



Ross Valley Bus Transportation JEPA

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

March 21, 2023

5:30 PM

In person:

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

Zoom Meeting Link for Public Access:

<https://us02web.zoom.us/j/87041036220?pwd=SUpmB2JLVmJnSERoZlZ0V1Fydzh2Zz09>

Meeting ID 870 4103 6220 Password: 605884

I. CALL TO ORDER AND ROLL CALL

JEPA Board members:

Town of San Anselmo: Steve Burdo, Dave Donery

Town of Fairfax: Stephanie Hellman, Heather Abrams

County of Marin: Katie Rice, Nancy Vernon

Ross Valley School District: Chris Landles-Cobb, 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

Item	Presenter	Action
A. Elect Office Members	Chairperson	Approve
B. Accept October 10, 2022 Meeting Minutes	Chairperson	Approve
C. Program Update and Future Service Planning	Marin Transit	Information
D. Yellow Bus RFP Recommendation	Marin Transit	Information
E. 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.



Elect Office Members

AGENDA ITEM III.A ELECT OFFICE MEMBERS



Meeting Minutes

AGENDA ITEM III.B ACCEPT OCTOBER 10, 2022 MEETING MINUTES

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

October 10, 2022

6:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/87041036220?pwd=SUpmY2JLVmJnSERoZlZ0V1Fydzh2Zz09>

Meeting ID: 870 4103 6220

Passcode: 605884

I. CALL TO ORDER AND ROLL CALL 6 PM

JEPA Board members:

Town of San Anselmo: Brian Colbert, Dave Donery
Town of Fairfax: Renee Goddard, Heather Abrams
County of Marin: Katie Rice, Nancy Vernon
Ross Valley School District: Wesley Pratt, Marci Trahan

Marin Transit: Christopher Whitlock, Nancy Whelan, Kyle French

San Anselmo Council Member Brian Colbert noted that this meeting will be Fairfax Council Member Renee Goddard and RVSD Trustee Wesley Pratt's final JEPA meeting and let them know they will be missed.

No member of public to speak in open time.

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III. JEPA BUSINESS MEETING

Item	Presenter	Action
A. Accept April 25, 2022, Meeting Minutes	Chairperson	Approve

M/S Renee Goddard, Wesley Pratt to accept the April 25, 2022 minutes. Unanimous approval.

B. FY 2022/23 Program Update **Marin Transit Update**

Marin Transit General Manager Nancy Whelan introduced new Operations Manager Kyle French.

Marin Transit Operations Analyst Chris Whitlock gave the 2022/23 program update. The purpose of the lottery is to provide an equitable method for passes and equal opportunity for route of choice.

Between May 2 and May 13, 2022, 285 families registered (316 students total) which is down slightly from last year. Route award distribution started on May 15th. Hidden Valley and Ross Valley Charter started on May 23rd.

Families requested the following afternoon routes the most on the lottery registration form:

- WH-9 Express to San Anselmo Hub: 86 students
- WH-10 Memorial Park: 84 students
- WH-15 Red Hill Ave via Butterfield: 75 students

Some changes were made for morning bus choice later in summer when parents found out student's start time.

Marin Transit will be discussing improvements to lottery in the future. It's a lengthy process.

2022/23 Route Adjustments

Afternoon route WH-11 PM was revamped to WH-12 PM Red Hill Ave via Butterfield to serve both Fairfax and Sleepy Hollow.

FY 2022/23 YTD Pass Sales

Notable increases at Hidden Valley and all White Hill zero period routes. Income qualified passes increased by 5 and all 4 early departing afternoon routes at White Hill are sold out. Pass Sales YTD: 598.

Goddard asked if buses could run at full capacity or still COVID restrictions. Whitlock provided that buses still leave seat behind driver open. And Hidden Valley buses can fit more students given their size.

Pratt asked if a waitlist for afternoon buses at White Hill still existed. Whitlock replied that due to the route adjustment, the wait list dropped from 60 to 22 students. There is no wait list for morning buses. Pratt expressed concern for the amount of activity after school and potential need for another bus that left at 3pm. Whitlock replied that scheduling is hard given Hidden Valley and all students at White Hill now get out at the same time. Pratt expressed concern about number of e-bikes and that more cars are inevitable during rainy season.

Supervisor Rice asked if those on waitlist were riding the later bus. Whitlock said that some students were and some weren't. Superintendent Trahan asked if White Hill and Hidden Valley were to have staggered end times, how much time between would there need to be. Whitlock replied that 2 years ago White Hill got out at 3:10 and Hidden Valley at 2:50 which gave more flexibility to routes. Marin Transit team offered to do further work on determining best estimate of what the bell time separation would need to be. Trahan offered to talk to principals once more information is had.

C. FY 2022/23 Budget Year-end Estimate

Projected surplus for 2022/23 is \$22,221. This is the last year for Michael's contract so Marin Transit will issue an RFP and renegotiate.

