



Ross Valley Bus Transportation JEPA

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

April 17, 2023

6:30 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: 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. Accept March 21, 2023 Meeting Minutes	Chairperson	Approve
B. 2023/24 Service Planning and Bus Pass Lottery	Marin Transit	Information
C. Set Pass Price and Approve Budget	Marin Transit	Approve
D. Set date, time, location and agenda topics for next meeting	Chairperson	Information

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.



Meeting Minutes

AGENDA ITEM III.A ACCEPT MARCH 21, 2023 MEETING MINUTES

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/82393664708?pwd=akREeThCUUlwdDRLUGxNVWdPZ21SZz09>

Meeting ID: 823 9366 4708 Passcode: 739676

I. CALL TO ORDER AND ROLL CALL 5:30 PM

JEPA Board members:

Town of San Anselmo: Steve Burdo, Dave Donery

Town of Fairfax: Stephanie Hellman/absent (Chance Cutrano/alternate), Heather Abrams

County of Marin: Katie Rice/Absent, Nancy Vernon

Ross Valley School District: Chris Landles-Cobb, Marci Trahan

Marin Transit: Christopher Whitlock, Nancy Whelan, Kyle French

San Anselmo Council Member Brian Colbert thanked the JEPA members for their work.

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III. JEPA BUSINESS MEETING

Item	Presenter	Action
A. Elect Office Members	Chairperson	Approve

M/S Dave Donery, Marci Trahan to nominate Supervisor Katie Rice as chair. Unanimous approval.

B. Accept October 10, 2022 Meeting Minutes **Chairperson** **Approve**

M/S Marci Trahan, Dave Donery to accept the October 10, 2022 minutes. Unanimous approval.

C. Program Update and Future Service Planning Marin Transit Update

Marin Transit Operations Analyst Chris Whitlock gave the 2022/23 program update. Current service is a 5-vehicle program operated by Michael's Transportation. Serves White Hill Middle School, Hidden Valley Elementary, and Ross Valley Charter, with 85% of bus pass holders attending White Hill. Since White Hill and Hidden Valley dismiss students at the same time, the afternoon service requires that buses return to White Hill to pick-up the remaining students.

Currently, a total of 527 one-way passes are distributed at White Hill, 505 at full price (\$515) and 22 at the income qualified price (\$100). Hidden Valley one-way passes nearly doubled from 47 to 79 in school year 2022/2023. A total of 613 one-way passes sold FY 2022/23 YTD. COVID led to a significant drop in ridership, most notably at Ross Valley Charter.

There are now 4 sold-out afternoon routes at White Hill with students waitlisted. The waitlist for WH-12 reduced 2022/23 (from 60 to 22) given route adjustments. Many of these students on the waitlist have signed up for other routes.

FY 2023/24 service planning includes adjusting route schedules once staggered bell times are finalized, setting pass-price and determining pass distribution/lottery process.

D. Yellow Bus RFP Recommendation

The evaluation panel recommends Bauer's Transportation. They have 30 years of experience in transportation, currently partner with local schools (Branson and Marin Academy), have a 24-hour dispatch center and maintenance staff and importantly, utilize RidePal tracking and routing technology (students tag on and off).

San Anselmo councilmember Steve Burdo asked staff to make sure the tracking service does not sell or give out user information. Marin Transit Operations Manager Kyle French noted that the tracking app is through invite only and only for the route purchased. RVSD Superintendent Marci Trahan said some children have multiple households and asked if app would be accessible for 3rd or 4th parents. Staff to check. Trahan also said RVSD would encourage and assist parents to download app given the important information they will be provided (e.g., late buses). Marin Transit noted that technology could potentially help to find a way to put students on the earlier bus.

Councilmember Burdo asked about state contribution for home to school transportation. Superintendent Trahan responded that currently the state reimburses a portion of school district funding for mandated transportation for homeless or disabled students. She commented on a state reimbursement plan rolling out based on 60% of 20/21 transportation costs. Councilmember Cutrano asked how other school districts in Marin are dealing with the increased cost of yellow bus. Marin Transit responded that Miller Creek offers discount for purchasing both directions. For the RVSD program, Marin Transit reduced pass-price 20% for late-departing buses but this reduction did not lead to increased sales.

Fairfax Town Manager Heather Abrams asked Superintendent Trahan if students were staying on campus for after-school activities that could create opportunity for later bus. Superintendent Trahan notes that yes, some students are after school, for play practice, sports, etc.. but generally get picked up later.

