

**Ross Valley Yellow Bus Transportation Services**

**Joint Exercise of Powers Agreement**

**Joint Committee**

**April 13, 2020**

**7 PM**

**Zoom Meeting**

**<https://zoom.us/j/998185559?pwd=VFhlelNUSXExQ2ttZzUxKy82RXRLdz09>**

**Meeting ID: 998 185 559 Password: 925134**

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**I. CALL TO ORDER AND ROLL CALL 7 PM**

**JEPA Board members:**

Town of San Anselmo: Brian Colbert, Dave Donery

Town of Fairfax: Renee Goddard, Garrett Toy

County of Marin: Nancy Vernon

Ross Valley School District: Rick Bagley, Wesley Pratt

Marin Transit: Kelly Zalewski, Nancy Whelan, Chris Whitlock

ABSENT: Katie Rice, County of Marin

**II. ORAL COMMUNICATIONS**

Persons wishing to address the Joint Exercise of Powers (JEPA) Joint Committee on subjects not on the agenda may do so at this time. Please note, however, that the JEPA is not able to undertake extended discussion or action on items not on the agenda. Matters requiring action will be referred to the joint committee or staff or placed on a future JEPA meeting agenda. Please limit your comments to three (3) minutes.

**III. JEPA BUSINESS MEETING**

<b>Item</b>	<b>Presenter</b>	<b>Action</b>
A. Accept February 24, 2020 Meeting Minutes	Vice-Chair	Approve
M/S Dave Donery, Rick Bagley to accept the February 24, 2020 minutes. Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Wesley Pratt, Nancy Vernon, Rick Bagley Noes: None Absent: Katie Rice		
B. 2019/20 Program Update COVID-19 Impacts	Marin Transit	Discussion

Kelly Zalewski, Marin Transit, made presentation on COVID-19 impacts to Ross Valley Yellow Bus service given closure of all schools from March 16 through end of year. Zalewski stated that per the contract, Marin Transit does not pay

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Michael's Transportation when service is not operated. Marin Transit emailed all parents on Friday, March 27, noticing them that monthly bus pass payments were suspended.

#### Draft Refund Policy

Zalewski presented bus pass refund draft policy goals and timing for discussion. One-way bus pass cancellation/refund would be \$49 from March payment and \$154 for "in full" one-way bus pass holders. Draft plan calls for offering refunds as soon as possible with option for donating funds to yellow bus program.

Superintendent Rick Bagley asked if parents could donate a portion of their refund instead of entire amount. Chris Whitlock, Marin Transit, said it would be possible to include more choices for partial donation. Brian Colbert asked if a few defined options as well as a blank for customized amount could be provided. Nancy Vernon asked if donation funds would stay in Marin Transit's program and Zalewski confirmed. Renee Goddard suggested tying donations to free and reduced funds or drivers.

Rick Bagley confirmed that RVSD could assist with communication to parents about the refund and donation information. Zalewski to send information to Superintendent Bagley.

JEPA members supported Marin Transit approach to refunds and donations with addition of offering choices for donation amount, including blank for customized amount.

#### Michael's Transportation Incentive

Zalewski stated that Marin Transit sent letter to Michael's Transportation on March 30 committing to providing a driver retention incentive. Draft incentive is \$2000 per driver. Zalewski clarified that funds would come from contractor expense savings and program would still have surplus of \$39,000 as reflected in budget scenario projecting 100% refunds and no donations.

JEPA members supported Marin Transit recommendation of providing incentive for drivers and discussed option of \$2000 as recommended amount or making larger with potential donations. Rick Bagley stated that he supports incentive but is concerned about making too large since school may not open in same way, potentially leading to lower bus ridership and need for reserves. Renee Goddard asked how Marin Transit came up with amount and Nancy Whelan explained that this amount is a typical hiring bonus in the transportation environment.

Dave Donery stated that he agrees with \$2000 amount and suggested that incentives not be tied to donations. Rick Bagley agreed. JEPA members concurred.

