

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

June 14, 2021

6:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/83527632063?pwd=clpieVNCMStMTS9XV29ZWxVWeWh5Zz09>

Meeting ID: 835 2763 2063 **Password:** 141382

I. CALL TO ORDER AND ROLL CALL

JEPA Board members:

Town of San Anselmo: Brian Colbert, Dave Donery

Town of Fairfax: Renee Goddard, Garrett Toy

County of Marin: Katie Rice, Nancy Vernon

Ross Valley School District: Wesley Pratt, Marci Trahan

II. ORAL COMMUNICATIONS

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

III. JEPA BUSINESS MEETING

Item	Presenter	Action
A. Accept June 3, 2021 Meeting Minutes	Chairperson	Approve
B. 2021/22 Service planning, proposed budget and pass pricing	Marin Transit	Approve
C. 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.



Meeting Minutes

June 14, 2021

Agenda Item III.A Accept June 3, 2021 Meeting Minutes

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

June 3, 2021

6:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/84628437978?pwd=akNtY1lmRFc2S29GSnEzWVFLTjVkdz09>

Meeting ID: 846 2843 7978 Password: 694924

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, Garrett Toy/Absent

County of Marin: Katie Rice/Absent, Nancy Vernon

Ross Valley School District: Wesley Pratt, Marci Trahan/Joined later in meeting

Marin Transit: Christopher Whitlock, Robert Betts, Nancy Whelan

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 October 5, 2020 Meeting Minutes	Chairperson	Approve

M/S Dave Donery, Wesley Pratt to accept the October 5, 2020 minutes.

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

Fairfax Councilmember Renee Goddard congratulated the Ross Valley School District for their flexibility and hard work during the pandemic.

B. Select Chairperson for 2021	Chairperson	Approve
--------------------------------	-------------	---------

M/S Wesley Pratt, Brian Colbert for Supervisor Katie Rice to remain as chair and Renee Goddard to remain as vice chair.
Ayes: Brian Colbert, Dave Donery, Renee Goddard, Wesley Pratt, Nancy Vernon
Noes: None Absent: Marci Trahan, Garrett Toy, Katie Rice

C. Update from Ross Valley School District JEPA Board Member Discussion

School Board Trustee Wesley Pratt reported out that the School District plans to return to “normal” pending any guidance from Marin’s Public Health Officer on social distancing or other. Wesley stated that Superintendent Marci Trahan may be able to offer more when she arrives at meeting.

No public comment.

D. 2021/22 Service planning and summary of Lottery requests Marin Transit Discussion

Marin Transit General Manager Nancy Whelan introduced team of Chris Whitlock, Operations Analyst and Robert Betts, Director of Operations and Planning. Kelly Zalewski, Operations Manager, will be returning in July.

Betts reported that Marin Transit is staff liaison for Yellow Bus program and oversees all aspects. Lottery requests have been made and the lottery has now closed. Passes will go on sale later this summer.

Betts stated purpose of Yellow Bus project is to reduce traffic on Sir Francis Drake Boulevard and Butterfield, two key corridors. Given the pandemic and school being held primarily virtually, Michael’s Transportation service contract was suspended in fall 2020 and again in January 2021.

In partnership with Marin County Office of Education, Marin Transit led Home to School Transportation committee that started in July 2020. This committee worked with public health officials to develop guidelines for ridership during the pandemic. These guidelines will be used for fall unless they are updated before bus service begins. Currently, the requirement is to keep 6 feet between students and driver on board and while waiting at a bus stop. 2 students per bench seat and a row must be left behind the driver. Marin Transit will allow up to 50 students per bus in the fall. Students are required to wear face coverings and windows should be open as much as possible for ventilation. The bus provider must have a School Transportation Provider Specific Protection Plan.

Six out of seven Michael’s drivers are expected to return and parking at Los Gamos is confirmed. Marin Transit does expect a need for a cost increase given additional factors (e.g., additional cleaning required). Michael’s base contract expires in June and two option years are available. An option year will be exercised for 2021-22 school year.

Whitlock reported background of lottery process that was developed in response to website capacity issue two years ago. First stage is comprised of a lottery request form to survey family interest, confidence, and preferred route. An issue arose with some families receiving multiple codes, but they were instructed to use the first code received. The second stage is route development, which will take place between June 7-11, then be posted on the Yellow Bus website. Once routes are developed, a survey will be sent to ask families to select top 3 preferred am and/or pm routes. Third stage follows with routes being awarded to families based on their placement on the priority list.

