

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

April 2, 2019

7:00 PM

San Anselmo Town Council Chambers, 525 San Anselmo Ave, San Anselmo, CA 94960

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, Rick Bagley

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

Item	Presenter	Action
A. Accept March 14, 2019 Meeting Minutes	Chairperson	Approve
B. Recommend Marin Transit sign Measure AA funding agreement (Attachment: Measure AA Funding Agreement)	Marin Transit	Approve
C. Review Survey Results (Attachment: Survey Background)	Marin Transit	Discussion
D. Review pass pricing policies (Attachment: Pass pricing policy overview)	Marin Transit	Discussion
E. 2019-20 Draft Budget Scenarios (Attachment: Draft Budget Scenarios)	Marin Transit	Discussion
G. 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. 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.

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

March 14, 2019

7:00 PM

**San Anselmo Town Council Chambers, 525 San Anselmo Ave, San Anselmo, CA
94960**

I. 7:00 PM CALL TO ORDER AND ROLL CALL

JEPA Board members present:

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, Rick Bagley

Dave Donery, San Anselmo Town Manager made opening comments.

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

Item	Presenter	Action
A. Election of chairperson		Approve

Katie Rice nominated Brian Colbert to be the chairperson.

M/S, Katie Rice, Renee Goddard to elect Brian Colbert to be the chairperson of the Ross Valley Yellow Bus Transportation Services Joint Exercise of Powers Agreement Joint Committee. Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Katie Rice, Nancy Vernon, Wesley Pratt, Rick Bagley

Item	Presenter	Action
B. Review JEPA purpose	Chairperson	Discussion

Brian Colbert asked Nancy Whelan and John Wright (in the audience) to provide history for why the JEPA was started. Nancy spoke for Marin Transit with regards to cost and traffic management goals. John Wright stated a JEPA provides more transparency without creating the liability issues attached to a JPA. Katie Rice stated there was a need for a Ross Valley specific Ad Hoc Committee.

C. Establish subcommittee to develop by-laws for review and adoption by Joint Committee	Chairperson	Approve
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Dave Donery, Garrett Toy and Nancy Vernon volunteered to be on the subcommittee to develop by-laws.

D. Review of 2018-19 operations, pass sales, and budget	Marin Transit	Discussion
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Kelly Zalewski, Marin Transit, made a presentation regarding the Marin Transit Program Management.

Steve Lamb, San Anselmo resident, noticed students ride Marin Transit buses and wanted to know if one system is preferable to another. Nancy Whelan explained the supplemental routes and stated public transit buses can be ridden by anyone. However, the better type of service for younger kids is a yellow bus.

E. 2019-20 budget scenarios	Marin Transit	Discussion
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Nancy Whelan, Marin Transit, went over the four budget scenarios and stated the end-product may be a blend of variables. Kelly Zalewski presented the budget and mentioned pass sales are coming in lower than expected and staff time is lower than expected.

In Scenario 1, all the financial burden will be put into the pass price.

In Scenario 2, the unmet revenue will be filled by the Towns.

In Scenario 3, there is a reduction in the number of buses and routes.

In Scenario 4, there are increased routes with the same number of buses, which will require staggered bell times.

Item**Presenter****Action**

Garrett Toy clarified the base assumption is that only \$132,000 would be coming from Measure A/AA. Toy wanted to know if the number is fixed or if there was a phasing in opportunity. Nancy Whelan stated that Marin Transit did look at a variety of ways to make more money for it, but in the end, picked this formula. Supervisor Katie Rice mentioned Ross Valley was the only program getting money for years and the County has been contributing \$125,000 also. However, the County is looking at rationale for the program moving forward and warned the formula that is being talked about from the County in the future is \$90,000. Renee Goddard clarified that the \$35,000 difference would need to be made up by local agencies.

Wesley Pratt, School District, asked if the Measure A/AA formula was cast in stone, since the \$132,000 was dropping from \$175,000. Pratt also wanted to know why the school bus program was \$600,000. Whelan, stated the Measure AA money was the renewal of ½ cent sales tax. However, the budgeted amount needed to use the sales tax revenue for a program was \$600,000. Whelan mentioned Marin Transit spends more than the sales tax revenue. Whelan stated since SB1 was not repealed and Measure AA was approved, there was certainty with money and Marin Transit was sure they could come up with \$600,00. Without SB1 and Measure AA, the program would have been shut down. Pratt asked if the \$600,000 could have come from two different buckets. Whelan stated it would have to cut other transit service and reiterated there just isn't enough money for the yellow bus service. Whelan stated Marin Transit has other revenue sources but they can't be used for yellow bus service.

Whelan stated Marin Transit is looking for guidance and if there are preference with regards to the scenarios. Rice stated the group needs to know what the local match is and to define if the local match is a combination of the County and Towns' contributions.

John Wright, San Anselmo resident, wanted to know what the data is on bus pass pricing for other jurisdictions. Whelan stated other jurisdictions pay more money towards their bus programs, so their bus pass pricing is lower.

Steve Lamb, San Anselmo resident, asked if there was a way to measure the cost benefit for the rate payer. He felt it is a benefit to the community and wanted to know if there is anything that can be done as a community to make it succeed.

Item	Presenter	Action
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Garret Toy stated the group needs to figure out what the local match will need to be. Rick Bagley stated they need to survey parents to know which pain is better, less routes or pay more money for passes. Dave Donery asked Marin Transit if they could come back with something in between Scenario 1 & 2 with a 5% escalator. Brian Colbert stated he was not prepared to give guidance.

A school principal in the audience stated he was worried if the bus prices went up, it would take money away from the Yes program.

F. Recommend Marin Transit sign Measure AA funding agreement	Marin Transit	Approve
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Nancy Whelan presented report.

Wesley Pratt stated there are parts of the agreement where the recipient is the school district. The recipient should be Marin Transit, not the school district and wanted the agreement to reflect those changes.

G. Set date, time, location and agenda topics for next meeting	Chairperson	Approve
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There was group consensus for the next meeting to be on April 2nd. Another meeting would be potentially held in late April and a poll would go out to confirm the best date.

IV. BOARD MEMBER REPORTS

There were no reports.

V. 9:10 PM ADJOURNMENT to the next regular meeting of April 2nd 7 PM

Respectfully submitted,

Carla Kacmar
San Anselmo Town Clerk

FUNDING AGREEMENT
BETWEEN
MARIN COUNTY TRANSIT DISTRICT
AND
MARIN COUNTY TRANSIT DISTRICT

This AGREEMENT is made this ____ day of _____ 2019, by and between the MARIN COUNTY TRANSIT DISTRICT, hereinafter referred to as "Marin Transit," a transit district, and MARIN COUNTY TRANSIT DISTRICT, hereinafter referred to as "RECIPIENT", a transit district acting on behalf of the yellow bus program serving schools in the Ross Valley area.

SECTION 1. RECITALS

1. The voters of Marin County approved the authorization of Measure AA at the General Election held on November 6, 2018, thereby authorizing that Marin Transit receive 54.5 percent of the proceeds from a one-half cent transaction and use tax.
2. The tax proceeds will be used to pay for the programs and projects outlined in the Measure AA Expenditure Plan.
3. Included in the Expenditure Plan is a requirement that Marin Transit uses five percent of the one-half cent transaction and use tax funds allocation "to provide transit service to schools in Marin County to reduce local congestion." Additionally, Marin Transit should "provide yellow bus services in partnership with local schools and parent organizations."
4. As a part of the plan to meet the Measure AA Expenditure Plan requirement, on January 7, 2019, the Marin Transit Board of Directors approved spending \$600,000 to fund existing yellow bus programs serving schools in the urbanized area of Marin County.
5. The \$600,000 was approved to be distributed among five school districts that met the established threshold criteria. Marin Transit determined the funding amounts for each of the eligible programs by calculating a one-way pass subsidy for each program. The approved subsidy was 35 percent of the price of a one-way pass. The number of passes sold was multiplied by the per pass subsidy to determine the funding for each program.
6. The funding amounts currently approved will be disbursed annually for three years beginning in FY19/20. The amount will increase/decrease annually by sales tax revenue increase/decrease, per Transportation Authority of Marin (TAM).
7. Annually, Marin County Transit District will certify that they continue to meet the threshold criteria in order to receive funding.