D. Set date, time, location and agenda topics for next meeting

TBD

IV. BOARD MEMBER REPORTS

V. ADJOURNMENT - to the next regular meeting

Respectfully submitted,

Nancy Vernon
County of Marin



Program Update and Service Planning

**AGENDA ITEM III.C PROGRAM UPDATE
AND FUTURE SERVICE PLANNING**



March 21, 2023

rossvalleyschoolbus.com

Ross Valley Yellow Bus Program Summary

- 5 vehicle program
- Contract oversight provided by Marin Transit with service operated by Michael's Transportation
- Serves White Hill Middle School, Hidden Valley Elementary, and Ross Valley Charter
 - 85% of yellow bus pass holders attend White Hill
- Morning service is spread out due to staggering school start times
 - 0 routes sold out with the highest number of students on route WH-1 AM
- Afternoon service requires that buses return to White Hill due to students dismissing at the same time
 - 4 sold out routes at White Hill Middle School: WH-9, WH-10, WH-12, WH-15

FY 2022/23 YTD Pass Sales



One-way Passes Sold By School and Type:

	Full Price (\$515)	Income Qualified Price (\$100)	Total
White Hill	505	22	527
Hidden Valley	62	17	79
Ross Valley Charter	3	4	7
	570	43	613

FY 2022/23 YTD Route Waitlists

- 4 sold out afternoon routes at White Hill with waitlist:
 - WH-9, WH-10, WH-12, WH-15



PM Route	Destination	21/22 Waitlist	22/23 Waitlist
WH-9	San Anselmo Hub	29	19
WH-10	Memorial Park	11	32
WH-12/15	Red Hill Ave via Butterfield	60	22



Future Service Planning

FY 2023/24 Service Planning

- Adjust bus route schedules after school district finalizes bell times
- Set pass price
- Determine pass distribution/lottery process





Yellow Bus RFP

**AGENDA ITEM III.D YELLOW BUS RFP
RECOMMENDATION**



Ross Valley Yellow Bus RFP Recommendation

- Evaluation panel recommends **Bauer Transportation**
- 30+ years of experience in transportation
- Currently partners with local institutions: the Branson School and Marin Academy
- 24-hour dispatch center & maintenance staff
- Utilizes RidePal tracking and routing technology
 - Downloadable mobile app for staff and parents
 - Cancellation/delay notifications sent to registered families
 - Students tag on/off
 - Access to vehicle performance and ridership data to maximize route efficiency
- Will impact budget and pass price

		5 Vehicle Scenario		4 Vehicle Scenario	
Budget Assumptions	Pass Sales	Bauer		Bauer	
	Full Price	Full		Full	
	Charter one way passes	3		3	
	White Hill one way passes	497		497	
	Hidden Valley one way passes	62		62	
	Total # of one way Passes Sold - Full Price	562		562	
	Reduced 50% - Income Qualified	Total: 562		Total: 562	
	Charter one way passes	4		4	
	White Hill one way passes	20		20	
	Hidden Valley one way passes	14		14	
	Total # of one way Passes Sold - Reduced 50%	38		38	
	Total of All Passes Sold	600		600	
	Bus Pass Prices	Total		Total	
	Full price one-way pass price	\$ 915.00	\$ 514,230.00	\$ 585.00	\$ 328,770.00
	Reduced Late Bus				
Reduced price pass	\$ 100.00	\$ 3,800.00	\$ 100.00	\$ 3,800.00	
Revenue					
Carry Forward	\$	49,615.90	\$	49,615.90	
Bus Pass Revenue	\$	518,030.00	\$	332,570.00	
Per month processing fee - \$4.00 x passes sold x 10	\$	7,520.00	\$	7,520.00	
Refund/Cancellations	\$	(7,310.00)	\$	(7,310.00)	
COVID Refunds (Final)					
Replacement pass sales					
Single use pass sales					
Measure AA Formula Funds	\$	225,000.00	\$	225,000.00	
Additional Measure AA					
Remobilization Funds					
County of Marin	\$	100,000.00	\$	100,000.00	
Town of San Anselmo	\$	35,500.00	\$	35,500.00	
Town of Fairfax	\$	35,500.00	\$	35,500.00	
Ross Valley School District					
Ross Valley Charter					
Grant Funding					
Total Revenue	\$	963,855.90	\$	778,395.90	
Expenses					
Daily Rate/Bus	\$	993	\$	993	
Contractor Expense (RVSD)	\$	893,700.00	\$	714,960.00	
Consulting (website)	\$	5,000.00	\$	5,000.00	
Lost F&R Pass Sales	\$	-	\$	-	
Fare Processing Charges	\$	15,766.50	\$	10,202.70	
Marketing	\$	500.00	\$	500.00	
AVL- Operating Costs	\$	-	\$	-	
AVL-Data	\$	-	\$	-	
Equipment (GPS)	\$	-	\$	-	
Fuel Contingency					
Bus Parking in Marin County	\$	13,565.00	\$	13,565.00	
Marin Transit Operations Oversight and Customer Service	\$	35,000.00	\$	35,000.00	
Bus Driver Incentive					
Total Expenses	\$	963,531.50	\$	779,227.70	
Surplus/Deficit	\$	324.40	\$	(831.80)	

- Estimated budget requires and increase in one-way pass price for both options
- 5 vehicles: **\$915** one-way pass price
- 4 vehicles: **\$585** one-way pass price
- Income qualified passes remain **\$100**

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5 vehicles scenario will require an estimated \$20,000 increase in local contributions to meet the Measure AA 20% match requirement

4 and 5 Vehicle Scenario Comparison

4 Vehicle Scenario

- **Assumptions:**
 - Income qualified passes remain at \$100
 - Bell schedules between Hidden Valley and White Hill are staggered
- **Pro:** Pass price increase more sustainable
 - \$515 > \$585
- **Pro:** Can maximize vehicle efficiency by combining undersold routes
- **Con:** Results in longer wait time in the afternoon at White Hill for late-departing routes

5 Vehicle Scenario

- **Assumptions:**
 - Income qualified passes remain at \$100
 - Local contributions increase by approx. \$20,000
- **Pro:** Maintains current route structure and service level
- **Con:** Significant pass price increase
 - \$515 > \$915

Goals for Next JEPA Meeting

Set FY 2023/24 budget and pass price

Determine upcoming pass distribution process



Thank you

CONTACT

Christopher Whitlock

Operations Analyst

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