Families will be notified by email and will have seven days to purchase the passes. Unsold passes will go to the next family on the list.

Results of Phase 1 – 268 families responded to the lottery, representing 301 students, a slight decline from previous year. 77% of respondents were very confident they would purchase. Top three AM stops are San Anselmo Hub, Memorial Park, Sir Francis Drake and Broadmoor. Top PM stops are San Anselmo Hub, Memorial Park, Red Hill Avenue and Sequoia Dr. More demand exists for PM service and for service on Sir Francis Drake.

The JEPA acknowledged that Superintendent Marci Trahan arrived.

Marin Transit does expect there to be fewer number of bus passes sold this year with still more demand in afternoon and split between periods comparable to previous years. Reed school district (Tiburon Peninsula) is seeing significantly less sales in bus passes and are experiencing heavy congestion. JEPA may want to consider running fewer buses and will need to reconvene to review financials before June 25. The plan is for bus passes to go on sale the last week in June. Michael's contract also to be renewed by end of June. First day of school is August 18, 2021. Goddard thanked Marin Transit for the report and called for questions. Goddard asked what the 75% confidence rating was based on. Marin Transit responded that question referenced criteria of guidelines staying in place and price point between \$490 to \$575. Goddard also asked if Tiburon Peninsula prices went up. Marin Transit responded they did not.

Attendee Danielle Kentenbaum asked for an update on the Hidden Valley bus. Betts replied that there would be service to Hidden Valley and the Ross Valley Charter, but White Hill drives the program. Historically, Hidden Valley has only had one bus and sells about 40 passes. This service will continue.

Attendee Dewi Burton asked when passes would go on sale for Hidden Valley. Betts said the same time as White Hill but without restriction. No lottery needed.

Attendee Dara Matson asked why the Sorich neighborhood families had to pay for bus service since they were closer to Brookside but zoned to Hidden Valley. Whelan gave a brief history of the yellow bus program, the subsidies provided and the formation of the JEPA to advise the program.

Trahan reinforced the School District is planning for a full return and already planning for next year. Any safety guidelines will be much more minimal.

E. Update on financial commitments Marin Transit Discussion

Whelan reviewed revenue sources for the Yellow Bus program – Measure AA (\$132,956), Measure AA Supplement (\$30,000), County of Marin (\$90,000), Town of San Anselmo (\$30,500) and Town of Fairfax (\$30,500). Whelan reported that County of Marin funding was secured for 2021-22 school year, Mayor Colbert confirmed that San Anselmo's funding is also secured for coming school year. Goddard reported that Fairfax would be going through their budget process later in June. Measure AA funding was approved by Marin Transit Board on February 1, 2021 and Measure AA Supplement was approved on May 6, 2019.

No public comment.

F. Pedestrian and Traffic Survey Results JEPA Board Member Discussion

Nancy Vernon reported that volunteers counted bikes and pedestrians on Monday, Tuesday, and Friday the week of May 17 and Parisi Consulting conducted a car count for that week. The purpose of count is to compare numbers to data gathered in the fall once yellow bus is in place. Takeaways include:

- 50% kids walking and biking home after school
- More bikers than walkers in morning; more walkers than bikers in afternoon
- Much more car traffic for morning drop off than afternoon
- Handful of students riding Marin Transit bus in morning and afternoon
- Cars back up to turn out of Glen Drive during school drop off and pick up, but staggered start and release times do help with congestion
- Some parents doing tricky pick up and drop off on Glen Drive (currently not supposed to park or pick up except in school parking lot)

Goddard remarked that bike riders were even number of boys and girls, congestion in Fairfax had picked up, kids were wearing masks and helmets and biker's were using the appropriate path through the field.

Mayor Colbert asked Whelan if weather affected public transit numbers. She confirmed that transit is used more when weather is bad or dark. Goddard noted that when smoke is present due to fires, Safe Routes reporting numbers drop off significantly.

No public comment.