SECTION 2. PURPOSE OF FUNDING AGREEMENT

This AGREEMENT is entered into by and between MARIN TRANSIT and RECIPIENT to document the funding conditions necessary for the RECIPIENT to comply with applicable law and MARIN TRANSIT policies. This AGREEMENT consists of additional documents stated in these sections as being attached hereto and incorporated in the AGREEMENT by reference.

SECTION 3. TERM OF FUNDING AGREEMENT

This AGREEMENT shall commence on July 1, 2019, and shall terminate on June 30, 2022. The final invoice must be submitted within 30 days of completion of the stated scope of services.

SECTION 4. PROGRAM DEFINITION AND SCOPE

This AGREEMENT, approved through MARIN TRANSIT Board action, in accordance with the requirements of Marin Transit’s Measure AA Expenditure Plan requirement, is made for the following purposes identified in the RECIPIENT’s Annual Certification and Claim of Measure AA Funds:

Provide yellow bus services in partnership with local schools and parent organizations

Additional information on individual project scope will be included in the Measure AA Sales Tax Program Annual Certification and Claim of Measure AA Funds to be submitted annually by RECIPIENT.

SECTION 5. ELIGIBILITY REQUIREMENTS

RECIPIENT has been determined to meet the eligibility requirements summarized below.

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school located within the urbanized area of Marin;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

SECTION 6. GRANT

MARIN TRANSIT hereby grants to the RECIPIENT the amounts by fiscal year as show in the table below as approved by the Marin Transit Board on January 7, 2019.

Fiscal Year	Amount
FY 2019/20	\$132,956
FY 2020/21	\$135,881*
FY 2021/22	\$138,871*

*Amount estimated based on historical Marin County Sales Tax Growth rate. Actual amount to be determined annually. RECIPIENT will be informed of actual amount by June 1st of each fiscal year.

SECTION 7. BUDGET AND SCOPE

RECIPIENT shall maintain a project budget. RECIPIENT shall carry out the operation of a regular home to school yellow bus program and shall incur obligations against and make disbursements of the grant in conformity with MARIN TRANSIT’S requirements and the budget. The budget should be included in the Annual Certification and Claim of Measure AA Funds and submitted annually to MARIN TRANSIT.

If RECIPIENT makes major changes to the scope of the project that are funded with Measure AA funds then funding may be reduced in subsequent allocation years. Major changes to the scope are defined as reducing service by 20 percent.

An increase in the level of service will not constitute an increase in the grant amount in the current funding cycle.

SECTION 8. PROJECT MANAGEMENT

RECIPIENT shall be responsible for the project and provide management of consultant and contractor activities for which RECIPIENT contracts, including responsibility for schedule, scope, and budget.

SECTION 9. PROGRAM OVERSIGHT

RECIPIENT shall cooperate with MARIN TRANSIT'S project management team and shall provide any requested program information.

SECTION 10. ATTRIBUTION AND SIGNAGE

If any portion of grant funds is used for production of reports, acknowledgment of MARIN TRANSIT and the Transportation Authority of Marin's role, as the Measure AA Sales Tax Program overseer, shall be included in the documents. If any portion of grant funds is used for construction, RECIPIENT shall, upon initiation of field work or at the earliest feasible time thereafter, install and maintain a sign at the construction site identifying Measure AA Local Transportation Sales Tax Funds and TAM. For non-construction capital purchases funded by any portion of grant funds, RECIPIENT shall affix permanent signage identifying TAM and the Sales Tax Funds as a funding source. RECIPIENT shall demonstrate compliance with attribution and signage requirements as an indispensable condition for authorization of Measure AA reimbursement for program expenses.

A reference to Measure AA should be included on the school bus program website to acknowledge its role in funding the program.

SECTION 11. PRESS RELEASES

RECIPIENT shall notify MARIN TRANSIT in advance of any press releases about project and program activities, particularly groundbreakings and ribbon cuttings, in connection to grant funds expended from this AGREEMENT.

SECTION 12. COMPLIANCE WITH LAW

In the performance of its obligations pursuant to this AGREEMENT, RECIPIENT shall keep itself fully informed of the federal, state and local laws, ordinances and regulations in any manner affecting the performance of this Agreement, and must at all times comply with such laws, ordinances, and regulations as they may be amended from time to time.

SECTION 13. FINANCES

All costs charged to the home to school yellow bus program shall be supported by properly prepared and documented time records, invoices, or vouchers evidencing in detail the nature and propriety of the charges.

SECTION 14. RECORDS

All checks, payrolls, invoices, contracts, vouchers, journal entries, work orders, or other accounting documents pertaining in whole or in part to the program shall be maintained by RECIPIENT for a period of three (3) years after the later of program closeout or termination of grant. Such program documents shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other similar documents not pertaining to the program.

SECTION 15. REIMBURSEMENTS

Payment shall be made by Marin Transit for costs reimbursable under the terms of this AGREEMENT and incurred prior to the termination date of the AGREEMENT. Payments may be reimbursed quarterly. Payment to RECIPIENT of the grant shall be upon written approval by Marin Transit, upon submittal of an invoice plus appropriate support documentation and identification of expenses incurred.

Reimbursements shall not exceed the annual amounts shown in SECTION 6. GRANT.

Each reimbursement request shall include RECIPIENT'S certification that the amounts sought are only for project elements included in the Annual Certification and Claim of Measure AA Funds, and that RECIPIENT is in compliance with MARIN TRANSIT'S requirements outlined in this AGREEMENT.

SECTION 16. ELIGIBLE EXPENSES

RECIPIENT shall expend funds only on eligible expenses to operate a home to school yellow bus program for the general student population as follows: operating costs including direct staff time (salary and benefits). Indirect costs (as defined by OMB Circular A-87) will not be considered an eligible expense.

SECTION 17. SUBMITTAL OF ANNUAL CERTIFICATION AND CLAIM OF MEASURE AA FUNDS

RECIPIENT shall provide to MARIN TRANSIT an "Annual Certification and Claim of Measure AA Funds" as shown in Exhibit A. RECIPIENT shall certify that they meet certain criteria as well as provide all requested program data and submit three years of budget information as specified in Exhibit A. The "Annual Certification and Claim of Measure AA Funds" must be submitted by August 31 of each fiscal year and before any reimbursements are processed. If documentation is deemed incomplete, RECIPIENT will work with MARIN TRANSIT staff to complete the information.

SECTION 18. AUDITS

MARIN TRANSIT reserves the right at any time to conduct or require a financial or performance audit of the RECIPIENT'S compliance with this AGREEMENT. MARIN TRANSIT will give advance notice of the requirement. RECIPIENT shall permit MARIN TRANSIT, or any of its duly authorized representatives, to inspect all work, materials, payrolls, and other data and records with regard to the project, and to audit the books, records, and accounts of the RECIPIENT and its contractors with regard to the program.

SECTION 19. THIRD PARTY CONTRACT AUDITS

MARIN TRANSIT reserves the right to request an audit of other third-party contracts for any reason. If RECIPIENT is subject to third party financial audit requirements imposed by another funding source, copies of audits performed in fulfillment of such requirements shall be provided to the MARIN TRANSIT.

