

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

September 13, 2021

6:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/81220462160?pwd=OUkxeDUzTEtGdWg1U1NCY0lrV0JiQT09>

Meeting ID: 812 2046 2160 Password: 277766

I. CALL TO ORDER AND ROLL CALL

JEPA Board members:

Town of San Anselmo: Brian Colbert, Dave Donery

Town of Fairfax: Renee Goddard

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 14, 2021 Meeting Minutes	Chairperson	Approve
B.	Update from Ross Valley School District	JEPA Board Member	Information
C.	2021/22 Service Planning and Budget Status Update	Marin Transit	Information
D.	Measure AA Remobilization Funding Action	Marin Transit	Approve
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.



Meeting Minutes

September 13, 2021

Agenda Item III.A Accept June 14, 2021 Meeting Minutes

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=clpieVNCMStMTS9XV29ZWVWWh5Zz09>

Meeting ID: 835 2763 2063

Passcode: 141382

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

County of Marin: Katie Rice, Nancy Vernon

Ross Valley School District: Wesley Pratt/Absent, Marci Trahan

Marin Transit: Christopher Whitlock, 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 June 3, 2021 Meeting Minutes	Chairperson	Approve

M/S Renee Goddard, Dave Donery to accept the June 3, 2021 minutes.

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

Absent: Wesley Pratt

B. 2021/22 Service planning, proposed budget and pass pricing
Marin Transit Approve

Chris Whitlock, Marin Transit Operations Analyst, reported that service plan options were developed based on the lottery request survey results and assumed that White Hill has staggered AM start times and one PM release time (bell

schedule still being finalized). Most students prefer PM buses that depart immediately after release time rather than buses that return for second round of students. Historically, RVSD yellow bus has been a six-bus program, but currently appears to be financially infeasible.

Whitlock presented proposal for two 5 bus programs, with most buses serving multiple routes providing more opportunities to sell passes and improve program financials. Five bus programs will also accommodate Hidden Valley route (one bus) as well as the Charter (four buses integrated into White Hill route).

Whitlock reported that Michael's cost per bus per day has increased, but Marin Transit reduced costs of bus tracking and monitoring. Revenues from County, San Anselmo and Measure AA confirmed. Fairfax funding approval in progress. Key variables in scenario development: number of buses, estimated pass sales, pass pricing. Decrease in White Hill enrollment also plays into pricing – 645 students projected for 2021-22.

Fairfax Council Member Renee Goddard asked if "Center and Bridge" bus stop is same as bus stop at the "Hub" in San Anselmo. Whitlock confirmed. Dave Donery asked if Memorial Park stop would still be used to serve students going to Hidden Valley. Whitlock confirmed. County of Marin Supervisor Rice asked if changes to COVID yellow bus guidelines would drive any changes. Marin Transit confirmed wouldn't cause major changes.

Whitlock reported pass sale and enrollment trend takeaways: enrollment and full price pass sales were relatively stable for the first three years of the program, but sales of reduced-price pass significantly decreased year over year correlating to increased reduced pass price.

Marin Transit General Manager Nancy Whelan presented three scenarios for 2021-22 yellow bus program: Scenario 1 with six buses; Scenario 2 with 5 buses, one way pass price increased by \$10 to \$505- and one-way reduced price at \$100 (20% of full price pass); Scenario 3, same as Scenario 2 but with \$425 rate for later PM bus. All scenarios included assumption of 0 pass sales for Hidden Valley and Ross Valley Charter.

San Anselmo Mayor Brian Colbert asked what monitoring included that would now be done by Michael's. Marin Transit responded that Michael's will be able to track drivers and alert parents if buses are late (which has previously been done by Marin Transit). Supervisor Rice asked if Marin Transit had addresses for students qualifying for reduced price pass. Nancy Vernon answered that information was available about number of students but not their addresses. Supervisor Rice asked Superintendent Marci Trahan her thoughts on Scenario 3. Superintendent Trahan reported that White Hill would be implementing an after school tutoring program that could be accommodated by Scenario 3 with discounted late bus.

Whelan presented 2021/22 budget scenarios and scenario comparison. Scenario 1 pass price is \$670 (\$335 income eligible) with immaterial surplus; Scenario 2 pass price is \$505 (\$100 income eligible) with small surplus; Scenario 3 pass price is \$505, \$425 late bus (\$100 income eligible) with immaterial deficit. Budget uncertainties include Hidden Valley and Ross Valley Charter pass sales.