Whitlock presented 4 and five 5 scenarios for Bauer's. An estimated budget required an increase in one-way pass price for both options –\$915 for one way pass price with five buses, \$585 for one way price for four busses. Income qualified passes will remain \$100.

Councilmember Cutrano asked about town contributions – currently set at \$35,000 from San Anselmo and Fairfax. Measure AA funds are 20% of total contribution.

Councilmember Burdo asked if it was true that California rates lowest in providing yellow bus access. Council member Cutrano asked if Marin Transit had done an analysis on ownership and management.

Whitlock presented scenario comparison between 4 and 5 bus scenarios. For the 4-bus scenario, pass-price increase is more sustainable and can maximize vehicle efficiency by combining undersold routes. But will result in longer wait time at WH for late-departing routes. The 5-bus scenario would maintain current route structures and service level, but would call for a significant pass-price increase and assumes that local contributions increase by approx. \$20,000 annually to meet the Measure AA contributor match requirement.

Superintendent Trahan asked about bus occupancy and asked if the RidePal tracking would allow for a way to sell passes in real time when spots were open. Whitlock noted the tap system could allow for more efficiency and it could be possible but would take a lot of coordination with White Hill staff. Bus capacity is fifty for middle school.

RVSD Trustee Chris Landles-Cob asked for clarity regarding the price increase for adding one bus. Whitlock explained a yellow bus would cost \$993 daily for 180 days, \$150,000.

Public Comment. San Anselmo Council member Brian Colbert had the following questions and comments: challenge of not owning busses or having place for them to park. With 4 buses or a higher pass-price, will we be exacerbating the issues with students on ebikes and too many riders on public transit? Is there an opportunity to provide a free ride for the income qualified students? Could we build in an equity component, so the pass-price is framed to help the underserved? Is the morning demand the same as the afternoon demand?

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

Next JEPa meeting will be held on April 17 at 6:30pm in the San Anselmo Town Council chambers. JEPa to decide if virtual option provided for public access. Goals for meeting: set FY 2023/24 budget and pass price and determine upcoming pass distribution process.

- iv. **BOARD MEMBER REPORTS**
- v. **ADJOURNMENT - to the next regular meeting**

Respectfully submitted,

Nancy Vernon
County of Marin



Service Planning

**AGENDA ITEM III.B 2023/24 SERVICE
PLANNING AND BUS PASS LOTTERY**



Service Planning Summary

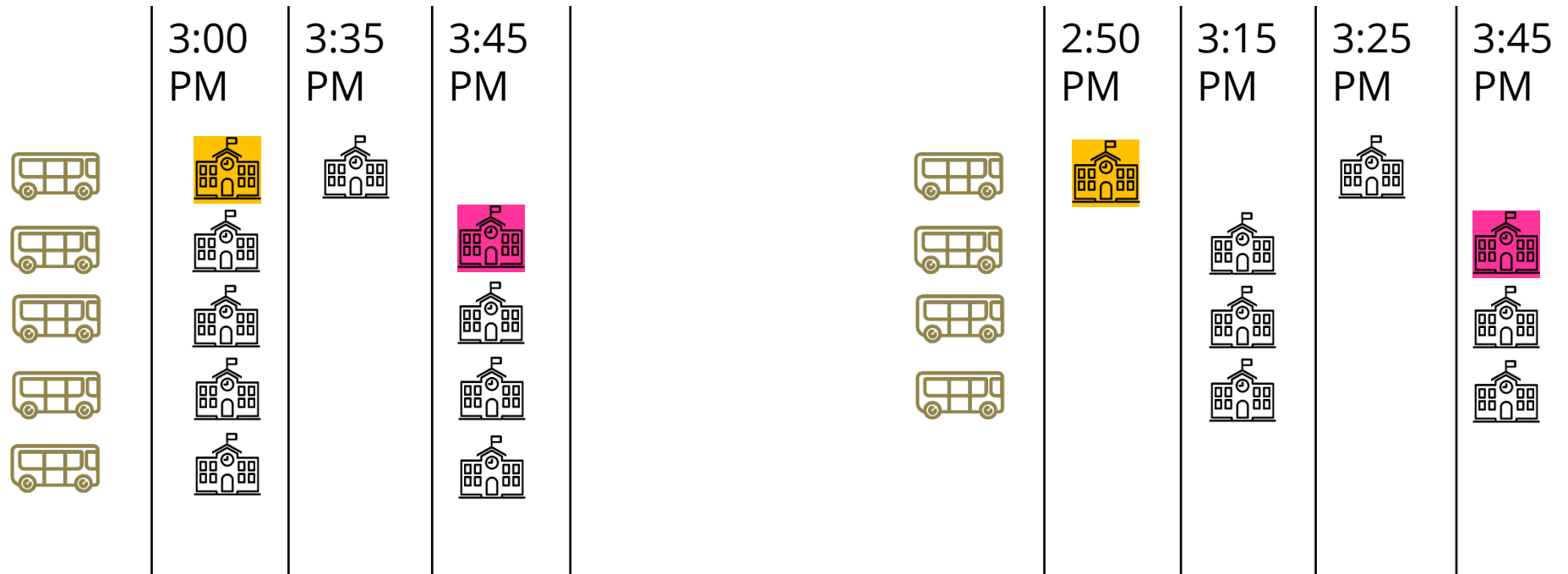
- RFP awarded to Bauer's Intelligent Transportation, Inc.
- Recommendation to reduce available vehicles to 4 in 2023/24 (5 currently)
- Routes will be restructured to cover existing service area, or routes with low ridership will be combined
- Route efficiency will depend on the coordination of bell times between White Hill and Hidden Valley