SECTION 20. RIGHT TO WITHHOLD

If the above items are not provided to MARIN TRANSIT by the annual due date and/or such items are found not to be in compliance with this AGREEMENT, Public Utilities Code Section 180000 et seq., the ballot measure or the Strategic Plan, MARIN TRANSIT may withhold FUNDS from RECIPIENT until RECIPIENT has corrected any noted deficiencies to MARIN TRANSIT'S satisfaction. While FUNDS are being so withheld all interest on withheld FUNDS shall be retained by MARIN TRANSIT as an administrative fee.

SECTION 21. TERMINATION FOR CAUSE

RECIPIENT agrees that, upon ten (10) working days written notice, MARIN TRANSIT may suspend or terminate all or part of the financial assistance provided herein for failure to correct a breach of this AGREEMENT. Any failure to make reasonable progress, inconsistency with the Measure AA Sales Tax Program Allocation Request Form, unauthorized use of grant funds as specified in this AGREEMENT, or other violation of the AGREEMENT that significantly endangers substantial performance of the program shall be deemed to be a breach of this AGREEMENT and cause for termination. Upon mutual consent, RECIPIENT will repay MARIN TRANSIT any unexpended funds already distributed.

SECTION 22. CORRECTION OF BREACH

With respect to any breach, which is reasonably capable of being cured, RECIPIENT shall have thirty (30) days from the date of notice of breach to initiate steps to cure. If RECIPIENT diligently pursues cure, such RECIPIENT shall be allowed a reasonable time to cure or by a time established in writing by MARIN TRANSIT.

SECTION 23. LIABILITY

RECIPIENT agrees to defend, indemnify and hold MARIN TRANSIT and TAM harmless, their officers, employees and agents, from any and all acts, claims, omissions, liabilities and losses asserted by any third party arising out of acts or omissions of RECIPIENT in connection with this AGREEMENT, except those arising by reason of the sole negligence of MARIN TRANSIT or TAM, or their officers, employees and agents.

MARIN TRANSIT agrees to defend, indemnify and hold RECIPIENT harmless, its officers, employees and agents, from any and all acts, claims, omissions, liabilities and losses asserted by any third party arising out of acts or omissions of MARIN TRANSIT in its obligations under this AGREEMENT, except those arising by reason of the sole negligence of the RECIPIENT, its officers, employees and agents.

RECIPIENT agrees to include in each of its independent contractor agreements entered into with third parties after July 1, 2019 pursuant to this Agreement, provisions substantially similar to the following:

“[Contractor] agrees to defend, indemnify and hold harmless Marin Transit, TAM, and their officers, employees, agents, and funding or supporting governmental entities, from and against any and all acts, claims, omissions, liabilities and losses asserted by any third party arising out of the acts or omissions of [Contractor] in connection with this Agreement, except those arising by reason of the sole negligence of an indemnified party.”

SECTION 24. OBLIGATIONS

In general, termination of financial assistance under this AGREEMENT will not invalidate obligations properly incurred by RECIPIENT before the termination date; to the extent those obligations cannot be canceled.

SECTION 25. INTEGRATION

This AGREEMENT represents the entire AGREEMENT of the parties with respect to the subject matter thereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

SECTION 26. AMENDMENT

Except as otherwise provided herein, this AGREEMENT may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this AGREEMENT shall be void and of no effect.

SECTION 27. INDEPENDENT AGENCY

RECIPIENT performs the terms and conditions of this AGREEMENT as an entity independent of MARIN TRANSIT. None of RECIPIENT'S agents or employees shall be agents or employees of MARIN TRANSIT.

SECTION 28. ASSIGNMENT

The AGREEMENT may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.

SECTION 29. BINDING ON SUCCESSORS, ASSIGNEES OR TRANSFEREES

This AGREEMENT shall be binding upon the successor(s), assignee(s) or transferee(s) of MARIN TRANSIT or RECIPIENT as may be the case. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this AGREEMENT other than as provided above.

SECTION 30. EXPENSES

Each party shall be solely responsible for and shall bear all of its own respective legal expenses in connection with any dispute arising out of this AGREEMENT and the transactions hereby contemplated.

RECIPIENT may not use GRANT funds, or other MARIN TRANSIT programmed funds, for the aforementioned purpose.

SECTION 31. SEVERABILITY

Should any part of this AGREEMENT be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decisions shall not affect the validity of the remainder of this AGREEMENT, which shall continue in full force and effect; provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

SECTION 32. CONTINGENT UPON ALLOCATION

Disbursement of funds is contingent upon MARIN TRANSIT receiving its allocation of Measure AA from Transportation Authority of Marin and the MARIN TRANSIT'S Board of Directors adoption of the District's annual budget.

SECTION 33. NOTICES

This AGREEMENT shall be managed and administered on MARIN TRANSIT'S behalf by the Department Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be giving to District at the following location:

Contract Manager:	Kelly Zalewski
Dept./Location:	711 Grand Ave, Suite 110 San Rafael, CA 94901
Telephone No.:	415-226-0872
Email address:	kzalewski@marintransit.org

Notices shall be given to RECIPIENT at the following address:

Contract Manager:	
Address:	
Telephone No.:	
Email address:	

SECTION 34. EXHIBITS

The following Exhibits are hereby made part of this AGREEMENT:

- I. EXHIBIT A: Annual Certification and Claim of Measure AA Funds
- II. EXHIBIT B: Marin Transit Board Item Approved on January 7, 2019

SECTION 35. ACCEPTANCE OF GRANT

RECIPIENT does hereby declare that all written statements, representations, covenants, and materials submitted as a condition of this AGREEMENT are true and correct and does hereby accept MARIN TRANSIT's grant and agrees to all of the terms and conditions of this AGREEMENT. The parties have executed this AGREEMENT as of the date first written above.

RECIPIENT:

MARIN TRANSIT:

By: _____

By: _____

Date: _____

Date: _____

EXHIBIT A

Marin County Transit District
Measure AA – Existing Yellow Bus Program Financial Support

Annual Certification and Claim of Measure AA Funds

Marin Transit will supply a worksheet annually to be completed and submitted by August 31 annually. The worksheet will request specific program data, budget information, and certification that the program continues to meet the threshold criteria.

Exhibit A: Marin Transit Annual Certification and Claim of Measure AA Funds

Claim Application Checklist

FY 2019/20

Submittal Date:

Program:

Enter an "X" in the cells highlighted green to indicate that each required document is being submitted with the claim

Document	Document Description	Submitted
A	Program Data	<input type="checkbox"/>
B	Financials	<input type="checkbox"/>
C	Certification of Maintaining Threshold Requirements	<input type="checkbox"/>

Please complete all fields.

Program Name:

Submittal Date:

	FY 2017/18**	FY 2018/19 Estimated Actuals	FY 2019/20 Budget	Notes
Pass Distribution Data				
One-way paid passes:				
One-way free/discounted passes:				
Total one-way passes:				
Pass Price Data				
Price of a one-way annual pass (or 1/2 of round-trip pass price):				
Price of discounted pass (\$0.00 is ok if pass is free to student):				
Program Structure				
Number of Buses:				
Number of AM Routes:				
Number of PM Routes:				
Number of Schools Served:				
Average age of fleet:				
Self-perform or contract:				
If Contract, name of contractor				

* If an item is not confirmed, please provide an estimate and a note.

