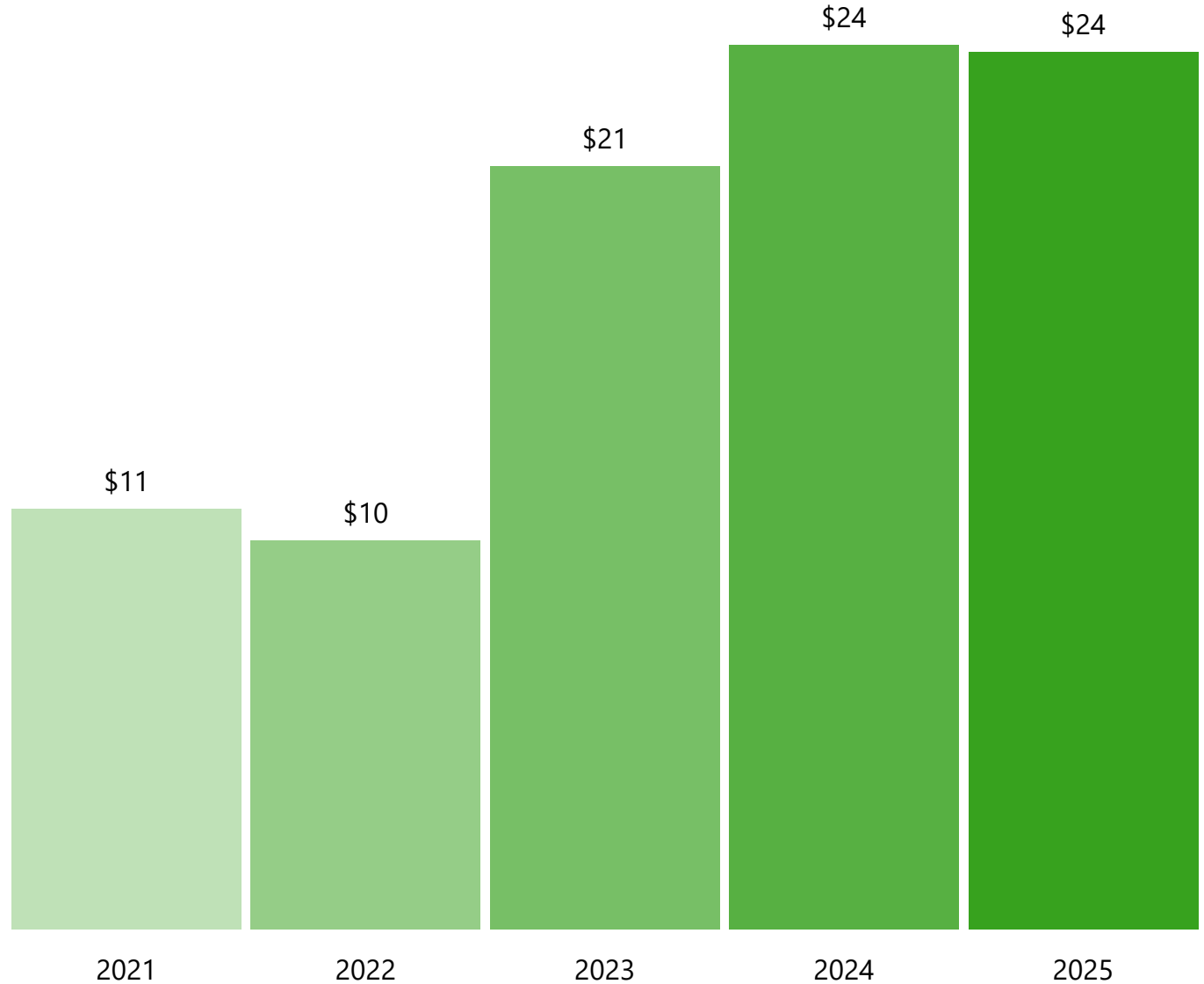


Cost per Passenger

2025 cost: \$23.58 per passenger

- 1% decrease from 2024
- Costs per passenger remained stable despite increasing hourly costs due to higher productivity