Afternoon Service and Vehicle Departures

FY 22/23 Afternoon Service

FY 23/24 Afternoon Service*



 Hidden Valley Route

 White Hill Route

 WH/RVC Shared Route

*FY 23/24 departure times are based on Marin Transit recommendations of a 25 minutes variance between White Hill and Hidden Valley dismissal times

Bus Pass Lottery

Lottery Summary (White Hill Only)

- Process:
 - I. Lottery Registration Open:
 - Approx May 8 through May 14
 - Families complete and online form selecting top 3 preferred AM and PM routes
 - Routes published at www.rossvalleyschoolbus.com
 - After submission families receive a 2-letter placement code
 - Placement codes are pre-published on a priority list and made available at www.rossvalleyschoolbus.com
 - II. Route Awards
 - Routes awarded based on the routes selected on the registration form and each family's placement on the priority list
 - Families given **2 days** to complete purchase
 - Unsold passes will be made available to the next family on the priority list

Next Steps and Tentative Schedule

Milestone	Date*
Finalize school bell times and bus route schedules	April 21
Publicize lottery process through website and school channels	April 28
Lottery registration open	May 8 – May 14
Initial route awards emailed to registered families	May 22 – May 26
Bulk of passes awarded and purchased	June 9

*Dates are approximate. All adjustments will be communicated to schools and families as needed.



Program Budget

AGENDA ITEM III.C SET PASS PRICE AND APPROVE BUDGET



FY23/24 Ross Valley Yellow Bus Budget Assumptions

- One-way pass increase to **\$575**
 - Previously \$515
- One-way pass payment options restructured
 - Continue pay-in-full option
 - Introduce 'Pay 50/50' option and remove monthly installment plan
- Income qualified one-way pass decrease to **\$75** (87% discount off regular price)
 - Previously \$100 (81% discount)
- Measure AA formula carryover from unused to funds in first three-year term
 - Approx. **\$89,500** annually for 3 years
- Additional contractor surcharge contingent on operational service exceeding 5 hours
 - Max. **\$70,000**
 - Bell time coordination crucial in minimizing impact

