

**Ross Valley Yellow Bus Transportation Services**

**Joint Exercise of Powers Agreement**

**Joint Committee**

**June 3, 2021**

**6:00 PM**

**Zoom Meeting**

<https://us02web.zoom.us/j/84628437978?pwd=akNtY1lmRFc2S29GSnEzWVFLTGJvdz09>

**Meeting ID:** 846 2843 7978 **Password:** 694924

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

**JEPA Board members:**

Town of San Anselmo: Brian Colbert, Dave Donery

Town of Fairfax: Renee Goddard, Garrett Toy

County of Marin: Katie Rice, Nancy Vernon

Ross Valley School District: Wesley Pratt, Marci Trahan

**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 October 5, 2020 Meeting Minutes	Chairperson	Approve
B. Select Chairperson for 2021	Chairperson	Approve
C. Update from Ross Valley School District	JEPA Board Member	Discussion

- |    |   |                   |            |
|----|---|-------------------|------------|
| D. | 2021/22 Service planning and summary of lottery requests    | Marin Transit     | Discussion |
| E. | Update on financial commitments                             | Marin Transit     | Discussion |
| F. | Pedestrian and Traffic Survey Results                       | JEPA Board Member | Discussion |
| F. | Set date, time, location and agenda topics for next meeting | Chairperson       | Approve    |
- IV. **BOARD MEMBER REPORTS**
- V. **ADJOURNMENT** - to the next regular meeting

## **GENERAL PUBLIC INFORMATION**

### **ASSISTANCE FOR PEOPLE WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the San Anselmo Town Clerk at 415-258-4660 or email [ckacmar@townofsananselmo.org](mailto:ckacmar@townofsananselmo.org). Notification at least 48 hours prior to the meeting will enable the Town to make reasonable accommodation to help insure accessibility to this meeting.

### **AVAILABILITY OF INFORMATION**

Any writings or documents provided to a majority of the JEPA joint committee regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at the public counter at San Anselmo Town Hall located at 525 San Anselmo Avenue.

### **PUBLIC HEARINGS**

Public Hearings provide the general public and interested parties an opportunity to provide testimony on these items. If you challenge any proposed action(s) in court, you may be limited to raising only those issues you or someone else raised at the Public Hearing(s) described later in this agenda, or in written correspondence delivered to the Joint Powers Agency at, or prior to, the Public Hearing(s)

### **TIMING OF ITEMS ON AGENDA**

While the JEPA attempts to hear all items in order as stated on the agenda, it reserves the right to take items out of order. No set times are assigned to items appearing on the JEPA agenda.



# Meeting Minutes

June 3, 2021

Agenda Item III.A Accept October 05, 2020 Meeting Minutes

**Ross Valley Yellow Bus Transportation Services**

**Joint Exercise of Powers Agreement**

**Joint Committee**

**October 5, 2020**

**7:00 PM**

**Zoom Meeting**

**<https://us02web.zoom.us/j/89701985682?pwd=ZVZjdTNLams2bWF0ZTkrcW5QcD VwUT09>**

**Meeting ID: 897 0198 5682      Password: 195933July 27, 2020**

**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: Katie Rice, Nancy Vernon

Ross Valley School District: Wesley Pratt, Marci Trahan

**Marin Transit:** Christopher Whitlock, Kelly Zalewski, Nancy Whelan

**II. ORAL COMMUNICATIONS**

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**III. JEPA BUSINESS MEETING**

<b>Item</b>	<b>Presenter</b>	<b>Action</b>
A. Accept July 27, 2020 Meeting Minutes	Chair	Approve

M/S Renee Goddard, Brian Colbert to accept the July 27, 2020 minutes with requested change by Marci Trahan, Superintendent of Ross Valley School District (RVSD), to remove Rick Bagley's name from page 4.

Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Wesley Pratt, Nancy Vernon, Marci Trahan, Katie Rice Noes: None

B. Update from Ross Valley School District                      JEPa Board              Discussion  
Member

Superintendent Marci Trahan reported that start date for Orientation and Hybrid Model (in-person and continued Virtual Learning Academy) for RVSD elementary schools will be pushed back from the previously planned mid-October date. Families have asked for more information regarding what school day will look like for Hybrid Model so that they can make informed decision about choice (Hybrid or distance-only learning) and RVSD also needs to finalize some elements with Staffing and Technology. Parents were sent communication including survey, school's Site-Specific Protection Plan, RVSD COVID-19 Health and Safety Handbook, the Hybrid/Virtual Learning Academy schedule. Responses to survey will inform planning for implementation/start date of Phase 3 (Hybrid Model start).

Start date for Sixth Grade Hybrid Model at White Hill has been set for October 26. School will start at 8:30am and be a shortened day. No start date for seventh and eighth grades at this time given complexity of schedules.

Nancy Vernon asked Trahan how many sixth-grade students would be at school each day. She stated that half the students (100 students/7 classes) will attend school on Tuesday and Wednesday and the other half will attend school on Thursday and Friday.

Attendee Darcy Bell expressed her concern that parents need to understand what students would experience in both Hybrid Model and distance-only learning so could make an informed decision. Trahan stated that email was sent out by school sites with survey and more information needed.

C. Update on Grants    JEPa Board              Discussion  
Member

Vernon stated that RVSD received a Community Partner Grant of \$10,000 from County of Marin to subsidize bus passes for income qualified bus passes and Ross Valley Charter received a \$5,000 Community Service Grant from County of Marin for same. RVSD Community Partner Grant deadline for use is June 30, 2020 (end of County's fiscal year) and end date for use of Ross Valley Charter Community Service Grant has already passed. Vernon stated the County administrator's office

is open to discussion about extending deadlines as more information is acquired about yellow bus start/schedule.

Fairfax Mayor Renee Goddard asked the difference between a Community Partner Grant and Community Service Fund Grant. Vernon clarified that both are administered by the County's Administrator's Office. Community Service Fund program provides one-time funding allocations between \$1,000 and \$10,000 to nonprofit service providers to fund specific projects or programs that provide a measurable benefit to Marin County residents. Nonprofit Community Partners program provides one-time funding allocations between \$10,000 and \$40,000 to local projects/programs that bring measurable benefit to the community. Funding is awarded on a one-time basis to specific projects/programs that don't clearly fit within the activities of a single County department. Funding comes from the County General Fund. Both programs have criteria listed on County's website.

No public comment.

D. Update on 2020/21 Planning and Service                      Marin Transit    Approve  
Adjustments Marin Transit

Zalewski reviewed current status of Yellow Bus Program. At the July 27 JEP meeting, Marin Transit was given guidance to issue an initial contract suspension to Michael's Transportation through October 31, 2020. Parents who had signed up for lottery were notified via email in late August of the initial suspension.

Zalewski reviewed highlights of Home to School Transportation Guidelines. Students and adults to maintain six feet of physical distancing while waiting to board the bus, no more than one student per bench seat (27 students), Grades 3-12 required to wear face coverings (TK-2 encouraged to wear face coverings), keep windows open, transportation provider must develop a School Transportation Provider Specific Protection Plan.

Zalewski stated that the Lottery opened May 11 and closed June 1, 2020. 332 families signed up for the lottery representing 367 students. 607 one-way bus passes were requested. For reference, 866 one-way bus passes were sold in 2019/20.

Regarding planning for yellow bus start-up, Zalewski stated that Marin Transit needs confirmed guidance from school regarding start date for all grades at White Hill, bell schedule, and cohort make up. Marin Transit needs 90 days from acquiring that information to launch of service. Marin Transit will return with

concrete financial scenarios once start date, schedule and cohort make up for all grades at White Hill is known.

Zalewski reviewed contract options with Michael's Transportation. Marin Transit recommended JEPA suspend contract for additional 90 days until end of January and authorize Marin Transit to issue month to month contract suspensions as needed to allow for a 90 day start up period.