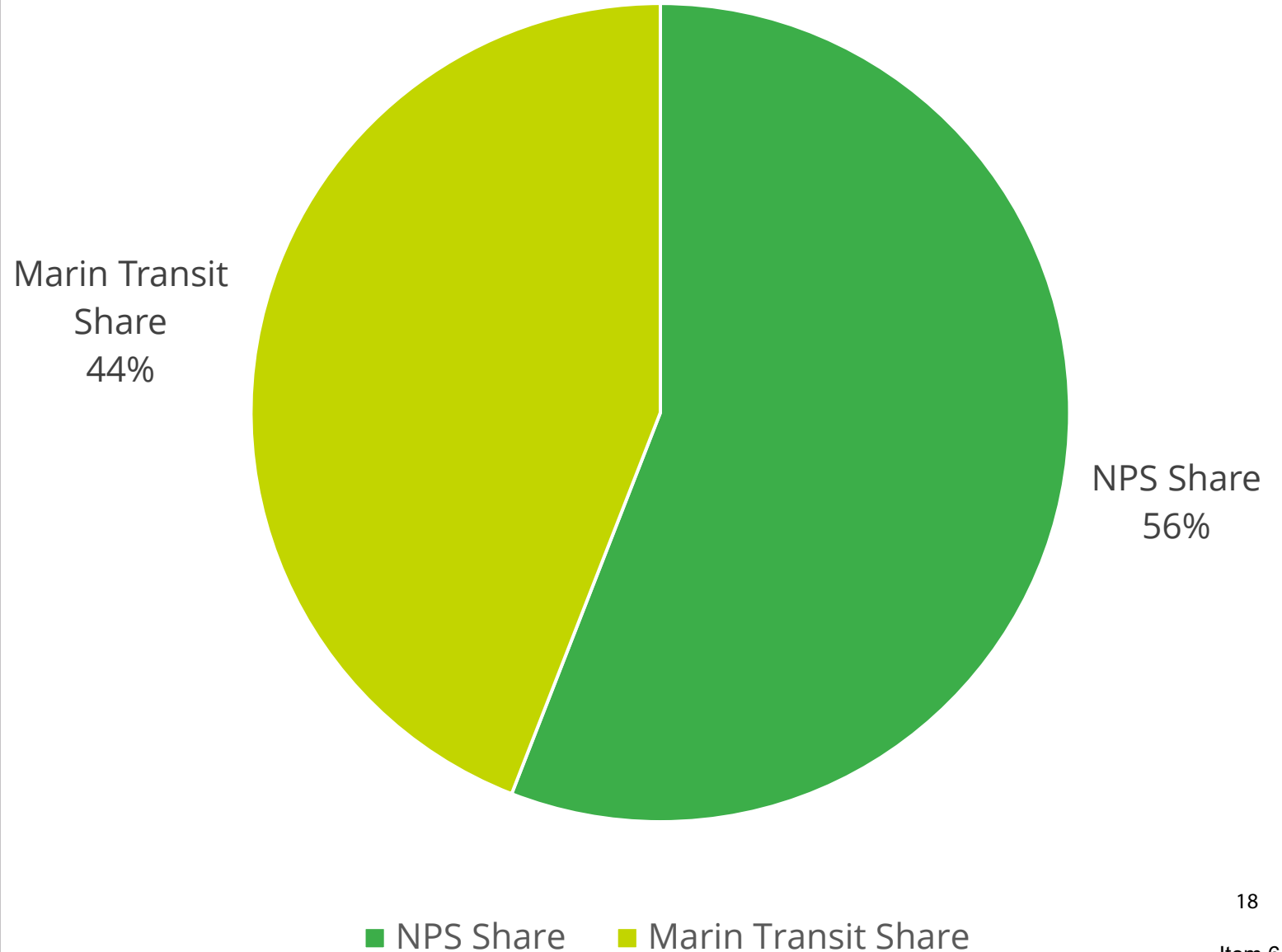
Cost per Passenger



Maximum Cap Cost Share

Marin Transit's share of the shuttle costs were capped at \$400,000. NPS contributed a total of \$507,406.

Cost Share



Service Outlook

Future Considerations & Plans

- Work with NPS to monitor future federal funding levels for the program; adjust service levels accordingly
- Plan for upcoming construction impacts on Frank Valley Road and the Muir Woods Main Parking Lot
- 2026 Service Changes
 - Friday-Sunday service
 - Larkspur Ferry terminal only
- Monitor 2026 SMART train and ferry mode share to reach the shuttle



Thank you

CONTACT

Sandra Romero

Specialized Transportation Services Analyst

sromero@marintransit.gov





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May 4, 2026

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

Subject: Award Contract (#1357) for 1075 Francisco Boulevard East Surcharge Grading Construction to Maggiora & Ghilotti, Inc.

Dear Board Members:

Recommendation

Authorize General Manager to execute a contract (#1357) with Maggiora & Ghilotti, Inc. for an amount of \$1,130,000 and approve Budget Amendment 2026-07.

Summary

Staff recommends that your Board authorize the General Manager to enter into an agreement with Maggiora & Ghilotti, Inc. for the construction of surcharge grading work at 1075 Francisco Boulevard East in San Rafael. This project is a subcomponent “make-ready” scope to surcharge the proposed site location for construction of a zero emission bus operations and maintenance facility. The existing soil on the site is bay mud and requires surcharging to consolidate the soil and make it stable enough for building. Structural limitations of the existing soil require two phases of settlement, with an expected settlement period of up to four (4) months in between phases.