Supervisor Rice asked if size of surplus in Scenario 1 is enough to get pass price close to that of other scenarios. Marin Transit responded that pass price could decrease to \$630 to balance budget. Goddard asked if late bus in scenarios 2 and 3 would be dependable and if we could give parents a time frame that bus would leave. Marin Transit responded that the student wait time would likely be 30 – 45 minutes depending on traffic. Garrett Toy suggested that assumption be adjusted for Hidden Valley and Charter pass sales to indicate conservative amount sold (50% of past sales). Surplus would then increase to \$20,000 for scenario 1, and roughly \$9,000 for scenario 3.

Colbert thanked Marin Transit for their work and voiced preference for scenario 3 for equity reasons and reduced PM late bus. Goddard voiced approval for scenario 3 but would like to explore sixth bus. All other JEPA members expressed preference for scenario 3. Whitlock clarified that parents would be able to pick the late bus. They will see time and price upon selection. Passes will be awarded on 6/28 and families have seven days to purchase.

Supervisor Rice asked Marin Transit to express thanks to Michael's Transportation. Town Manager Garrett Toy was lauded for his service to Fairfax upon his move to another position in Sonoma County.

No Public Comment.

JEPA voted to adopt Pass Price Scenario 3.

M/S Renee Goddard, Dave Donery to approve full one-way pass price of \$505, \$425 later PM bus, \$100 income eligible.

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

Absent: Wesley Pratt

JEPA voted to adopt 2021-22 Budget under scenario 3 with approval to execute the first-year option on Michael's contract.

M/S Dave Donery, Brian Colbert Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Nancy Vernon, Marci

Trahan, Katie Rice Noes: None Absent: Wesley Pratt

C. Set date, time, location, and agenda topics Chairperson Approve

Next JEPA meeting will be September 13th, 2021 at 6pm either in person or by zoom. Vernon to check in with Colbert on potential scheduling conflict.

IV. **BOARD MEMBER REPORTS**

V. **ADJOURNMENT 7:30 PM** - to the next regular meeting.

Respectfully submitted,

Nancy Vernon
County of Marin



Update from Ross Valley School District

September 13, 2021

Agenda Item III.B Update from Ross Valley School District



2021/22 Service Planning and Budget Status Update

September 13, 2021

Agenda Item III.C 2021/22 Service Planning and Budget Status Update

- 2021/22 Lottery Results
- YTD Pass Sales
- 5 Bus Program Success and Challenges
- Driver and Daily Operations Update
- Budget Update

- I. Lottery Request Form submission:
 - May 24 through June 2, 2021
 - Surveyed interest/confidence and gathered data to assess where the demand is
 - After submission families received a 2-letter placement code
 - **309 families registered (347 students total)**
- II. Route Development with a preferred route selection survey sent to families:
 - June 28 through July 12, 2021 (deadline extended 2 times)
 - Routes developed based on selected stops on the lottery request form
 - Routes published at www.rossvalleyschoolbus.com
 - Survey sent asking families to select top 3 preferred AM and/or PM routes
 - **274 families responded (303 students total)**
- III. Routes Awarded:
 - Beginning July 17, 2021
 - Routes awarded based on lottery placement code
 - Families automatically put on a waitlist if not awarded first route of preference
 - Families given 7 days to purchase the awarded passes
 - Staff called unresponsive families for the routes with waitlists
 - Unsold passes made available to the next family on the lottery placement code list
 - Remaining passes made available to non-lottery participants on August 4, 2021

- New lottery process prevented the need for families to rush in purchasing passes
- Summer roll-out of the lottery impacted participation
- Some families who registered changed their minds about using the service or did not respond to the second survey
- Post-COVID behaviors for families have changed with more students riding bikes, driving or carpooling

- Results for the second lottery survey show 3 routes* requested more than the others:
 - WH-9 PM (Express Route to San Anselmo Hub): 82 students
 - WH-10 PM (Memorial Park): 63 students
 - WH-15 PM (San Anselmo Hub via Butterfield Rd): 113 students
 - All 3 of the above routes leave White Hill immediately after the bell
- Wait lists for each route:
 - WH-9 PM (Express Route to San Anselmo Hub): 32 students
 - WH-10 PM (Memorial Park): 11 students
 - WH-15 PM (San Anselmo Hub via Butterfield Rd): 63 students

- Due to COVID and a decrease in White Hill Middle School enrollment, staff estimated an approximate 25% reduction in the number of passes sold
 - Enrollment as of June 2, 2021: 645 students
 - Projected number of one-way passes sold: 650
- 2021/22 YTD Actual: 567 one-way passes distributed for 336 students
 - 2019/20 YTD: 854 one-way passes to 494 students
 - Enrollment as of September 3, 2021: 666 students
 - 34% reduction

Pass Sales YTD Continued...