Goddard asked for clarification that one-way bus passes referred to was just lottery, not passes sold and Zalewski clarified that no passes had been sold. Goddard asked about number of 2 way passes that were requested in lottery by parents. Zalewski responded that Marin Transit only looked at one way passes sold for a variety of reasons. Goddard also asked origin of Home to School Transportation Guidelines and questioned the TK-2 guidelines strongly encouraging face coverings but not requiring. Zalewski responded that Guidelines were released on August 14 and part of the Marin County Comprehensive School Resource Document of which transportation was just a part. Guidelines are aligned with state. TK-2 guidelines would not be applicable since yellow bus service will not be available for Hidden Valley in school year 2020-21. Bell times are similar at White Hill and Hidden Valley so yellow bus service is not possible for Hidden Valley at this time.

San Anselmo Vice-Mayor Brian Colbert asked to clarify starting point of 90 days needed to get program running. Zalewski stated that start would be date necessary information is received from school vs. start of in-person school date for all grades (6, 7, 8). Colbert asked for confirmation that when 200 sixth graders are invited back, they would have to figure out how to get there without bus service. Zalewski confirmed.

Marin County Supervisor Rice asked if supplemental service would be an option for White Hill students. Zalewski stated that supplemental service has currently been suspended but regular service was in place. Rice also asked how many lottery respondents pertained to sixth grade students. Chris Whitlock from Marin Transit responded that 92 total students from lottery were sixth graders.

Rice asked Vernon if Safe Routes had a transportation committee in place to plan for student return to school. Vernon stated that no such committee was in place at this time. Goddard asked if any funds available to access for quick build infrastructure that could create ability for more social distancing for walkers and bikers. Vernon to work on developing committee to discuss/review.



Rice also asked if Measure AA funds would roll over to next school year. Marin Transit General Manager Nancy Whelan stated that allocations were originally set up for 3 years as dictated by the measure. Funds will not be lost but the issue will need to be revisited by the Marin Transit Board of Directors. Other yellow bus programs in the County have been affected as well.

Dave Donery thanked Marin Transit for their hard work.

No public comment.

M/S Brian Colbert, Renee Goddard to suspend Michael's Transportation contract for additional 90 days until end of January and authorize Marin Transit to issue month to month contract suspensions as needed to allow for a 90 day start up period,

Ayes: Brian Colbert, Renee Goddard, Dave Donery, Garrett Toy, Katie Rice, Nancy Vernon, Marci Trahan, Wesley Pratt  
Noes: None

F. Set date, time, location and agenda topics for Marin Transit Approve next meeting

JEPA meeting to be scheduled once start date for all grades at White Hill have been confirmed.

IV. **BOARD MEMBER REPORTS**

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

Respectfully submitted,

Nancy Vernon  
County of Marin



# **Update from Ross Valley School District**

June 3, 2021

Agenda Item III.C Update from Ross Valley School District



# **2021/22 Service Planning and Summary of Lottery Results**

June 3, 2021

Agenda Item III.D 2021/22 Service Planning and Summary of Lottery Results

- Current State
- Home to School Transportation Guidelines
- Michael's Transportation
- Lottery Process
- Lottery Request Form Results
- Yellow Bus Pass Sales
- Enrollment and 2021/22 Projections
- Calendar

- Purpose of the yellow bus program in Ross Valley is to reduce traffic in two key corridors (Sir Francis Drake Blvd & Butterfield Rd)
- With JEPA guidance, Marin Transit suspended Michael's Transportation service contract in Fall 2020
- On January 15, 2021, the Ross Valley School District advised Marin Transit to suspend the program through the remainder of the year
- Marin County remains in the Orange tier
- 2021/22 Yellow Bus operations will be in accord with current Home to School Transportation guidelines established by the Marin County Health Office and the Marin County Office of Education

# Highlights of Home to School Transportation Guidelines



- Students and adults to maintain 6' of physical distancing while waiting to board the bus
- No more than two students per bench seat (50 students per bus)
  - Leave row behind driver empty
  - Assigned seats
- All students required to wear face coverings
- Keep windows open as much as feasible to increase airflow
- Transportation provider must develop a School Transportation Provider Specific Protection Plan
- [Link to Guidelines](#)

- 6 of 7 drivers expected to return in 2021/22
- Parking at Los Gamos lot confirmed
- Cost increase under discussion
  - COVID-19 cleaning expenses
- Contract expires June 30, 2021
  - Option year to be exercised