Background

Property and Operations & Maintenance (O&M) Facility

Marin Transit’s primary need is for a centralized fixed route facility for maintenance, parking, and charging of zero-emission buses. This facility will support continued investment in electric buses, improve operational efficiency, increase competition for contracted service, and reduce long term risk. Without this facility, Marin Transit cannot meet the California Air Resources Board requirement to transition to zero emission fleet by 2040.

Marin Transit has been engaged in the process to identify the necessary facilities for over 10 years. Marin Transit considered and evaluated more than 67 properties as potential alternative locations to meet its facility needs.



In 2023, Marin Transit received a \$31.5 million Federal Transit Administration (FTA) grant to acquire property and build a zero-emission fixed route bus operations and maintenance facility. The deadline to obligate the funds is June 2026. A willing seller approached Marin Transit about the purchase-sale of a 3.5-acre site at 1075 East Francisco Boulevard in San Rafael in 2024. In October 2024, the Marin Transit Board approved the purchase of property and a month later, Marin Transit closed on the purchase of the property.

Environmental Clearance Process

In December 2024, Marin Transit began the project planning and environmental process, which included an initial conceptual design effort and determination of potential environmental impacts of the proposed project.

On January 5, 2026, your board adopted the Initial Study/Mitigated Negative Declaration in compliance with CEQA and approved the project, with mitigation measures required in key areas as described in the final Initial Study/Mitigated Negative Declaration report. The final Mitigation Monitoring and Reporting Plan includes mitigation measures that will be implemented during this construction contract and the subsequent construction of the zero emission bus operations and maintenance facility.

On June 23, 2025, the District sent the Categorical Exclusion (CE) checklist and supporting technical reports to the Federal Transit Administration (FTA) as required for NEPA compliance. The District sent an updated CE checklist on August 27, 2025 including relevant project updates. FTA submitted notification and began consultation with the California State Historic Preservation Office on January 30, 2026, with California SHPO concurrence notification sent on March 6, 2026. The District received NEPA clearance on April 24, 2026.

Surcharge Need and Contract Scope of Services

The site is on bay mud, a soft, compressible soil, which is not suitable for supporting structures without improvement. To stabilize the ground, the existing soil must be compacted through a process of surcharging and installing wick drains. This process accelerates consolidation and reduces post-construction settlement to acceptable levels. Marin Transit will repurpose surcharge soil imported by the previous owner of the site along with additional imported fill to meet the full surcharge requirements for the new building. The surcharge will be placed in two phases with an estimated duration of 12 months. The initial placement will be followed by a second application after a four month waiting period, allowing the weak subsoils to consolidate and gain sufficient strength to support the additional fill. After the surcharge is complete, the site will be elevated to provide flood protection.

The contract includes erosion and stormwater control, wick drain installation, piezometer installation, grading, and compaction at 1075 Francisco Blvd East. The contractor will implement best management practices for air and dust control and comply with the Mitigation Monitoring and Reporting Program (Attachment B).

Several mitigation measures were adopted as a part of the CEQA process and are detailed in the Mitigation Monitoring and Reporting Program included in the IS/MND. Marin Transit consulted with the Federated Indians of Graton Rancheria to develop a mitigation measure for tribal cultural monitoring during ground disturbing activities. Tribal monitors shall observe ground disturbing activities during the surcharge project to look for indications of tribal cultural resources that may be exposed by



construction equipment. Marin Transit and the surcharge contractor will coordinate closely with the tribal monitors to plan for and execute the work.

Procurement

Marin Transit released an Invitation for Bids (IFB) for this project on December 11, 2025 and held a public bid opening on January 21, 2026, at 2:00 pm.

Seven bids were received from the following firms; Goebel Construction, Ghilotti Bros Inc, Argonaut Constructors, Ghilotti Construction Company, Coastside Concrete & Construction, Maggiora & Ghilotti, and Bauman Landscaping & Construction.

The apparent lowest bidder was Maggiora & Ghilotti. Their bid was determined both responsive and responsible and met all construction requirements, thereby making them the low bidder. The table below shows the bids received.

Table 1: Bids Received

Bid Submitted by	Total Bid	Responsive Bid?
Maggiora & Ghilotti	\$1,130,130.00	Yes
Coastside Concrete & Construction	\$1,199,553.00	Yes
Ghilotti Construction Company	\$1,382,160.65	Yes
Argonaut Constructors	\$1,391,308.40	Yes
Ghilotti Bros. Inc	\$1,437,757.00	Yes
Goebel Construction	\$1,595,842.11	Yes
Bauman Landscape & Construction	\$1,679,160.00	Yes

The low bid is over the Engineer’s estimate by 38%. However, many competitive bids were submitted and were similar in total costs ranging from \$1.1 million to \$1.7 million. Staff conducted bid analysis of all bids and found all bids to be in compliance with submission requirements, with no errors or omissions.