G. Set date, time, location, and agenda topics Chairperson Approve
Next JEPA meeting will be June 14 at 6pm via zoom.

IV. **BOARD MEMBER REPORTS**

V. **ADJOURNMENT 7 PM** - to the next regular meeting.

Respectfully submitted,

Nancy Vernon
County of Marin



2021/22 Service Planning, Proposed Budget, and Pass Pricing

June 14, 2021

Agenda Item III.B 2021/22 Service Planning, Proposed Budget and Pass Pricing

- Service plan options developed based on lottery request survey results
 - Assumes White Hill staggered AM start times, one PM release time
 - Most students prefer PM buses that depart immediately after release time; Later afternoon buses are less desirable
 - Historically 6 bus program has been operated
- ❖ **Challenges:**
- Bell schedules for White Hill and RVC not yet set
 - 6 bus program appears to be financially infeasible

Proposed Route Assignments for 5 Bus Program



1

2

3

4

5

Bus 1	Bus 2	Bus 3	Bus 4	Bus 5
7:25a 8:02a	7:25a 8:40a	7:20a 8:30a	7:20a 8:40a	7:15a 8:40a
WH-1 7:25a Memorial Park Lot 7:37a White Hill School Deadhead	WH-2 7:25a Center & Bridge 7:40a White Hill School Deadhead	WH-3 7:20a Sequoia & Red Hill 7:35a White Hill School Deadhead	WH-5 7:20a Butterfield & Meadowcroft 7:40a White Hill School Deadhead	WH-6 7:15a Butterfield Rd & Woodside Dr (East) 7:40a White Hill School Deadhead
HV-1 7:42a SFD & Claus 8:02a Hidden Valley	WH-7 8:10a Center & Bridge 8:40a White Hill School	WH-17 8:05a Center & Bridge 8:30a White Hill School	WH-8 8:10a Butterfield & Meadowcroft 8:40a White Hill School	WH-18 8:10a Center & Bridge 8:40a White Hill School
2:55p 4:10p	3:15p 4:10p	3:15p 3:50p	3:15p 4:20p	3:15p 4:33p
HV-1 2:55p Hidden Valley 3:30p White Hill School Deadhead	WH-11 3:15p White Hill School 3:25p Pastori & Center/SFD&Willow Ave Deadhead	WH-15 3:15p White Hill School 3:50p San Anselmo Hub via Butterfield	WH-9 3:15p White Hill School 3:30p San Anselmo Hub Deadhead	WH-10 3:15p White Hill School 3:30p Memorial Park Deadhead
WH-14 3:30p White Hill School 4:10p San Anselmo Hub via Butterfield	WH-16 3:35p Sir Francis Drake Blvd & Marinda Dr 3:45p White Hill School 4:10p Red Hill & Sequoia		WH-13 3:55p White Hill School 4:20p San Anselmo Hub	WH-12 3:53p White Hill School 4:33p San Anselmo Hub via Butterfield

Take-away: Most buses serve multiple routes thereby providing more opportunities to sell passes and improve the program financials. This works best in the morning when WHMS has two start times (0 period and 1st period). With the single release time at WHMS in the afternoon buses have to return to the school to pickup the remaining students. During that time students must wait on campus.

- **Goals**

- Balance revenues and expenditures
- Create a contingency reserve if possible
- Keep the pass price as low as feasible

- **Baseline Costs and Revenues**

- Michael's cost per bus per day increases to \$632 (previously \$578)
- Marin Transit reduced costs of bus tracking and monitoring (\$50,779 total reduction)
- Revenues from County, San Anselmo, Fairfax, and Measure AA confirmed

- **Scenario Development – Key Variables**

- Number of buses
- Estimated pass sales
- Pass pricing

Comparison of Historical Pass Prices and Sales: WHMS



	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Annual One-way Pass Price	\$300.00*	\$350.00*	\$375.00	\$395.00	\$485.00	\$495.00
		+17%	+7%	+5%	+23%	+2%
Annual Reduced Price One-way Pass	\$50.00	\$100.00	\$175.00	\$197.50	\$242.50	\$247.50
		+100%	+75%	+13%	+23%	+2%
Full Price Passes Sold	922***	875	879	822	784	n/a
			+0%	-6%	-5%	n/a
Reduced Price Passes Sold	<i>Data not available</i>	53	39	31	20	n/a
			-26%	-21%	-35%	n/a
Total One-way Pass Sales	922	928	918	853	821	n/a
		+1%	-1%	-7%	-4%	n/a
WHMS Enrollment**	799	781	813	749	765	675
		-2%	+4%	-8%	+2%	-12%

*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

- **Enrollment and full price pass sales were relatively stable** for the first three years of the program. From 2017/18 to 2019/20, a decrease in enrollment also correlated with a decrease in full price sales.
- Sales of **reduced price passes** significantly decreased year over year correlating to increased reduced pass price.