**See Exhibit B for 17/18 data

Please contact Kelly Zalewski, kzalewski@marintransit.org, 415-226-0872 with any questions

Financials (Used for calculating 20% local funding criteria)

Revenue	Name	FY 2017/18 Actuals**	FY 2018/19 Estimated Actuals	FY 2019/20 Budget
	Bus Pass Sales Revenue			
	Local Contribution 1:			
	Local Contribution 2:			
	Local Contribution 3:			
	Local Contribution 4:			
	Local Contribution 5:			
	Local Contribution 6:			
	Local Contribution 7:			
	Local Contribution 8:			
	Measure AA			
	Other			
Total Revenue			0	0

Expenses*		FY 2017/18 Actuals	FY 2018/19 Estimated Actuals	FY 2019/20 Budget
	Bus Contract (if contracted)			
	Fuel (if self-perform)			
	Maintenance (if self-perform)			
	Labor (Drivers) (if self-perform)			
	Consulting			
	Operations Support			
	Other staff			
	Credit card processing charges			
	Marketing and signage			
	Insurance			
	Legal			
	Bus parking			
	GPS bus tracking			
	Other:			
	Other:			
	Other:			
	Other:			
	Miscellaneous			
Total Expenses			0	0

Percent Local Contribution	#DIV/0!	#DIV/0!	#DIV/0!
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*You may adjust or add categories as needed

**See Exhibit B for 17/18 data

**Measure AA - Existing Yellow Bus Program Financial Support
Annual Certification of Maintaing Threshold Requirements**

Please check all boxes below certifying that the program has maintained the required threshold criteria. Signature by an authorized agent of the program is required for submittal to be valid.

Program Name:

_____ I certify that the home to school program listed above meets the required 20% local contribution threshold

_____ I certify that the home to school yellow bus program listed above meets the required threshold of providing at least a 50% reduction in pass price for income qualified students

Signature

Name

Title

Date

EXHIBIT B

Marin Transit Board of Directors Approved Home to School Yellow Bus Funding Allocation for FY2019/20
Item Approved on January 7, 2019



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

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

SUBJECT: Yellow Bus Funding Allocation

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Approve home to school yellow bus funding allocation for FY 2019/20.

SUMMARY:

Measure AA is an extension of the existing Marin County ½ percent sales tax for transportation and was approved in November 2018. Under the new measure, Marin Transit is required to spend five percent of the Measure AA funds on school-related transportation programs and services. The following staff report recommends distributing \$600,000 of Measure AA funds by formula to existing yellow bus programs serving schools in the urbanized area of Marin County.

BACKGROUND:

In 2015, Marin Transit partnered with Transportation Authority of Marin (TAM) and the Marin County Office of Education (MCOE) to complete a Coordinated Countywide Student Transportation Study (CCSTS). This study made a variety of recommendations for modifying and expanding school transportation in Marin County. Marin Transit uses this study as a framework for our school-focused programs and services.

Marin Transit provides ten Supplemental School routes to accommodate overcrowding on regular public transit services due to the demand for school-related transportation. These routes operate school days only and add capacity at specific times of the day to coordinate with school start and release times. These services are open to the public and operate with published timetables. The supplemental routes provide approximately 36 additional peak hour bus trips daily and carry an average of over 1,000 daily passenger trips, about 30 students per bus.

The CCSTS recommends that Supplemental School service be focused on serving high school students who are more independent

and able to navigate public transit service. The Supplemental School transit operation is at capacity and has limited opportunity to expand at this time. This is primarily due to equipment availability and limited bus parking.

In addition to providing Supplemental School service, Marin Transit has offered a school-based Youth Pass Program to Marin County students for the past nine years. In Fiscal Year 2017/18, nearly 4,500 youth pass “stickers” were distributed to 33 participating public and private schools. Students using the Youth Pass can ride any Marin Transit local route without paying additional fare. Students who are income-qualified receive the pass for free. The Youth Pass provides access to Marin Transit services for school, work, home, or recreational activities within Marin County at a low or no cost.

Three years ago, Marin Transit also began to support home to school yellow bus programs. Many school districts in Marin County no longer provide yellow bus services for home to school transportation except when required to do so by the State of California. Recently, cities and towns have partnered with local school districts to revive yellow bus programs for elementary and middle schools as a means of traffic congestion relief. Marin Transit has supported these partnerships with planning services, operational oversight, and customer service support.

At the direction of the Marin Transit Board, an ad hoc committee on school transportation was formed in May 2016 to evaluate and plan Marin Transit’s involvement in school transportation in Marin County. The ad hoc committee met 13 times during the past two years with attendance from various stakeholders of yellow bus programs in Marin County. In addition to guidance on advancing the CCSTS recommendations, the ad hoc committee recently gave Marin Transit staff direction on the use of the recently approved Measure AA funding to support home to school yellow bus programs in Marin County. Based on this guidance, staff recommends that a portion of funding that Marin Transit receives from Measure AA be distributed through a funding allocation formula to support ongoing operations of existing yellow bus programs. This letter outlines the proposed eligibility criteria and allocation methodology for these funds.

ELIGIBLE PROGRAMS:

Home to school yellow bus programs are an effective means of reducing congestion during peak times. First, staff recommends that programs eligible for a funding allocation should be public schools located within the urbanized area of Marin¹ to support programs that reduce traffic in the most congested corridors.

Second, staff recommends that these funds be provided to those programs that were operational in FY 2017/18 in order to provide long term, reliable financial operating support since a dedicated funding source is not available from the State of California. Staff are pursuing other funding sources that could support expanding existing programs or providing start-up funds for new programs serving other high needs schools identified in the CCSTS. Included as Attachment A is an Allocation Request Form for \$1.1 million recently submitted to TAM for this purpose.

¹ 1. Census Reporter – San Francisco/Oakland, CA Urbanized Area.
<https://censusreporter.org/profiles/40000US78904-san-franciscooakland-ca-urbanized-area/>

Third, staff recommends that all eligible programs offer a reduced pass for the yellow bus program that provides at least a 50 percent pass price discount to income-eligible students. This requirement is intended to recognize that home to school transportation is both a tool for congestion relief and an opportunity to provide safe and efficient access to school for all students.

As mentioned above, the yellow school bus programs operating in Marin County today do not have a dedicated funding source that covers the full cost to operate the program. Many programs are funded by fare revenue and by contributions from cities/towns, the County, and the school districts. Marin Transit is not able to fully fund all of the programs with Measure AA funds. As such, Marin Transit requires a maintenance of effort on the part of current program funding participants. In order for a program to be eligible, it must have a local funding (or other discretionary funds) contribution match of at least 20 percent of program costs. This amount does not include pass sales/fare revenue.

All programs receiving funding must certify annually that they meet the above detailed requirements. The summary of eligibility requirements is shown in Attachment B.

The following is a list of the programs that are eligible based on the above threshold criteria:

- Mill Valley School District
- Tiburon Peninsula Traffic Relief Joint Powers Authority (JPA) (serving schools in Reed Union School District and the Cove School in Larkspur Corte Madera School District)
- Ross Valley area schools (program administered by Marin Transit)
- San Rafael City School District (Elementary and Middle schools only)
- Dixie School District

AVAILABLE FUNDS:

Measure AA is an extension of the existing Marin County ½ percent sales tax for transportation, approved in November 2018. Under the new measure, Marin Transit is required to spend five percent of the Measure AA funds on school-related transportation programs and services. Marin Transit currently spends \$1 million for school transportation on its existing programs: Supplemental School service, the Youth Pass Program, and support for the yellow bus program in the Ross Valley area. In year one, the Measure AA five percent requirement equates to \$1,325,000. Thus, the net additional money Marin Transit is required to spend on school programs annually is \$325,000. See Table 1 and Table 2 below for details on current expenditures and the net additional new Measure AA requirement.

Table 1: Current Measure A Local Transit Uses

Current Measure A Local Transit Uses	Estimated Annual Amount
Youth Pass Program subsidy to income qualified riders	\$640,000
Supplemental transit routes to schools*	\$185,000
Ross Valley yellow school bus program	\$175,000
Total, Current Measure A uses for School Transportation	\$1,000,000
* In addition to Measure A, other transit funds are used for supplemental routes	

Table 2: Measure AA Requirement and net additional money dedicated to school programs

Measure AA Requirement	Annual Amount
5% Measure AA Required for School Transportation	\$1,325,000
Less Current Measure A Uses for School Transportation (see Table 1 for detail)	(\$1,000,000)
Net New Measure AA Required for School Transportation	\$325,000

California voters also defeated Proposition 6 in the November elections that would have repealed Senate Bill 1 (SB1) - the statewide fuel tax increase initiated in 2017. Marin Transit is a recipient of SB 1 funding.