The primary drivers of the discrepancy are higher bid prices for the contractor’s costs in the General Requirements section (Jobsite Management, Bonds, and Insurance) and in Site Improvements (earthwork, imported borrow, and PVC pipe necessary for wick drains). Combined, the select General Requirements and Site Improvements line items exceeded the engineer’s estimate by \$377,250. The other significant difference is the bid pricing for wick drains and piezometers, which were overestimated in the engineer’s estimate by \$165,000. After further review, the cost discrepancies are warranted due to consistency of competitive pricing across line items for all seven bids determined to be responsible and reasonable, and to account for continued construction cost index increases expected to be moderate in cost escalation trends entering 2026.

Based on this review, staff determined the bid prices reflect the current market conditions and project specifications and are fair and reasonable. An Intent to Award to Maggiora & Ghilotti was issued on February 4, 2026 and staff recommends your board award the contract to Maggiora & Ghilotti. Once the contract is awarded, staff expect work to begin construction in mid-2026 with completion of active construction before the end of the year. Geotechnical monitoring will continue after this construction



contract is completed by the geotechnical design firm retained by Marin Transit through a separate contract.

Fiscal/Staffing Impact

The Maggiora & Ghilotti contract will not exceed \$1,130,000. This contract award will be expended from the Fixed Route Electric Vehicle Maintenance Facility (FG) Capital Project Budget within the budget for the construction phase. Budget amendment 2026-07 will program \$400,000 of the surcharge construction contract that is anticipated to be expended within FY 2025/26. The remainder of the contract will be included in the FY 2026/27 Capital Budget. Table 2 shows the Fixed Route Electric Vehicle Maintenance Facility project budget after budget amendment 2026-07.

Table 2: Total Project Budget Fixed Route Electric Vehicle Maintenance Facility (FG) after Budget Amendment #2026-07

Project Phase	Federal Share	Budget	Prior Expenditures	FY2025/26 Budget	FY2025/26 Est Actual	Future Years
Environmental	60%	\$1,250,000	\$920,688	\$582,801	\$434,343	(\$105,031)
Right of Way	75%	\$13,931,037	\$13,931,037	\$-	(\$13,273)	\$13,723
Design/Engineering	60%	\$3,350,000	\$1,554	\$1,000,000	\$450,000	\$2,898,446
Construction	60%	\$25,931,963	\$0	\$400,000	\$400,000	\$25,531,963
Workforce Development	80%	\$2,215,000	\$23,499	\$500,000	\$80,000	\$2,111,501
Total Project	67%	\$46,678,000	\$14,876,778	\$2,482,801	\$1,351,070	\$30,450,152

In addition to the contract award, the surcharge construction will require associated testing and inspections, tribal monitoring, and other construction support services. Construction management services will primarily be done by Marin Transit staff. The additional costs are anticipated to be \$462,455 for a total budget for surcharge construction of \$1,579,320. Table 3 shows the surcharge construction budget.

Table 3: Surcharge Construction Budget

Item	Budget
Surcharge Construction Contract	\$1,130,130
Testing, Inspections, Other Support	\$289,190
Staffing	\$160,000
Surcharge Grading Total	\$1,579,320

The construction phase of the project is funded with 60% Federal Transit Administration (FTA) Section 5339. The remaining 40% local match will be funded with Capital reserves.



Respectfully Submitted,

Paul Haifley

Paul Haifley
Facility Development Project Manager

Attachment A: Draft Contract

Attachment B: Mitigation Monitoring and Reporting Plan

Attachment C: Presentation

MARIN COUNTY TRANSIT DISTRICT

**1075 Francisco Boulevard Surcharge Grading
Project No. PC202603**

**In the
City of San Rafael
Marin County, California**

THIS AGREEMENT is made this ____ day of **May 2026**, by and between the **Marin County Transit District**, and **Maggiora & Ghilotti, Inc.** (“CONTRACTOR”). This instrument shall be referred to as the “Signature Document.”

ARTICLE I — For and in consideration of the payments and agreements hereinafter mentioned, to be made and performed by the MARIN COUNTY TRANSIT DISTRICT, and under the conditions expressed in the contract, CONTRACTOR agrees with the MARIN COUNTY TRANSIT DISTRICT, at the CONTRACTOR’s own proper cost and expense, to do all the work and furnish all the materials, except such as are mentioned in the specifications to be furnished by the MARIN COUNTY TRANSIT DISTRICT, necessary to construct and complete in a good, workmanlike and substantial manner and to the satisfaction of the MARIN COUNTY TRANSIT DISTRICT, the work described in accordance in accordance with the provision of the Contract documents on the proposal forms furnished therein, and in accordance with the following Contract documents (including any published revisions, updates, or errata): 2024 Caltrans Standard Specifications as published by Caltrans at the following website: <https://dot.ca.gov/-/media/dot-media/programs/design/documents/2024-standard-plans-locked-a11y.pdf>; July 2018 All Cities and Marin County Uniform Construction Standards; plans and specifications entitled “Marin County Transit District, 1075 Francisco Boulevard East Surcharge Grading” dated November 25, 2025; and the Special Provisions, dated December 2025. For further information about the Contract documents, including the specific documents and precedence applicable to the various parts of the Work, see Sections 1-1.01, 1-1.02, 1-1.03, 1-1.04, 1-1.05 and 1-1.06 of the Special Provisions.