C.	2020/21 Program Draft Budget, Pass Pricing, and Pass Sales Timing	Marin Transit	Approve
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#### Service Levels and Bus Stops

Zalewski recommended that bus stop continues to be located at Memorial Park in 2020-21 school year. Marin Transit will meet with Town of San Anselmo when conditions allow to discuss restricting strategic parking places so yellow bus can move through parking lot. Adding stop at Yolanda Station on Center Blvd. as previously discussed is now on hold. Renee Goddard stated that Yolanda is already very congested especially in morning and didn't see this additional stop getting community support.

#### 2020/21 Draft Budget Scenarios

Zalewski recommended a \$5 increase for full price one-way pass (\$485 to \$490) for 2020/21 school year. She stated that small incremental increases will allow for a potential contractor increase when next going out to bid. There will be no deficit from school year 2019-20 with a small surplus from contractor expense savings plus any donations.

Rick Bagley noted that it was a good point that bus sales could be less next year. Wesley Pratt stated that a resident had questioned him about why County wasn't earmarking more funds for yellow bus programs.

Brian Colbert asked Marin Transit about the projected small decrease reflected in budget for Measure AA funds from school years 2019-20 to 2020-21. Nancy Whelan stated that the small decrease accounted for expected slowdown in sales revenue, but that Marin Transit was confident in their funding commitment to yellow bus programs from Measure AA for 2020-21 school year due to TAM's prior conservative estimate and actual higher tax receipts received.

JEPA members confirmed partner contributions for 2020-21 school year for Fairfax, San Anselmo and County of Marin.

M/S Dave Donery, Rick Bagley to approve draft budget for 2020/21 school year.

Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Wesley Pratt, Nancy Vernon, Rick Bagley  
Noes: None  
Absent: Katie Rice

M/S Brian Colbert, Nancy Vernon to support the price of \$490 per one-way full-price pass for 2020/21 school year.

Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Wesley Pratt, Nancy Vernon, Rick Bagley  
Noes: None  
Absent: Katie Rice

#### Lottery and Bus Pass Sales Timing

Zalewski presented two alternatives for lottery and bus pass sales timing to address the COVID-19 impact and uncertainty. Recommendation to move forward with Alternative 2 that calls for lottery starting May 11 and pass sales moved to August 1. A May lottery would give Marin Transit visibility to how many people are interested in routes and opportunity to explore service changes that might need to be made. If school starts at later date, passes would be prorated. Communication will stress that there's no obligation to pay so everyone is encouraged to sign up.

Garrett Toy commented that reserve would act as cushion if sales dropped by about 38 students. Rick Bagley stated that going out early with lottery in May will help inform school on what families might be returning. Renee Goddard pointed out that we might need more busses if fewer students can ride due to social distancing. Rick Bagley commented that school might look different and students might be going to school on alternating dates. Rick Bagley asked if Marin Transit had considered allowing for refund to be applied to next school year. Zalewski said they had considered but was too complicated.

JEPA members in favor of moving ahead with Alternative 2.

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| D. | Update on Supplemental funding source for income qualified family passes | JEPA Board member | Discussion |
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Nancy Vernon stated that she and JEPA member Dave Donery had to put plans on hold for Yellow Bus free and reduced fundraising campaign due to COVID-19 impact to community. Flyer included in JEPA packet with information on sponsorship levels. Nancy pointed out that a new category was added "Yellow Bus drivers" for one-time contributions under \$500 and for businesses that hosted a "Give Back" event. Dave Donery recapped meeting with several business

owners in San Anselmo and Fairfax that expressed interest in participating. Campaign will be rolled out when time is right.

E. Set date, time, location and agenda topics for next meeting                      Chairperson                      Approve

There was JEPA consensus to send out a doodle poll for dates in late July.

IV.        **BOARD MEMBER REPORTS**

V.        **ADJOURNMENT 8:30 PM** - to the next regular meeting.

Respectfully submitted,

Nancy Vernon  
County of Marin