Assumptions: Scenario 1



Value	Assumption
Service Levels (# of Buses/Routes)	6 Buses (No Change from historic service levels)
Pass Sales	Lottery request results. Assume 0 for RVC and Hidden Valley.
50% Reduced Price Pass Sales	Used available 2019/20 data for White Hill. Assume 0 for others.
One way pass price	Pass price increased by \$175 to \$670 to balance budget.
Reduced price	50% of full price pass
Monthly surcharge	\$4.00 per month; based on historical number of passes using monthly payment option.
Local Contributions	San Anselmo & Fairfax at \$30.5 K each. Measure AA and County of Marin funds based on formulas.
Contractor Expense	Increased from \$578 to \$632 per bus per day
Fare Processing Charges	3% of pass sales
Parking costs	Increases 3% annually
Marin Transit ops oversight and customer service support	Reduced by \$38,387; AVL costs eliminated

Assumptions: Scenario 2



Value	Assumption
Service Levels (# of Buses/Routes)	5 Buses (Reduce service level by one bus)
Pass Sales	Lottery request results. Assume 0 for RVC and Hidden Valley.
50% Reduced Price Pass Sales	Used available 2019/20 data for White Hill. Assume 0 for others.
One way pass price	Pass price increased by \$5 to \$505
Reduced price	\$100; 20% of full price pass
Monthly surcharge	\$4.00 per month; based on historical number of passes using monthly payment option.
Local Contributions	San Anselmo & Fairfax at \$30.5 K each. Measure AA and County of Marin funds based on formulas.
Contractor Expense	Increased from \$578 to \$632 per bus per day
Fare Processing Charges	3% of pass sales
Parking costs	Increases 3% annually
Marin Transit ops oversight and customer service support	Reduced by \$38,387; AVL costs eliminated

Assumptions: Scenario 3



Value	Assumption
Service Levels (# of Buses/Routes)	5 Buses (Reduce service level by one bus)
Pass Sales	Lottery request results. Assume 0 for RVC and Hidden Valley.
50% Reduced Price Pass Sales	Used available 2019/20 data for White Hill. Assume 0 for others.
One way pass price	Pass price increased by \$5 to \$505. New \$425 rate for later PM bus.
Reduced price	\$100; 20% of full price pass
Monthly surcharge	\$4.00 per month; based on historical number of passes using monthly payment option.
Local Contributions	San Anselmo & Fairfax at \$30.5 K each. Measure AA and County of Marin funds based on formulas.
Contractor Expense	Increased from \$578 to \$632 per bus per day
Fare Processing Charges	3% of pass sales
Parking costs	Increases 3% annually
Marin Transit ops oversight and customer service support	Reduced by \$38,387; AVL costs eliminated