The Special Provisions for the work to be done are dated December 11, 2025, and are entitled:

**NOTICE TO CONTRACTORS
AND
SPECIAL PROVISIONS**

FOR

**MARIN COUNTY TRANSIT DISTRICT
1075 FRANCISCO BOULEVARD EAST SURCHARGE GRADING**

**In
San Rafael, California**

The work to be completed is shown in the plans and specifications entitled:

**MARIN COUNTY TRANSIT DISTRICT
1075 FRANCISCO BOULEVARD EAST SURCHARGE GRADING
SAN RAFAEL, CA**

APPROVED: On May ____, 2026 which said project special provisions and project plans are hereby made a part of this contract.

ARTICLE II — The CONTRACTOR hereby promises and agrees to provide the materials and to do the work according to the terms and conditions herein contained and referred to, for the prices hereinafter set forth, and the MARIN COUNTY TRANSIT DISTRICT hereby agrees to pay the same at the time, in the manner and upon the conditions herein set forth; and the said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE III — CONTRACTOR agrees to receive and accept the following prices as full compensation for (1) furnishing all materials and for doing all the work contemplated and embraced in the contract; (2) all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by MARIN COUNTY TRANSIT DISTRICT, and for all risks of every description connected with the work; (3) all expenses incurred by or in consequence of the suspension or discontinuance of work and (4) well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements of the Engineer under them, to wit:

DRAFT

BID SCHEDULE

IMPROVEMENTS					
ITEM	DESCRIPTION	QUANTITY		UNIT COST	AMOUNT
GENERAL REQUIREMENTS					
	MOBILIZATION				
1	Mobilization (Stage 1)				
1.1	Contractor's Cost (Incl. Jobsite Management, Bonds and Insurance)	1	LS	94000	94,000.00
1.2	Temporary Offices, Furnishings, and Equipment	6.0	MO	300	1,800.00
1.3	Traffic Control Systems	1	LS	700	700.00
1.4	Demobilization	1	LS	1200	1,200.00
2	Remobilization (Stage 2)	1	LS	17000	17,000.00
2.1	Demobilization	1	LS	1200	1,200.00
3	PERMITS AND FEES ALLOWANCE	1	AL	\$15,000	\$15,000
SUBTOTAL=					130,900.00
SITE IMPROVEMENTS					
4	Remove Tree	1	EA	750	750.00
5	Remove Drainage System	1	LS	6500	6,500.00
6	Inlet Protection	8	EA	145	1,160.00
7	Earthwork	15,900	CY	7.5	119,250.00
8	Imported Borrow (Stage 1)	600	CY	147	88,200.00
9	Imported Borrow (Stage 2)	11,500	CY	29	333,500.00
10	Fiber Roll (Stage 1)	2,038	LF	4	8,152.00
11	Fiber Roll (Stage 2)	1,641	LF	4	6,564.00
12	Hydroseed (Stage 1)	90,555	SF	0.1	9,055.50
13	Hydroseed (Stage 2)	90,555	SF	0.1	9,055.50
14	6" PVC Pipe	461	LF	57	26,277.00
15	3" PVC Slotted Pipe	668	LF	49	32,732.00
16	Precast Drainage Inlet	2	EA	3700	7,400.00
17	Sampling Tank (10 Gallon Min)	1	EA	1900	1,900.00
18	Permeable Material	64	CY	111	7,104.00
19	Horizontal Strip Drain	34,400	SF	0.58	19,952.00
20	Prefabricated Vertical Drain (Wick Drain)	34,400	SF	4.15	142,760.00
21	Filter Fabric (Geotextile Separator Fabric)	4,285	SF	0.4	1,714.00
22	Piezometer	3	EA	1200	3,600.00
23	Settlement Marker (Including Monitoring Risers)	8	EA	800	6,400.00
24	6" PVC Butterfly Valve	1	EA	2000	2,000.00
25	Flow Meter	1	EA	7300	7,300.00
26	Silt Fence	1,580	LF	5.5	8,690.00
SUBTOTAL=					850,016.00
OTHER					
27	All other work of CONTRACT not included in any of the above categories	1	LS		149,214.00
TOTAL BID					\$1,130,130.00

1. All Items are based on an "in-place" condition
2. Including all applicable taxes and fees

TOTAL PROJECT BID \$1,130,130

IN WITNESS WHEREOF, the parties have executed this Contract as of the year and date first above written:

MAGGIORA & GHILOTTI, INC.:

MARIN COUNTY TRANSIT:

By: _____

By: _____

Mary Sackett, President

Attest:

By: _____

Robert Betts, General Manager

NOTE: Signature(s) on behalf of Contractor must be properly acknowledged and a Power of Attorney attached, if appropriate.