One-way Passes Sold By School and Type:

	Full Price (\$505)	Reduced Late Price (\$425)	Income Qualified Price (\$100)	Total
White Hill	429	68	23	520
Hidden Valley	37	n/a	3	40
Ross Valley Charter	3	0	4	7

Pass Sales YTD Continued...



One-way Passes Sold By Route:

Morning:

	Route	Passes Sold
Hidden Valley Elementary	HV-AM	24
	<hr/>	
White Hill	WH-1 AM	29
	WH-2 AM	35
	WH-3 AM	16
	WH-5 AM	31
	WH-6 AM	31
	WH-7 AM	43
	WH-8 AM	43
	WH-18 AM	30
<hr/>		
White Hill/RVC Shared	WH-17 AM	13
	<hr/>	
Total AM:		295

Afternoon:

Route	Passes Sold
HV-PM	16
<hr/>	
WH-9 PM	50
WH-10 PM	50
WH-11 PM	33
WH-12 PM	14
WH-13 PM	15
WH-14 PM	26
WH-15 PM	50
<hr/>	
WH-16 PM	18
<hr/>	
Total PM:	272

5 Bus Program and Impact on Afternoon Service



1

2

3

4

5

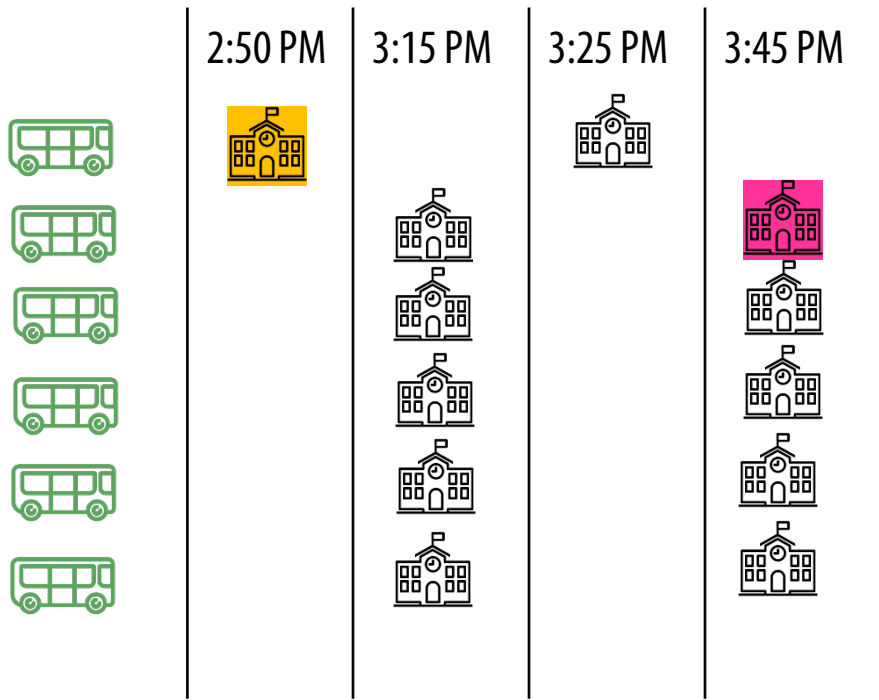
Bus 1	Bus 2	Bus 3	Bus 4	Bus 5
7:35a 8:12a	7:40a 8:42a	7:30a 8:30a	7:30a 8:43a	7:30a 8:43a
WH-1 7:35a Memorial Park Lot 7:47a White Hill School	WH-2 7:40a San Anselmo Hub 7:55a White Hill School	WH-3 7:30a Sequoia & Red Hill 7:45a White Hill School	WH-5 7:30a Butterfield & Meadowcroft 7:53a White Hill School	WH-6 7:30a Butterfield Rd & Caletta Ave (East) 7:52a White Hill School
Deadhead	Deadhead	Deadhead	Deadhead	Deadhead
HV-1 7:52a SFD & Claus 8:12a Hidden Valley	WH-7 8:23a San Anselmo Hub 8:42a White Hill School	WH-17 8:11a San Anselmo Hub 8:30a White Hill School	WH-8 8:15a Butterfield & Meadowcroft 8:43a White Hill School	WH-18 8:25a San Anselmo Hub 8:43a White Hill School
3:00p 4:15p	3:00p 3:58p	3:00p 3:28p	3:00p 4:03p	3:00p 4:23p
HV-1 3:00p Hidden Valley 3:30p White Hill School	WH-11 3:00p White Hill School 3:10p Pastori & Center/SFD&Willow Ave	WH-15 3:00p White Hill School 3:28p Red Hill & Sequoia	WH-9 3:00p White Hill School 3:15p San Anselmo Hub	WH-10 3:00p White Hill School 3:15p Memorial Park
Deadhead	Deadhead		Deadhead	Deadhead
WH-14 3:35p White Hill School 4:15p San Anselmo Hub via Butterfield	WH-16 3:23p Sir Francis Drake Blvd & Marinda Dr 3:33p White Hill School 3:58p Red Hill & Sequoia		WH-13 3:45p White Hill School 4:03p Red Hill & Sequoia	WH-12 3:43p White Hill School 4:23p 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.