As a result of these two positive outcomes from the November 2018 election, Marin Transit has a long term, stable financial outlook. Staff re-evaluated Marin Transit's ability to fund school-related programs and recommends that an additional \$100,000 be used to fund school-related programs. With this additional \$100,000, Marin Transit will allocate an estimated \$1,425,000 to school transportation annually. This amount is more than the five percent Measure AA expenditure requirement. See Table 3 below for an update to the Measure AA Requirement and net additional money dedicated to school programs.

Table 3: Updated Measure AA school transportation expenditure and net additional money dedicated to school programs plus additional Measure AA

Updated Measure AA School Transportation Expenditure	Annual Amount
5% Measure AA Required for School Transportation	\$1,325,000
Additional Measure AA	\$100,000
Less Current Measure A Uses for School Transportation (see Table 1 for detail)	(\$1,000,000)
Adjusted Net Measure AA Available for School Transportation	\$425,000

Staff recommends combining the current \$175,000 expenditure for the Ross Valley school bus program with the adjusted net Measure AA available for school transportation of \$425,000. This will provide a total of \$600,000 to be distributed among the eligible home to school yellow bus programs. This amount will be adjusted annually based on the projected Marin County sales tax growth rate. See Table 4 below for a summary of recommended funding pools for eligible yellow bus programs.

Table 4: Funds available for eligible yellow bus programs

Ongoing Funding Available	(Annually)
Existing Measure A for YSB (Ross Valley)	\$175,000
Net new Measure AA required	\$325,000
Additional Measure AA	\$100,000
TOTAL	\$600,000

ALLOCATION METHODS:

Staff identified and discussed several ways to allocate available funds based on District-identified goals for the yellow bus programs. Ultimately, staff determined that a simple and transparent process be used that relies on readily available data and recognizes that all programs help relieve congestion.

Staff recommends that the \$600,000 in Measure AA funds be distributed based on a formula that takes a percentage subsidy of a program’s one-way pass price and multiplies it by the number of one-way passes it distributed in FY 2017/18. In the first round of the allocation, staff recommends that the subsidy be 35 percent of the one-way pass price based on current program pass prices and funding availability. The percentage will be reassessed and may change in future funding cycles.

As a factor in the formula, one-way pass distribution was chosen because it is a proxy for usage and congestion relief, the data is readily available, and it is easy to collect. By subsidizing a percent of a program’s one-way pass price, the formula recognizes the many differences

between the programs including operating costs, available funding, and the varying levels of distribution of free/reduced passes.

To provide a reliable and consistent source of funding, the formula factors will be based on FY 2017/18 data. This amount will be the base amount and remain set for three years beginning in FY 2019/20. The base amount calculated in FY 2019/20 will be adjusted annually for Marin County sales tax growth. The base amount may also be adjusted if a program's service level is reduced by more than 20 percent. Funding for that program may be reduced in the second and third allocation years. Any withheld funds due to service reduction will be available in year four for existing programs or earlier for expansion programs.

RECOMMENDED FUND DISTRIBUTION:

Attachment C shows the staff recommended distribution of funds for FY 2018/19 and for two additional years with adjustment for Marin County sales tax growth. Prior to the initial distribution and annually thereafter, applicants will be required to certify that they meet the eligibility criteria annually and supply requested pass price and pass distribution data.

COMMENTS ON FUNDING ALLOCATION:

The Marin Transit ad hoc committee had several discussions on the threshold criteria and formula for distributing funds. The ad hoc committee considered comments from stakeholders who attended their meetings. Dixie School District did not have a representative in attendance and provided comments after the most recent ad hoc committee meeting on December 14, 2018. These comments are included as Attachment D. The ad hoc committee acknowledged that there are many ways to allocate these funds and that the amount of funding available was far less than the amount needed. The ad hoc committee reached a consensus on the proposed criteria and formula allocation staff presented and is recommending to your Board.

FISCAL/STAFFING IMPACT:

Marin Transit will become a funding distributor to offset the operating costs of school transportation programs. This is a new role for the District. Marin Transit will act as a pass through for Measure AA funding to be distributed to eligible yellow bus programs in Marin County. Marin Transit will request Measure AA school transportation funds from TAM annually as a part of the allocation request process. Staff will develop funding agreements with each eligible program and the Marin Transit Board will consider approval of the funding agreements annually at the time of budget development. The combined annual fiscal impact is \$600,000, and will be incorporated in the FY 2019/20 budget process. There is no staffing impact. Respectfully submitted,



Nancy Whelan
General Manager

Attachments:

Attachment A. Recently Submitted Allocation Request Form from Marin Transit to TAM

Attachment B. Summary of Eligibility Requirements

Attachment C. Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

Attachment D. Comments from Dixie School District Superintendent on the Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

Attachment E. Staff Recommendation for Measure AA Funding Distribution to Eligible Yellow School Bus Programs (Presentation Slides)

Attachment A. Recently Submitted Allocation Request Form from Marin Transit to TAM

Transportation Authority of Marin Measure A - Interest

Allocation Request Form

Fiscal Year of Allocation: 2018/19

Project Name: Yellow School Bus Capital and Operations Funding

Implementing Agency: Marin Transit

Scope of Work: Marin Transit will use Measure A interest funds to sustain and improve home to school yellow bus transportation in Marin County. Many school districts in Marin County no longer provide yellow bus services for home to school transportation except when required to do so by the State of California. Recently, cities and towns have partnered with local school districts to revive yellow bus programs as a means of traffic congestion relief. These new yellow bus programs have proven to have significant impacts on congestion in key corridors like Tiburon Blvd on the Tiburon peninsula and Sir Francis Drake Boulevard from Fairfax through San Anselmo.

To continue and sustain the existing programs, a permanent parking location is needed in Marin County to ensure reliable service and help stabilize operations costs.

Expanding school services, as identified in the Countywide Coordinated School Transportation Study (December 2015), was recognized as a high priority in Marin Transit's 2018-2025 Short Range Transit Plan. Under the reauthorized sales tax Measure AA, Marin Transit will continue and expand the allocation of local sales tax funds to existing yellow bus programs. If additional, one-time Measure A interest funds are available, they will be used as seed money for new and expansion yellow bus service.

Program Components:

Priority 1 - Provide funding towards the purchase or long-term lease of a parking facility for yellow buses in Marin County

Estimated Measure A Expenditure: up to \$1.1 million

The top priority for this funding is the one-time capital expenditure on purchasing or leasing land for vehicle parking. A permanent parking location is needed for multiple existing yellow school bus programs and the lack of parking is limiting the ability to add yellow bus service to additional schools and for new routes in Marin County. Currently, Marin Transit leases parking for 14 buses from the County but this location will no longer be available after June 2019. Marin Transit has identified \$3.00 million in property tax revenues for this project, but it is expected that the purchase of a parking for up to 22 buses will cost more than this.

Priority 2- Provide local matching funds for new yellow school buses in Marin County

Estimated Measure A Expenditure: \$90,000 per bus

Once a permanent parking location is secured, any remaining funds from this allocation can be used for purchasing new yellow buses. If the range and charging requirements meet operational

needs, agencies will consider electric yellow buses and apply for associated grant funding that may be available.

Priority 3 – Operation Funds for new and expansion yellow bus service

Estimated Measure A Expenditure: Any remaining funds

Once a permanent parking location is secured and any needs for matching funds to purchase yellow school buses are met, the balance of funds would be used for the operation of new and expanded yellow bus service. The new services to be considered for funding would come from the 2015 Coordinated Countywide School Transportation Study and the phased implementation plan for the study recommendations. New programs would be required to meet threshold criteria and other requirements established by Marin Transit to qualify for Measure A subsidy.