DRAFT

MITIGATION MONITORING AND REPORTING PROGRAM

Zero Emissions Bus Operations and Maintenance Facility Project

State Clearinghouse No. 2025110114



December 2025

Impact	Mitigation Measure	Timing	Responsible Party
AIR QUALITY			
<p>Impact AQ-1: Potential to result in cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard.</p>	<p>Mitigation Measure AQ-1: During any construction period ground disturbance, the construction contractor shall implement measures to control dust and exhaust. Implementation of the measures recommended by BAAD and listed below would reduce the air quality impacts associated with grading and new construction to a less than significant level. The contractor shall implement the following best management practices that are required of all projects:</p> <ul style="list-style-type: none"> • All mobile off-road equipment (wheeled or tracked) greater than 50 horsepower used during construction activities shall meet the U.S. EPA Tier 4 final standards. Tier 4 certification can be for the original equipment or equipment that is retrofitted to meet the Tier 4 Final standards. • Include construction equipment exhaust controls and measures to control dust and exhaust during construction. • All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day. • All haul trucks transporting soil, sand, or other loose material off-site shall be covered. • All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited. • All vehicle speeds on unpaved roads shall be limited to 15 miles per hour. • All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used. • Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations). Clear signage shall be provided for construction workers at all access points. • All construction equipment shall be maintained and properly tuned in accordance with manufacturer’s specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation. • A publicly visible sign shall be posted at the project site with the telephone number and person to contact at the City regarding dust complaints. This person shall respond and take corrective action within 48 hours of receiving a complaint. The Air District’s phone number shall also be visible to ensure compliance with applicable regulations. 	<p>During construction</p>	<p>Applicant</p>
CULTURAL RESOURCES			

Impact	Mitigation Measure	Timing	Responsible Party
<p>Impact CUL-1: The project could adversely impact the significance of prehistoric or historic resources.</p>	<p>Mitigation Measure CUL-1: Inadvertent discovery of prehistoric or historic resources during construction. If previously unidentified cultural resources are encountered during project implementation, project personnel shall avoid altering the materials and their stratigraphic context. Project personnel shall not collect cultural resources. A qualified professional archaeologist shall be contacted to evaluate the situation. Historic-era resources include stone or adobe foundations or walls; structures and remains with square nails; and refuse deposits or bottle dumps, often located in old wells or privies. Resources associated with Native peoples include, but are not limited to, chert or obsidian flakes, projectile points, mortars, pestles, and dark friable soil containing shell and bone dietary debris, heat-affected rock, and/or human burials. Historic-era resources include stone or adobe foundations or walls; structures and remains with square nails; and refuse deposits or bottle dumps, often located in old wells or privies. If a Native American resource is discovered, the Federated Indians of Graton Rancheria shall be contacted to evaluate the situation in coordination with the qualified professional archaeologist. If the Federated Indians of Graton Rancheria determine that the resource constitutes a tribal cultural resource, they will provide direction for its treatment.</p>	<p>During construction</p>	<p>Applicant, Qualified Archaeologist</p>
<p>Impact CUL-2: The project could disturb human remains.</p>	<p>Mitigation Measure CUL-2: Protocol for Human Remains Discovery. In the event that human remains are discovered during presence/absence testing or excavation and/or grading of the project site, all activity within a 50-foot radius of the find shall be stopped. The County Coroner shall be notified and shall make a determination as to whether the remains are of Native American origin or whether an investigation into the cause of death is required. If the remains are determined to be Native American, the Coroner shall notify the NAHC immediately. Once NAHC identifies the most likely descendant, the descendant will make recommendations regarding proper burial, which will be implemented in accordance with Section 15064.5(e) of the CEQA Guidelines. All actions taken under this mitigation measure shall comply with Health and Human Safety Code § 7050.5(b).</p>	<p>During construction</p>	<p>Applicant</p>
<p>GEOLOGY, SOILS, AND SEISMICITY</p>			
<p>Impact GEO-1: The project could adversely impact the significance of an undiscovered paleontological resource.</p>	<p>Mitigation Measure GEO-1: Protocol for Paleontological Discoveries. In the event that paleontological resources are unearthed during grading, ground disturbance work shall cease until a qualified paleontologist determines whether the resource requires further study. The qualified paleontologist shall temporarily halt and/or divert grading activity to allow recovery of the resources, and prepare a Paleontological Resources Monitoring Program (PRMP). The area of discovery shall be temporarily contained for evaluation by the qualified paleontologist. Upon completion of the paleontological monitoring program, the qualified paleontologist shall prepare a final monitoring report documenting the results of the monitoring program, which shall include a description of the methods used, fossils collected, and significance of recovered fossils.</p>	<p>Prior to construction; During construction</p>	<p>Applicant, Qualified Paleontologist</p>