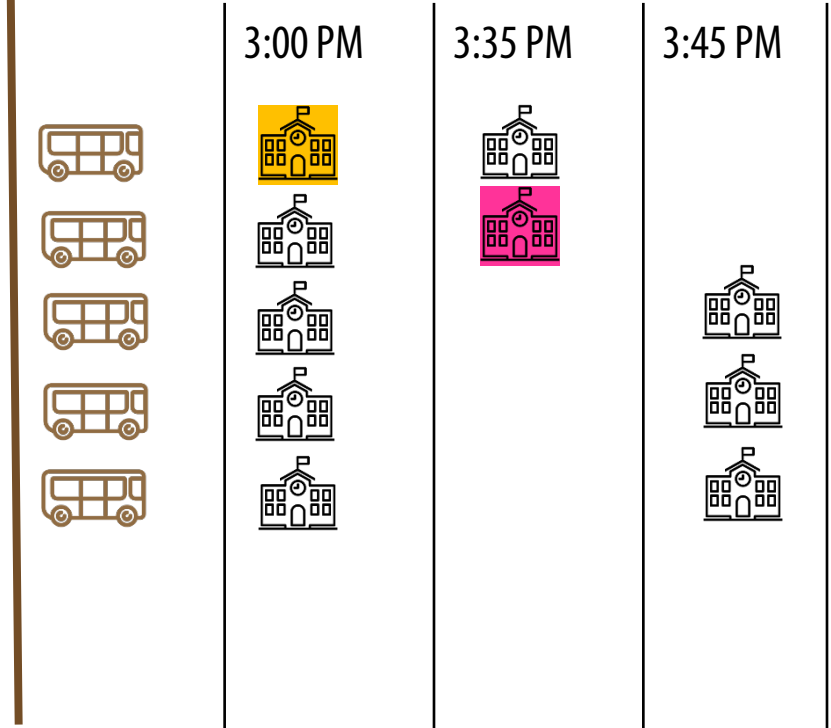
How do bell times affect service?



FY 19/20 Afternoon Service



FY 21/22 Afternoon Service



Takeaway: Schools dismissing at the same time may contribute to lower ridership for route WH-14 PM (Butterfield)

2019/20 Pass Sales: 62

2021/22 Pass Sales YTD: 26

- Michael's Transportation retained 3 of the 6 drivers that previously operated service in Ross Valley.
- 2 new drivers have been trained on the routes and continue to be monitored by their supervisor
- Michael's Transportation now responsible for notifying schools and families with excessive delays or cancellations
- Service issues are reported to Marin Transit for monitoring

Reportable Incidences



Reported incidences requiring notifications:

Date	Routes	Reason	Action
8/18/2021	WH-3 AM & WH-17 AM	Vehicle mirror damaged on the way to the start of the route. No students on board.	Students were served by other routes. Families were sent a text message regarding cancellations and changing stop times. Staff called RVC pass holders regarding possible delay in school arrival.
8/30/2021	WH-16 PM	Driver forgot to pick up 2 new students at RVC.	A different driver picked up the students but was delayed on their following route. Issues were communicated to the school and texts concerning the delay sent to families.
9/3/2021	WH-12 PM	Vehicle broke down at Memorial Park after completing first afternoon route. No students on board.	Route was absorbed by WH-14 PM. Issues were communicated to the school and texts concerning the delay sent to families.