Expenditures are estimated by program components, but actual expense may shift based on the implementation schedule of each program. Total expenditures will not exceed the allocation amount.

Strategic Plan Update Programmed for FY 18/19: \$1,100,000

Requested Amounts: \$1,100,000

Cash flow Availability: 100% of Measure A funds available for reimbursement in FY 2018/19 but may be spent in future years depending on timing of the purchase of right of way.

Other Funds: \$0

Project Delivery Schedule: April 1, 2019 – June 30, 2025

Environmental Clearance: Not Applicable

Attachment B. Summary of Eligibility Requirements

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school located within the urbanized area of Marin²;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

² 1. Census Reporter – San Francisco/Oakland, CA Urbanized Area.
<https://censusreporter.org/profiles/40000US78904-san-franciscooakland-ca-urbanized-area/>

Attachment C. Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

FY 2017/18 Base Year Data		Mill Valley	Reed Union & Cove	Ross Valley	San Rafael	Dixie	Total	Calculation
One Way Pass Price	(a)	\$337.50	\$295.00	\$375.00	\$237.50	\$199.50		annual price, 50% of round trip
Subsidy per pass	(b)	\$118.13	\$103.25	\$131.25	\$83.13	\$69.83		35% of one-way pass price [0.35 x (a)]
One Way Passes Distributed	(c)	214	1,316	1,013	2,792	605	5,940	School year 2017-2018 source data
<i>Funding¹ for FY 2019/20 allocation</i>		\$25,279	\$135,877	\$132,956	\$232,085	\$42,244	\$568,441	35% of pass price for every pass distributed [(b) x (c)]

Notes:

1. FY 2019/20 funding available is \$600,000. Amount to increase/decrease annually by sales tax revenue increase/decrease, per TAM.

Attachment D. Comments from Dixie School District Superintendent on the Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

From: Jason Yamashiro <jyamashiro@dixieschooldistrict.org>
Sent: Wednesday, December 19, 2018 1:40 PM
To: rbetts@marintransit.org
Cc: Tanya Michel <tmichel@dixieschooldistrict.org>
Subject: Feedback on formula for school cost offset for school transportation

Dear Mr. Betts,

I was thrilled to hear the news that the Marin Transit Ad Hoc Committee was proposing that dollars be provided to school districts to support the bus programs that currently exist in our district! It has been, and will continue to be, a challenge to fund the much-needed school bus transportation for our students and families.

As someone who works with formulas regularly, I understand the challenges, as well as the reality that there may be no perfect formula. While it sounds like the timeline is limited in terms of providing feedback, there is something I would like the committee to consider. It looks like the formula is calculated based on what each district is charging families in their respective districts. Since some districts may already be subsidizing families by charging a lower amount and losing money (like Dixie School District), the formula you have proposed essentially punishes the district for charging families less. I would like to suggest that it may be fairer to set a standard reimbursement amount that is calculated by using the average across districts and using that as the multiplier with ridership. Since our ridership is lower, we will still get a lower amount and that is understood, but the larger per rider cost offset for district's that are charging more does not seem like the most equitably way to distribute the dollars.

I am happy to discuss this further with the committee and/or with other superintendents. Can you share this email with other Marin Transit Ad Hoc Committee on School Transportation members?

Thank you for your consideration,

Jason Yamashiro
Superintendent, Dixie School District

--

Dr. Jason Yamashiro
Superintendent, Dixie School District
(415) 492-3701

Attachment E. Staff Recommendation for Measure AA Funding Distribution to Eligible Yellow School Bus Programs (Presentation Slides)



Staff Recommendation for Measure AA Funding Distribution to Eligible Yellow School Bus Programs

Marin Transit Board of Directors

January 7, 2019

- Provide Youth Passes
- Provide Supplemental School transit service
- Provide Ross Valley yellow bus service
- Manage other yellow bus programs
- Co-sponsored Coordinated Countywide Student Transportation Study
- Established an ad hoc committee of Marin Transit Board



Recommendation for approving distribution of \$600,000 of Measure AA funds to existing yellow bus programs. Elements of the recommendation address:

- Eligible Programs
- Available Funding
- Recommended Allocation Distribution



School Transportation Programs must have...

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school in the urbanized area of Marin;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

Eligible Programs



Mill Valley School District



Tiburon Traffic Congestion Relief JPA (Reed USD and the Cove School in Larkspur Corte Madera SD)



Ross Valley area schools (provided by Marin Transit)



San Rafael City Schools (Elementary and Middle schools only)



Dixie School District

Marin Transit Measure A/AA For School Transportation



Current Measure A Local Transit Uses	Estimated Annual Amount
Youth Pass Program subsidy to income-qualified riders	\$640,000
Supplemental transit routes to schools*	\$185,000
Ross Valley yellow school bus program	\$175,000
Total, Current Measure A uses for School Transportation	\$1,000,000
* In addition to Measure A, other transit funds are used for supplemental routes	

Measure AA Requirement	Annual Amount
5% Measure AA Required for School Transportation	\$1,325,000
Less Current Measure A Uses for School Transportation (see detail above)	(\$1,000,000)
Net New Measure AA Required for School Transportation	\$325,000

Staff updated the estimated funding available after voters approved Measure AA and defeated Prop 6 in November 2018

Ongoing Funding Available	(annually)
Existing Measure A for YSB	\$175,000
Net new Measure AA required	\$325,000
Additional Measure AA ¹	\$100,000
TOTAL²	\$600,000

Notes:

1. Marin Transit's financial analysis indicates that additional Measure AA can be made available without negatively impacting other transit services
2. Amount will be escalated annually to reflect Marin County sales tax growth rate

If approved, Marin Transit will use **\$1,425,000**, in Measure AA for School Transportation each year. This is more than the required 5%.

- Youth Pass Program subsidy to income-qualified riders: \$640,000
- Supplemental transit routes to schools: \$185,000*
- **Yellow school bus programs: \$600,000**

* Notes:

1. FY 2017/18 Supplemental school program cost was approximately \$588,000;
2. Measure A allocation of \$185,000 was about 30% of that cost ; and
3. Other transit funds are used to support Supplemental school routes.

1. Allocation share to each program is set for 3 years starting in FY2019/20

Purpose: Reliability, consistency, stability

2. If a program/service is reduced by more than 20%, its funding may be reduced in 2nd and 3rd allocation year

Purpose: Subsidy should correlate to service levels

3. Any withheld funds due to service reductions will be available in Year 4 for existing programs or earlier for expansion programs

Purpose: Funds should be put to best use as soon as possible

4. Formula factor shall be one-way pass distribution

Purpose: Proxy for usage and mobility, data is readily available, easy to collect

5. Allocations subsidize a % of a program's one-way pass price multiplied by the number of one-way passes distributed

Purpose: To recognize differences in costs/funding among programs and distribution of free/reduced passes

Method

- Calculate per one-way pass subsidy for each program (35% of one-way pass price in initial funding cycle)
- Multiply subsidy for each program by the number of passes distributed

Rationale for 35% Subsidy

- Based on current program pass prices and funding availability. The percentage will be reassessed and may change in future funding cycles

Formula Allocation Results



FY 2017/18 Base Year Data		Mill Valley	Reed Union & Cove	Ross Valley	San Rafael	Dixie	Total	Calculation
One Way Pass Price	(a)	\$337.50	\$295.00	\$375.00	\$237.50	\$199.50		annual price, 50% of round trip
Subsidy per pass	(b)	\$118.13	\$103.25	\$131.25	\$83.13	\$69.83		35% of one-way pass price [0.35 x (a)]
One Way Passes Distributed	(c)	214	1,316	1,013	2,792	605	5,940	School year 2017-2018 source data
Funding¹ for FY 2019/20 allocation		\$25,279	\$135,877	\$132,956	\$232,085	\$42,244	\$568,441	35% of pass price for every pass distributed [(b) x (c)]
<i>Funding previously provided by Measure A</i>		\$0	\$0	\$175,000	\$0	\$0	\$175,000	

Notes:

1. FY 2019/20 funding available is \$600,000. Amount to increase/decrease annually by sales tax revenue increase/decrease, per Transportation Authority of Marin.