Impact	Mitigation Measure	Timing	Responsible Party
NOISE			
Impact NOI-1: The project would generate a substantial increase in ambient noise levels during construction.	Mitigation Measure NOI-1: Barriers, such as plywood structures or flexible sound control curtains shall be erected along the southern perimeter of the construction site, and around stationary equipment as feasible (i.e., generators, air compressors, etc.) to minimize the amount of noise during construction on Sensitive Receptor No. 1. Perimeter barriers shall be at least eight (8) feet in height and constructed of materials achieving a Transmission Loss (TL) value of at least 15 dB(A), such as ½ inch plywood.	During construction	Applicant
Impact NOI-2: The project would generate excessive groundborne vibration or groundborne noise levels.	Mitigation Measure NOI-2: The construction contractor shall prohibit the use of heavy construction equipment (such as a large bulldozer or any piece of equipment capable of generating vibration levels of 0.089 PPV and 87 VdB or greater at a distance of 25 feet) to areas at a minimum distance of 140 feet from off-site structure No. 1 (recording studio), or approximately 109 feet from the project site's southern property line. Smaller equipment, such as a small bulldozer, can be used up to the project site's southern property line.	During construction	Applicant
	Mitigation Measure NOI-3: If heavy construction equipment (such as a large bulldozer or any piece of equipment capable of generating vibration levels of 0.089 PPV and 87 VdB or greater at a distance of 25 feet) is required to be used within 140 feet of off-site structure No. 1 (recording studio), or approximately 109 feet from the project site's southern property line, the construction contractor shall provide written notice to the recording studio 60 days in advance of such activity. The written notice shall identify the dates of activity, the hours of activity, types of equipment to be used, and the vibration levels anticipated at off-site structure No. 1 (recording studio).	During construction	Applicant
TRIBAL CULTURAL RESOURCES			
Impact TCR-1: The project could adversely impact the significance of tribal cultural resources.	Mitigation Measure TCR-1: Tribal Cultural Monitoring during Ground Disturbing Activities. Tribal monitoring shall occur by the Federated Indians of Graton Rancheria during ground-disturbing construction activities. Ground-disturbing activities include blading, grading, and trenching, which have a moderate to high potential to expose or impact tribal cultural resources. The Federated Indians of Graton Rancheria tribal monitor(s) shall observe ground-disturbing activities as described above to look for indications of tribal cultural resources that may be exposed by construction equipment. For safety purposes, the Federated Indians of Graton Rancheria tribal monitor(s) shall generally inspect spoils at a safe distance, in accordance with project health and safety protocols, including the option to enter trenches before they get past five feet deep. The backhoe operator shall shake the spoils from the bucket slowly and spread them out for inspection before adding to the spoils pile. It is the responsibility of the Federated Indians of Graton Rancheria tribal monitor(s) to report tribal cultural resources found within the project boundaries, whether on the surface or subsurface, to the Federated Indians of Graton Rancheria's Tribal Historic Preservation Officer, who will notify Marin Transit to stop	During construction	Applicant, Tribal Cultural Monitoring by Federated Indians of Graton Rancheria

Attachment B

Impact	Mitigation Measure	Timing	Responsible Party
	<p>work. Once notified, Marin Transit shall issue a stop-work order in the immediate area of the discovery. Tribal monitor(s) shall not direct construction personnel or equipment. Prior to initiation of ground-disturbing construction activities, a Tribal Cultural Resources Treatment Plan shall be prepared in consultation with the Federated Indians of Graton Rancheria and an archaeologist approved by the Federated Indians of Graton Rancheria to direct monitoring and provide guidance for the treatment of any discoveries.</p>		
	<p>See Mitigation Measure CUL-1 and Mitigation Measure CUL-2 above.</p>	<p>During construction</p>	<p>Applicant, Qualified Archaeologist</p>



1075 Francisco Blvd East Surcharge

CONSTRUCTION CONTRACT AWARD

Agenda

- 01** Project History
- 02** Project Overview
- 02** Contractor Procurement
- 03** Fiscal and Staffing Impact