Budget Update



- 5 bus program
- One-way passes priced at \$505
- Late departing afternoon routes priced at \$425
- Income qualified one-way passes priced at \$100 (20% of full price)
- 567 one-way pass sold YTD (34% reduction from last operating year)
- Contractor expenses increased from \$578 to \$632 per bus per day
- Marin Transit operations oversight and customer service support now reduced by \$38,387 due to elimination of GPS tracking costs

2021/22 Budget Update



		Actual YTD 8/31	
		5 Bus Program, reduced PM	
		2019/20 Actuals	
Budget Assumptions	Pass Sales	Net	
	Full Price		Full Reduced Late Bus
	Charter one way passes	20	3
	White Hill one way passes	784	429 68
	Hidden Valley one way passes	37	37 0
	Total # of one way Passes Sold - Full Price	841	469 68
			Total: 537
	Reduced 50% - Income Qualified		Reduced 80% - Income Qualified
	Charter one way passes	0	4
	White Hill one way passes	20	23
	Hidden Valley one way passes	5	3
	Total # of one way Passes Sold - Reduced 50%	25	30
	Total of All Passes Sold	866	567
	Bus Pass Prices		
	Full price one-way pass price	\$ 485.00	\$ 236,845.00
Reduced Late Bus		\$ 28,900.00	
Reduced price pass	\$ 242.50	\$ 3,000.00	
Revenue			
Bus Pass Revenue	\$ 414,262.54	\$ 268,745.00	
Per month processing fee - \$4.00 x passes sold x 10	\$ -	\$ 7,520.00	
Refund/Cancellations	\$ (21,942.52)	\$ (2,205.00)	
COVID Refunds (Final)	\$ (91,118.00)		
Single use pass sales	\$ -	\$ -	
Measure AA Formula Funds	\$ 53,565.98	\$ 132,956.00	
Additional Measure AA		\$ 30,000.00	
County of Marin	\$ 90,000.00	\$ 90,000.00	
Town of San Anselmo	\$ 30,500.00	\$ 30,500.00	
Town of Fairfax	\$ 30,500.00	\$ 30,500.00	
Ross Valley School District	\$ -		
Ross Valley Charter	\$ -		
Grant Funding	\$ -		
Total Revenue	\$ 505,768.00	\$ 588,016.00	
Expenses			
Daily Rate/Bus	\$ 578	\$ 632	
Contractor Expense (RVSD)	\$ 414,087.00	\$ 568,800.00	
Lost F&R Pass Sales	\$ -	\$ -	
Fare Processing Charges	\$ 12,594.00	\$ 8,287.95	
Marketing	\$ 3,810.00	\$ 500.00	
AVL- Operating Costs	\$ 4,620.00	\$ -	
AVL-Data	\$ 3,284.00	\$ -	
Equipment (GPS)		\$ -	
Bus Parking in Marin County	\$ 8,778.00	\$ 10,604.17	
Marin Transit Operations Oversight and Customer Service	\$ 46,595.00	\$ 31,560.00	
Bus Driver Incentive	\$ 12,000.00		
Total Expenses	\$ 505,768.00	\$ 619,752.12	
Surplus/Defecit	\$ -	\$ (31,736.12)	
20% Local Match Requirement	30%		



Measure AA Remobilization Funding Request

September 13, 2021

Agenda Item III.D Measure AA Remobilization Funding Request

- Voters approved in November 2018 to extend the ½ cent transportation sales tax and expenditure plan with the goal of providing funding to Marin County’s core transportation needs
- In FY 2019/20, Marin Transit allocated funds directly to five regular home to school (yellow bus) programs in the urbanized area of Marin County
- Allocations are formula-based and consider a program’s one-way pass price and the number of one-way passes distributed
- Participating schools certify annually the following eligibility requirements:
 - Reduced passes that provide a minimum of at least a 50% discount to income eligible students
 - Local funding match of at least 20% of the program costs

- Due to operational impacts resulting from the pandemic, 3 schools did not operate regular yellow bus programs and were unable to meet the eligible requirements in FY 2020/21
- In February 2021, Marin Transit's Board of Directors approved the following:
 - Participating programs will continue to be eligible for funding even if they did not operate in FY 2020/21
 - Due to the suspension and cancellation of yellow bus services in FY 2020/21 unspent funds will be available to all programs for remobilization and other high priority needs
- \$294,112 unspent funds available

Current status:

- 34% reduction in pass sales from FY 2019/20
 - Deficit \approx -\$31,736

Incurred expenses:

- Income eligible one-way passes priced at \$100
 - Previously set at \$242.50 each
 - 30 sold currently
 - $\Delta \approx$ \$5,488
- Daily rate increase to \$632 per bus
 - FY 2019/20 rate \$578
 - FY 2020/21 rate \$595.34
 - $\Delta \approx$ \$32,994

- Authorize request for remobilization funds to support incurred expenses resulting from program suspension and startup:
 - $\$32,994 + \$5,488 = \$38,482$