Summary of Recommended Funding Cycles



Fiscal Year	Program Year	Allocation Cycle	Other Milestones
2017/18			Data year for FY 20 to FY 22 allocations
2018/19		Current year	
2019/20	1	Round 1 allocations	
2020/21	2		Data year for FY 23 to FY 25 allocations
2021/22	3		
2022/23	4	Round 2 allocations	Provide input on Expenditure Plan Re-evaluation
2023/24	5		
2024/25	6		Potential modification to Measure AA Expenditure Plan

- Marin Transit approves funding agreements with eligible programs
- Annual program budgets and pass prices established
- Marin Transit requests Measure AA allocation from TAM
- Funds distributed to programs



Questions?

Nancy Whelan

General Manager

nwhelan@marintransit.org





Review Survey Results of Both Current and Non-Bus Pass Holders - Background

April 2, 2019

Agenda Item III.C: Review Survey Results

- Surveyed families to understand bus pass price sensitivity and overall value of the program.
- Three separate surveys deployed:
 - Current bus pass holders
 - Sent via email to current pass holders
 - Open from 3/22 – 3/29
 - Non-bus pass holders at WHMS
 - Shared via BlackBoard from RVSD
 - Open from 3/25 – 3/29
 - 5th Grade parents at all RVSD elementary schools (non-bus pass holder)
 - Shared via BlackBoard from RVSD
 - Open from 3/25 – 3/29
- A summary of results will be presented at the meeting on April 2.



Ross Valley Yellow Bus Review of Pass Pricing Policies

April 2, 2019

Agenda Item III.D: Review Pass Pricing Policies

- Each of these policies has an impact on program revenue.
- They are intended to make the yellow bus accessible to as many families as possible.
- It is important to review these policies annually to ensure that they still make sense for the program.

Two different payment options are offered to give parents choice and flexibility for purchasing transportation to/from school for their student(s).

- Pay in Full: \$395.00 one-way
 - 619 passes sold (66% of passes sold)
 - No risk of lost revenue
 - Minimal effort for tracking and accounting
- 10 Monthly Payments: \$39.50 + \$4.00/month service fee one-way
 - 315 passes sold (34% of passes sold)
 - Total Paid Annually: \$435.00 (one-way)
 - Benefit to parents to spread out payments
 - Time and effort for staff to manage
 - Greater burden to finance department to ensure accuracy
 - Risk of parent stopping payment early

Comparison of Historical Pass Prices and Sales: WHMS



Only examining data from WHMS because it is the primary purpose for the yellow bus service and 90% of passes sold are to WHMS students.

	2015/16	2016/17	% Δ	2017/18	% Δ	2018/19	% Δ
Annual One-way Pass Price	\$300.00*	\$350.00*	17%	\$375.00	7%	\$395.00	5%
Annual Reduced Price One-way Pass	\$50.00	\$100.00	100%	\$175.00	75%	\$197.50	13%
<i>Full Price Passes Sold</i>	922***	875	n/a	879	0%	822	-6%
<i>Reduced Price Passes Sold</i>	<i>Data not available</i>	53	n/a	39	-26%	31	-21%
Total One-way Pass Sales	922	928	1%	918	-1%	853	-7%
WHMS Enrollment**	799	781	-2%	813	4%	749	-8%

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

**2015/16 data from California Department of Education. All other enrollment data supplied by WHMS Principal.

***Includes reduced price passes

Take-away:

- Enrollment and full price pass sales were relatively stable for the first three years of the program. From 2017/18 to 2018/19, a decrease in enrollment also correlated with a decrease in full price sales.
- Sales of reduced price passes significantly decreased year over year.

Reduced Pass Price for Income Qualified Students



- Program has always offered a reduced price pass for students who meet the guidelines for Free & Reduced Lunch qualification
- The current policy is to offer the pass at a 50% discount
- Any additional reduction in the discounted pass price has to be covered by additional revenue such as local contributions or by an increase in the regular pass price

	2016/17	2017/18	% Δ	2018/19	% Δ
Free Youth Transit Passes Distributed (WHMS only)	19	26	37%	30	15%
Reduced Pass Price (one-way)	\$100.00	\$175.00	75%	\$197.50	13%
White Hill	53	39	-26%	31	-21%
Hidden Valley	20	13	-35%	7	-46%
Ross Valley Charter	n/a	6	n/a	1	-83%

Take-away: Decreases in reduced price yellow bus pass sales correlate with increases in the distribution of Free Youth Transit Passes which gives students access to Marin Transit’s fixed public transit routes. WHMS is served by Marin Transit routes 23X, 68, and 228 at Sir Francis Drake and Glen Dr.

Bus Pass Inventory and Waitlist



- Bus Pass Inventory per Route:
 - Middle School: 60
 - Elementary School: 84
- 7 of 16 routes serving WHMS are sold out. 8 of the remaining routes with space available are sold to 85% of inventory. WH-15 PM (late bus to Butterfield) only sold to 33% of inventory.
- Once inventory is depleted, parents can sign up for a waitlist. If a space becomes available on a waitlisted route, then the next parent in line is notified and can purchase/switch the pass.

WHMS PM Routes Waitlist Analysis

Stops	Routes	Students on waitlist for one or more routes	Students holding a pass on a different route	Students on waitlist without any PM bus pass
Sir Francis Drake (incl. SA Hub & Mem Park)	WH-9, WH-10 & WH-13	35	26	9
Sleepy Hollow (Butterfield)	WH-12 & WH-14	16	11	5

Take-away: Only 14 of 51 students on the waitlist elected not to purchase a bus pass at all. Most students are on the waitlist to switch to a more preferred route. The waitlist is an expression of unmet preference as opposed to unmet demand.

Secondary Pass for Split Households



- If a student purchases a yellow bus pass, then they may request an additional bus pass to access a stop on a different route to go to/from their other home.
- This pass is issued at no additional charge and only if space is available on the requested route.
- This policy was initiated when students had to purchase a specific route to ride in the afternoon each day.

	2017/18	2018/19
Pass Price (one-way)	\$375.00	\$395.00
Secondary Passes Requested	14	14
Secondary Passes Issued	11	11
Revenue Equivalent	\$4,125.00	\$4,345.00



Ross Valley Yellow Bus Draft Program Budget 2019/20

April 2, 2019

Agenda Item III.E: 2019-20 budget scenarios

- The following page shows the four Draft Budget Scenarios that were discussed at the meeting on March 14.
- This is included as background information.