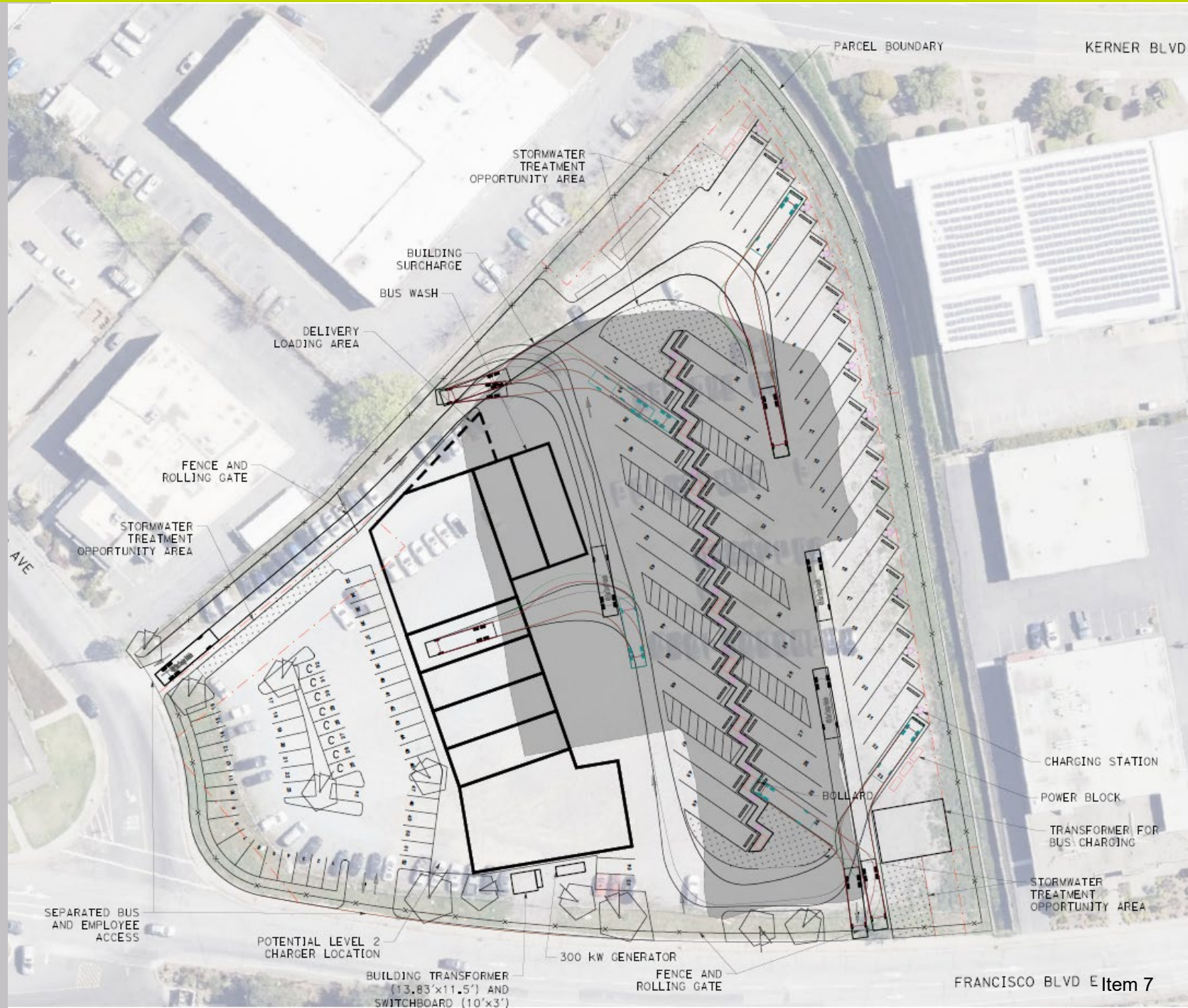
Project History

- 1075 Francisco Purchase – November 2024
- Need for Surcharge Work – June 2025
- Surcharge Design – November 2025
- CEQA Approval – January 2026
- NEPA Approval – April 2026



Project Overview

- Grading of soil to accommodate anticipated O&M Facility building location
- Conduct surcharge in 2 phases
 - 4 month settlement period between phases
 - Stabilization methods throughout
- Monitoring throughout settlement period
- Implementation of MMRP requirements
- Erosion Control, Stormwater, Groundwater Discharge permit compliance



Contractor Procurement

- Bids released December 08, 2025
- Public Bid Opening January 21, 2026
 - 7 bids received were received and all were responsive
- Maggiora & Ghilotti's Bid – \$1.13 Million (38% higher than Engineer's Estimate)
- Increased Cost Drivers:
 - Consistent competitive pricing line items
 - Market pressures

Bid Submitted by	Total Bid	Responsive Bid?
Maggiora & Ghilotti	\$1,130,000.00	Yes
Coastside Concrete & Construction	\$1,199,553.00	Yes
Ghilotti Construction Company	\$1,382,160.65	Yes
Argonaut Constructors	\$1,391,208.40	Yes
Ghilotti Bros., Inc.	\$1,437,757.00	Yes
Goebel Construction	\$1,595,842.11	Yes
Bauman Landscape & Construction	\$1,679,160.00	Yes

Fiscal/Staffing Impact

- Surcharge grading contract not to exceed \$1,130,000
- Total budget for surcharge is \$1,579,320

Surcharge Construction Funding Source	Amount
FTA Section 5339	\$947,592
Local funds (capital reserve)	\$631,728
Total	\$1,579,320

- Project included in Capital Budget –1075 Francisco Facility
- Budget Amendment 2026-07 – Budget updated to reflect surcharge expenditure of \$400,000 in the current year budget

Thank you

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