2021/22 Budget Scenarios



Ross Valley Yellow Bus Program Budget Scenarios 2021/22

		Planned 2020/21	Scenario 1	Scenario 2	Scenario 3
		Pass Price Increases \$10.00	6 Bus Program Pass Price Increases \$175.00	5 Bus Program	5 Bus Program, reduced PM
		2019/20 Estimated Actuals	2021/22 Budget	2021/22 Budget	2021/22 Budget
		2020/21 Budget	2021/22 Budget	2021/22 Budget	2021/22 Budget
Budget Assumptions	Pass Sales	Net	Gross	Gross	Gross
	Full Price				
	Charter one way passes	20	20	0	0
	White Hill one way passes	784	821	650	650
	Hidden Valley one way passes	37	37	0	0
	Total # of one way Passes Sold - Full Price	841	878	650	650
	Reduced 50% - Income Qualified				
	Charter one way passes	0	0	0	0
	White Hill one way passes	20	20	20	20
	Hidden Valley one way passes	5	5	0	0
	Total # of one way Passes Sold - Reduced 50%	25	25	20	20
	Total of All Passes Sold	866	903	670	670
	Bus Pass Prices				
	Full price one-way pass price	\$ 485.00	\$ 495.00	\$ 670.00	\$ 505.00
	Reduced Late Bus				\$ 425.00
Reduced price pass	\$ 242.50	\$ 247.50	\$ 335.00	\$ 100.00	
Revenue					
Bus Pass Revenue	\$ 427,140.00	\$ 440,797.50	\$ 442,200.00	\$ 330,250.00	\$ 321,450.00
Per month processing fee - \$4.00 x passes sold x 10	\$ -	\$ 10,120.00	\$ 10,120.00	\$ 10,120.00	\$ 10,120.00
Refund/Cancellations	\$ (22,123.00)	\$ (24,000.00)	\$ (24,000.00)	\$ (24,000.00)	\$ (24,000.00)
Single use pass sales	\$ -	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Measure AA Formula Funds	\$ 132,956.00	\$ 132,956.00	\$ 132,956.00	\$ 132,956.00	\$ 132,956.00
Additional Measure AA	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
County of Marin	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
Town of San Anselmo	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
Town of Fairfax	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
Ross Valley School District	\$ -	\$ -	\$ -	\$ -	\$ -
Ross Valley Charter	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Funding	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 718,973.00	\$ 741,073.50	\$ 742,476.00	\$ 630,526.00	\$ 621,726.00
Expenses					
Daily Rate/Bus	\$ 578	\$ 578	\$ 632	\$ 632	\$ 632
Contractor Expense (RVSD)	\$ 624,240.00	\$ 624,240.00	\$ 682,560.00	\$ 568,800.00	\$ 568,800.00
Lost F&R Pass Sales	\$ -	\$ -	\$ -	\$ -	\$ -
Fare Processing Charges	\$ 11,977.34	\$ 13,527.53	\$ 13,569.60	\$ 10,211.10	\$ 9,947.10
Marketing	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
AVL- Operating Costs	\$ 6,705.00	\$ 6,906.15	\$ -	\$ -	\$ -
AVL-Data	\$ 3,870.00	\$ 3,986.10	\$ -	\$ -	\$ -
Equipment (GPS)	\$ -	\$ 1,500.00	\$ -	\$ -	\$ -
Bus Parking in Marin County	\$ 11,400.00	\$ 11,742.00	\$ 11,742.00	\$ 11,742.00	\$ 11,742.00
Marin Transit Operations Oversight and Customer Service	\$ 71,940.00	\$ 71,947.00	\$ 33,560.00	\$ 32,560.00	\$ 31,560.00
Total Expenses	\$ 730,632.34	\$ 734,348.78	\$ 741,931.60	\$ 623,813.10	\$ 622,549.10
Surplus/Defecit	\$ (11,659.34)	\$ 6,724.72	\$ 544.40	\$ 6,712.90	\$ (823.10)
20% Local Match Requirement	21%	20%	20%	24%	24%

Scenario Comparison



	Scenario 1	Scenario 2	Scenario 3
Buses	<p>6</p> <p>6 buses helps address PM demand for earlier departures</p>	<p>5</p>	<p>5</p>
One Way Pass Pricing	<p>\$670 full price</p> <p>\$335 income eligible</p>	<p>\$505 full price</p> <p>\$100 income eligible</p>	<p>\$505 full price</p> <p>\$425 later bus*</p> <p>\$100 income eligible</p>
Surplus/Deficit	Immaterial surplus	Small surplus	Immaterial deficit

* Buses scheduled to depart more than 30 minutes after PM bell time.

Milestone Schedule and Important Dates



Milestone	Date
Stage I. Lottery Request Form Submission	5/24/2021 - 6/02/2021
JEPA Committee Meeting	6/3/2021
Stage II. Route Development and Survey	6/07/2021 - 6/20/2021
JEPA Committee Budget Review & Pass Pricing	6/14/2021
Stage III. Tier 1 passes awarded and made available for purchase	6/28/2021
Michael's Transportation Contract Option Year Renewal	6/30/2021
Pass Printing Deadline	7/19/2021
Pass shipping commences	8/01/2021
RVSD First day of school	8/18/2021

JEPA Action Requested: Recommend to Marin Transit



- Approval of 2021/22 Budget and Pass Price
- Execute the first option year (2021/22) of contract with Michael's Transportation