Ross Valley Yellow Bus Program 2019/20 Budget Scenarios

Scenarios		1	2	3	4
	2018/19 Budget	6 Buses - 19 Routes. Increase pass price to cover lost revenue.	6 Buses - 19 Routes. 6% pass price increase - unmet revenue needs fulfilled by towns.	5 Buses - 16 Routes.	6 Buses - 21 Routes.
Pass Sales					
Full Price					
Charter one way passes		24	24	24	24
White Hill one way passes		822	822	693	822
Hidden Valley one way passes		49	49	49	49
Wade Thomas one way passes		0	0	0	30
Total # of one way Passes Sold - Full Price	956	895	895	766	925
Reduced 50% - Income Qualified					
Charter one way passes		1	1	1	1
White Hill one way passes		31	31	28	31
Hidden Valley one way passes		7	7	7	7
Wade Thomas one way passes		0	0	0	10
Total # of one way Passes Sold - Reduced 50%	52	39	39	36	49
Total of All Passes Sold	1008	934	934	802	974
Bus Pass Prices					
Full price one-way pass price	\$ 395.00	\$ 540.00	\$ 420.00	\$ 420.00	\$ 420.00
Reduced price pass	\$ 197.50	\$ 270.00	\$ 210.00	\$ 210.00	\$ 210.00
Revenue					
Bus Pass Revenue	\$ 387,890.00	\$ 493,830.00	\$ 384,090.00	\$ 329,280.00	\$ 398,790.00
Per month processing fee - \$4.00 x passes sold x 10	\$ 12,600.00	\$ 12,600.00	\$ 12,600.00	\$ 9,480.00	\$ 13,200.00
Refund/Cancellations	\$ -	\$ (25,370.37)	\$ (21,190.48)	\$ (21,190.48)	\$ (21,190.48)
Single use pass sales	\$ -	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
Marin County	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00
San Anselmo	\$ 10,000.00	\$ 10,000.00	\$ 60,000.00	\$ 28,000.00	\$ 54,000.00
Fairfax	\$ 10,000.00	\$ 10,000.00	\$ 60,000.00	\$ 28,000.00	\$ 54,000.00
RVSD	\$ -	\$ -	\$ -	\$ -	\$ -
Charter School	\$ -	\$ -	\$ -	\$ -	\$ -
Measure A or AA Contribution	\$ 175,000.00	\$ 132,956.00	\$ 132,956.00	\$ 132,956.00	\$ 132,956.00
Total Revenue	\$ 720,490.00	\$ 759,715.63	\$ 754,155.52	\$ 632,225.52	\$ 757,455.52
Expenses					
Contractor Expense (RVSD)	\$ 624,240.00	\$ 642,600.00	\$ 642,600.00	\$ 535,500.00	\$ 642,600.00
Fare Processing Charges	\$ 15,515.60	\$ 19,753.20	\$ 15,363.60	\$ 13,171.20	\$ 15,951.60
Marketing	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
AVL- Operating Costs	\$ 6,705.00	\$ 6,705.00	\$ 6,705.00	\$ 5,587.50	\$ 6,705.00
AVL-Data	\$ 3,870.00	\$ 3,870.00	\$ 3,870.00	\$ 3,225.00	\$ 3,870.00
Equipment (GPS)	\$ 770.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Bus Parking in Marin County	\$ 11,070.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00
Marin Transit Operations Oversight and Customer Service	\$ 111,564.00	\$ 71,940.00	\$ 71,940.00	\$ 62,270.00	\$ 75,140.00
Total Expenses	\$ 774,734.60	\$ 758,268.20	\$ 753,878.60	\$ 633,153.70	\$ 757,666.60
Surplus/Defecit	\$ (54,244.60)	\$ 1,447.43	\$ 276.92	\$ (928.18)	\$ (211.08)
20% Local Match Requirement	20%	19%	32%	29%	31%

Assumptions: New Draft Budget (Scenario 5)



Value	Assumption
Service Levels (# of Buses/Routes)	6 Buses. No Change in service levels from 18/19.
Pass Sales	No change from 18/19
One way pass price	Pass prices increase 34% from 18/19 to cover lost revenue
Reduced price	50% of full price pass
Monthly surcharge	\$4.00 per month
Local Contributions	San Anselmo & Fairfax increase to \$30K each. Measure AA and County of Marin funds based on formulas.
Contractor Expense	Increases 3% from 18/19
Fare Processing Charges	4% of pass sales
Parking costs	Increases 3% from 18/19
Marin Transit ops oversight and customer service support	See Staff Time Worksheet for inputs

Ross Valley Yellow Bus Program 2019/20 Draft Budget

Scenarios	5
	Draft Budget
Pass Sales	
Full Price	
<i>Charter one way passes</i>	24
<i>White Hill one way passes</i>	822
<i>Hidden Valley one way passes</i>	49
<i>Wade Thomas one way passes</i>	0
<i>Total # of one way Passes Sold - Full Price</i>	895
Reduced 50% - Income Qualified	
<i>Charter one way passes</i>	1
<i>White Hill one way passes</i>	31
<i>Hidden Valley one way passes</i>	7
<i>Wade Thomas one way passes</i>	0
<i>Total # of one way Passes Sold - Reduced 50%</i>	39
<i>Total of All Passes Sold</i>	934
Bus Pass Prices	
<i>Full price one-way pass price</i>	\$ 530.00
<i>Reduced price pass</i>	\$ 265.00
Revenue	
<i>Bus Pass Revenue</i>	\$ 484,685.00
<i>Per month processing fee - \$4.00 x passes sold x 10</i>	\$ 12,600.00
<i>Refund/Cancellations</i>	\$ (25,094.34)
<i>Single use pass sales</i>	\$ 700.00
<i>Measure A or AA Contribution</i>	\$ 132,956.00
<i>Marin County</i>	\$ 90,000.00
<i>San Anselmo</i>	\$ 30,000.00
<i>Fairfax</i>	\$ 30,000.00
<i>RVSD</i>	\$ -
<i>Charter School</i>	\$ -
<i>Total Revenue</i>	\$ 755,846.66
Expenses	
<i>Contractor Expense (RVSD)</i>	\$ 642,600.00
<i>Fare Processing Charges</i>	\$ 19,387.40
<i>Marketing</i>	\$ 500.00
<i>AVL- Operating Costs</i>	\$ 6,705.00
<i>AVL-Data</i>	\$ 3,870.00
<i>Equipment (GPS)</i>	\$ 1,500.00
<i>Bus Parking in Marin County</i>	\$ 11,400.00
<i>Marin Transit Operations Oversight and Customer Service</i>	\$ 71,940.00
<i>Total Expenses</i>	\$ 757,902.40
Surplus/Defecit	\$ (2,055.74)
20% Local Match Requirement	20%

Marin Transit Staff Time Worksheet



	Scenario 1, 2 + 5	Scenario 3	Scenario 4
Buses	6	5	6
New Routes	0	0	2
Existing Routes	19	16	19
One-way Passes	934	802	974
Ride along days	0	0	0
Meetings	4	5	4

Start up (Annually)

\$1,000	annual, per route	(new) route design, operations data	\$ -	\$ -	
\$250	annual, per route	(update) route design, operations data	\$ 4,750	\$ 4,000	\$ 4,750
\$5,000	annual	website development	\$ -	\$ -	
\$1,200	annual	website updates	\$ 1,200	\$ 1,200	
\$5	per pass	pass production	\$ 4,670	\$ 4,010	\$ 4,870
\$5	per pass	pass distribution	\$ 4,670	\$ 4,010	\$ 4,870
\$650	daily	bus ridealongs, per bus	\$ -	\$ -	\$ -
\$20,000	annual	app support, day 1 ready	\$ -	\$ -	\$ -
\$2,500	annual	app support, day 3 ready	\$ -	\$ -	\$ -
\$1,000	annual	parking coordination	\$ 1,000	\$ 1,000	\$ 1,000
Total: Start up			\$ 16,290	\$ 14,220	\$ 15,490

Ongoing Monitoring

\$ 175	month, per route	operations monitoring with passenger information, parent comm	\$ -	\$ -	\$ -
\$ 150	month, per route	operations monitoring, parent communication	\$ 28,500	\$ 24,000	\$ 31,500
\$ 25	per pass	Customer service	\$ 23,350	\$ 20,050	\$ 24,350
\$ 1,500	annual	credit card processing	\$ 1,500	\$ 1,500	\$ 1,500
\$ 1,500	annual	admin, coordination	\$ 1,500	\$ 1,500	\$ 1,500
\$ 200.00	per meeting	meetings	\$ 800	\$ 1,000	\$ 800
Total: Ongoing Monitoring			\$ 55,650	\$ 48,050	\$ 59,650

Total	\$ 71,940	\$ 62,270	\$ 75,140
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