# Lottery Summary (White Hill Only)



- Process:
  - I. Lottery Request Form submission:
    - May 24 through June 2, 2021
    - Surveying interest and confidence
    - Gather data to assess where the demand is
    - After submission families receive a 2-letter placement code
  - II. Route Development with a preferred route selection survey sent to families:
    - June 7 through June 11, 2021
    - Routes developed based on selected stops on the lottery request form
    - Routes published at [www.rossvalleyschoolbus.com](http://www.rossvalleyschoolbus.com)
    - Survey sent asking families to select top 3 preferred AM and/or PM routes
  - III. Routes Awarded:
    - Beginning June 28, 2021
    - Routes awarded based on placement on the priority list and emailed to families
    - Families will have 7 days to purchase the awarded passes
    - Unsold passes will be made available to the next family on the priority list



# Lottery Request Form Results as of 5/27



- 268 families have signed up for the lottery representing **301 students**
  - In 2020/21, 332 families representing 367 students

- Survey question:

Pass Purchase Confidence	Registrants	Percentage
Very confident	207	77%
Fairly confident, but still need to see pass price	35	13%
Fairly confident, but still cautious about my student riding due to COVID-19	14	5%
Unsure	8	3%
Not confident, but I want to hold a position	4	2%

# Lottery Request Form Results



- Map of stop requests to be provided on June 3

# Lottery Request Form Results as of 5/27



- Sum of selected stops along the main corridors:

<b>Corridor</b>	<b>AM</b>	<b>PM</b>
Butterfield Rd	103	110
Sir Francis Drake Blvd	175	186

# Yellow Bus Pass Sales History and Projections



- Ross Valley Pass Sales:

<b>Academic Year</b>	<b>AM Only</b>	<b>PM Only</b>	<b>Total Passes</b>
<b>2017/18</b>	529	484	1013
<b>2018/19</b>	479	462	941
<b>2019/20</b>	452	452	904
<b>2020/21 Lottery Results</b>	301	314	615
<b>2021/22 Lottery Results</b>	278	296	574

- Tiburon Peninsula Pass Sales:

<b>Academic Year</b>	<b>AM Only</b>	<b>PM Only</b>	<b>Total Passes</b>
<b>2017/18</b>	649	737	1386
<b>2018/19</b>	659	805	1464
<b>2019/20</b>	640	755	1395
<b>2020/21</b>	-	-	-
<b>2021/22</b>	327	367	694

# White Hill Enrollment and 2021/22 Projections



<b>Academic Year</b>	<b>Enrollment</b>
<b>2017/18</b>	<b>808</b>
<b>2018/19</b>	<b>744</b>
<b>2019/20</b>	<b>765</b>
<b>2020/21</b>	<b>675</b>
<b>2021/22</b>	<b>645</b>

# Next Steps and Schedule



<b>Milestone</b>	<b>Date</b>
Stage I. Lottery Request Form Submission	5/24/2021 - 6/02/2021
JEPA Committee Meeting	6/3/2021
Stage II. Route Development and Survey	6/07/2021 - 6/11/2021
JEPA Committee Budget Review & Pass Pricing	TBD, no later than 6/25/2021
Stage III. Tier 1 passes awarded and made available for purchase	6/28/2021
Michael's Transportation Contract Option Year Renewal	6/30/2021
RVSD First day of school	8/18/2021



# **Update on Financial Commitments**

June 3, 2021

Agenda Item III.E Update on Financial Commitments

# Confirm 2021/22 Revenue Commitments



Revenue Source	Budget Commitment
Measure AA <sup>1</sup>	\$132,956
Measure AA Supplement <sup>2</sup>	\$30,000
County of Marin	\$90,000
Town of San Anselmo	\$30,500
Town of Fairfax	\$30,500
<b>Total Potential \$ Committed</b>	<b>\$313,956</b>

1. Approved by Marin Transit Board February 1, 2021
2. Approved by Marin Transit Board May 6, 2019, three year supplement





# **Pedestrian and Traffic Survey Results**

June 3, 2021

Agenda Item III.F Pedestrian and Traffic Survey Results