FY23/24 Budget Scenarios

Ross Valley Yellow Bus Program FY 2023/24 Draft Budget Scenarios

		1		2		3	
		4 Vehicles Optimized Bell Times		4 Vehicles Unchanged Bell Times		4 Vehicles Unchanged Bell Times 8% Pass Sale Reduction	
Budget Assumptions	Pass Sales	Bauer		Bauer		Bauer	
	Full Price	Full		Full		Full	
	Charter one way passes	3		3		3	
	White Hill one way passes	497		497		497	
	Hidden Valley one way passes	62		62		62	
	Total # of one way Passes Sold - Full Price	562		562		512	
	Reduced 50% - Income Qualified	Total: 562		Total: 562		Total: 512	
	Charter one way passes	4		4		4	
	White Hill one way passes	20		20		20	
	Hidden Valley one way passes	14		14		14	
Total # of one way Passes Sold - Reduced 50%	38		38		38		
Total of All Passes Sold	600		600		550		
Bus Pass Prices		Total		Total		Total	
Full price one-way pass price	\$ 575.00	\$ 323,150.00	\$ 575.00	\$ 323,150.00	\$ 625.00	\$ 320,000.00	
Reduced Late Bus							
Reduced price pass	\$ 75.00	\$ 2,850.00	\$ 75.00	\$ 2,850.00	\$ 75.00	\$ 2,850.00	
Revenue							
Carry Forward	\$	49,615.90	\$	49,615.90	\$	49,615.90	
Bus Pass Revenue	\$	326,000.00	\$	326,000.00	\$	322,850.00	
Per month processing fee - \$4.00 x passes sold x 10	\$	7,720.00	\$	7,720.00	\$	7,720.00	
Refund/Cancellations	\$	(7,310.00)	\$	(7,310.00)	\$	(7,310.00)	
Replacement pass sales	\$	-	\$	-	\$	-	
Single use pass sales	\$	-	\$	-	\$	-	
Measure AA Formula Funds	\$	230,975.00	\$	230,975.00	\$	230,975.00	
Additional Measure AA	\$	89,456.00	\$	89,456.00	\$	89,456.00	
County of Marin	\$	100,000.00	\$	100,000.00	\$	100,000.00	
Town of San Anselmo	\$	35,500.00	\$	35,500.00	\$	35,500.00	
Town of Fairfax	\$	35,500.00	\$	35,500.00	\$	35,500.00	
Ross Valley School District	\$	-	\$	-	\$	-	
Ross Valley Charter	\$	-	\$	-	\$	-	
Grant Funding	\$	-	\$	-	\$	-	
Total Revenue	\$	867,456.90	\$	867,456.90	\$	864,306.90	
Expenses							
Daily Rate/Bus	\$	1,047	\$	1,047	\$	1,047	
Contractor Expense (RVSD)	\$	753,840.00	\$	753,840.00	\$	753,840.00	
Contractor Surcharge Contingency (RVSD)	\$	-	\$	70,000.00	\$	70,000.00	
Consulting (website)	\$	5,000.00	\$	5,000.00	\$	5,000.00	
Lost F&R Pass Sales	\$	-	\$	-	\$	-	
Fare Processing Charges	\$	10,011.60	\$	10,011.60	\$	9,917.10	
Marketing	\$	500.00	\$	500.00	\$	500.00	
AVL- Operating Costs	\$	-	\$	-	\$	-	
AVL-Data	\$	-	\$	-	\$	-	
Equipment (GPS)	\$	-	\$	-	\$	-	
Fuel Contingency	\$	-	\$	-	\$	-	
Bus Parking in Marin County	\$	13,565.00	\$	13,565.00	\$	13,565.00	
Marin Transit Operations Oversight and Customer Service	\$	35,000.00	\$	35,000.00	\$	35,000.00	
Bus Driver Incentive	\$	-	\$	-	\$	-	
Total Expenses	\$	817,916.60	\$	887,916.60	\$	887,822.10	
Surplus/Defecit	\$	49,540.30	\$	(20,459.70)	\$	(23,515.20)	
20% Local Match Requirement		20%		20%		20%	



**Ross Valley Yellow Bus Program
FY 2023/24 Draft Budget Scenarios**

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<i>Town of San Anselmo</i>	\$	35,500.00	\$	35,500.00	\$	35,500.00	
<i>Town of Fairfax</i>	\$	35,500.00	\$	35,500.00	\$	35,500.00	
<i>Ross Valley School District</i>	\$	-	\$	-	\$	-	
<i>Ross Valley Charter</i>	\$	-	\$	-	\$	-	
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<i>AVL-Data</i>	\$	-	\$	-	\$	-	
<i>Equipment (GPS)</i>	\$	-	\$	-	\$	-	
<i>Fuel Contingency</i>	\$	-	\$	-	\$	-	
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<i>Marin Transit Operations Oversight and Customer Service</i>	\$	35,000.00	\$	35,000.00	\$	35,000.00	
<i>Bus Driver Incentive</i>	\$	-	\$	-	\$	-	
Total Expenses	\$	817,916.60	\$	887,916.60	\$	887,822.10	
Surplus/Defecit	\$	49,540.30	\$	(20,459.70)	\$	(23,515.20)	
20% Local Match Requirement		20%		20%		20%	

JEPA Action Recommended

JEPA Action:

- Adopt FY23/24 budget under scenario 1 with a one-way pass price of \$575, optimizing school bell times accordingly
- Or, if bell times not optimized, adopt scenario 3 with a one-way pass price of \$625.



Thank you

CONTACT

Christopher Whitlock

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