

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=SUpm2JLVmJnSERoZlZ0V1Fydzh2Zz09>

Meeting ID 870 4103 6220 Password: 605884

I. CALL TO ORDER AND ROLL CALL

JEPA Board members:

Town of San Anselmo: Brian Colbert, Dave Donery

Town of Fairfax: Heather Abrams, 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 April 25, 2022 Meeting Minutes | Chairperson | Approve |
| B. FY 2022/23 Program Update | Marin Transit | Information |
| C. FY 2022/23 Budget Year-end Estimate | Marin Transit | Information |
| D. 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

October 10, 2022

Agenda Item III.A Accept April 25, 2022 Meeting Minutes

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

April 25, 2022

6:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/89541504891?pwd=Qy9TV1NhUjB1ZUpscVllM25xUWsxZD09>

Meeting ID 895 4150 4891 Password: 744362

I. CALL TO ORDER AND ROLL CALL 6:03 PM

JEPA Board members:

Town of San Anselmo: Brian Colbert, Dave Donery

Town of Fairfax: Renee Goddard

County of Marin: Katie Rice

Ross Valley School District: Wesley Pratt, Marci Trahan

Marin Transit: Christopher Whitlock, Nancy Whelan

No member of public to speak in open time.

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III. JEPA BUSINESS MEETING

| Item | Presenter | Action |
|--|------------------|---------------|
| A. Accept March 21, 2022 Meeting Minutes | Chairperson | Approve |
| B. FY 2022/23 Service Planning Update | Marin Transit | Information |
| C. Measure AA Yellow Bus Funds Update | Marin Transit | Information |
| D. FY 2022/23 Budget and Pass Price | 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

A. Accept Minutes:
Unanimous approval.

B. FY 2022/23 Service Planning Update
Operations Analyst Christopher Whitlock presented a slide comparing enrollment to pass sales for the past five years. Pass sales originally at 1.18 pass per student ratio in 2017/18. In 2021/22 pass per student ratio is .74. White Hill specifically has been declining for the past three years while Hidden Valley has slightly increased. However, there was a significant decline for both schools in the year following the start of the pandemic. Statewide enrollment continues to decline and is expected to decline 10% by 2030.

Whitlock then reviewed the route change for next year. Pain points for the program are in the afternoon and on the early departing routes. 3 of 4 routes are sold out and have a waitlist of students with WH-11 still having approximately 20 seats available. The highest waitlist is on WH-15 which serves the Butterfield area. The plan: WH-11, which currently ends in Fairfax, will be combined with WH-12 which currently goes up Butterfield and is a late departing afternoon route. WH-12 will start earlier, leaving White Hill immediately after the bell, and stop in Fairfax before serving the Sleepy Hollow area. As a result, the shared route between Ross Valley Charter and White Hill, WH-16, will be moved to a different driver and start approximately 10 minutes later.

Marin County Supervisor Katie Rice asked how many students would benefit from this change. Whitlock commented that approximately 17 – 20 more students. Fairfax Council member Renee Goddard asked if this change will accommodate all waitlisted students? Whitlock responded no. Katie Rice commented that 100 students were on the waitlist and asked about whether there were any students who were unable to get a pass in the current year. Whitlock commented that many of the students on the waitlist have passes on other routes. There is space on vehicles in the morning and afternoon. Families can purchase a pass but some choose not to because of other factors.

Trustee Wesley Pratt commented that son walks home from Good Earth and asked whether kids who live closer can walk to homes closer to Good Earth and others stay on the bus and go further up Butterfield? No, all seats in bus will be filled so it won't matter.

C. Measure AA Yellow Bus Funds Update

Whitlock reported that 5 schools have committed to be apart of the new three year Measure AA funding cycle. Based on information provided by the Transportation Authority of Marin and the commitment from the five schools, Marin Transit estimates an approximate \$215,000 available for Ross Valley. Previously, the estimate was \$190,000.

D. FY 2022/23 Budget Update and Pass Price

Whitlock first reviewed the current year's budget: 577 passes sold, with 38 of those being the reduced income qualified passes at a \$100 each. Previously, the program sold 25 income qualified passes. There is a surplus of \$13,000 to carry forward into FY 2022/23.

Whitlock reviewed Option A which was presented in the last meeting. But updates were made to the Measure AA funds (\$215,000) and the contributions from the Town of San Anselmo and Town of Fairfax were updated to reflect an added contribution of \$5,000 each. Fairfax Council member Renee Goddard commented that the \$5,000 added contribution has been approved. The contribution for the County of Marin was also updated to reflect an added contribution of \$10,000. Option A leaves the programs with a surplus of \$2,665.

Whitlock reviewed Option B with the same added contributions as in Option A. Option B leaves the programs with a deficit of \$2,149.

Whitlock concluded that Marin Transit recommends Option B because it assumes a decrease in passes sold, consistent with declining enrollment trends, keeps the pass price increase at a minimum, and brings all regularly priced passes to one price point which will make it easier for the program to sell single ride day passes at White Hill on the afternoon routes.

Fairfax Council member Renee Goddard asked for an explanation of the differences between the two options.

Whitlock replied that the Option A raises the price of only the regularly priced passes and not the discounted afternoon or the income qualified passes. Option B raises the price for the regularly priced passes and the discounted afternoon passes. It also assumes a reduction in passes sold because of the declining enrollment.

Superintendent Marci Trahan asked what the revenue would be if Option B sold as many passes as the current year (577). Whitlock commented that possibly \$16,000 more. San Anselmo Council member Brian Colbert commented that it would be around \$20,000 more.

Marci Trahan asked about vehicle capacity on buses and whether this will change. Whitlock commented that Michael's Transportation now uses vehicles that have a maximum passenger capacity of 50 seats.

San Anselmo Town Manager David Donery moved and Fairfax Councilmember Renee Goddard second the approval of staff recommendation for Option B and FY 2022/23 budget. Approved unanimously by vote of hands.

Marin County Supervisor Kati Rice asked about next steps for communicating the pass price and lottery to families. Whitlock reported that Marin Transit aims to communicate this to families by April 29, 2022. San Anselmo Council member Brian Colbert commented that many families, especially those of 5th graders, lack knowledge or are unaware of the yellow school bus program details. Whitlock commented that the schools will assist in communicating this to families. Goddard suggested including references to Safe Routes to Schools in the communication for families that

are unable to purchase a bus pass. Rice suggested also communicating how the program is funded and what the local contributors are doing to assist the program. Whitlock replied that this information is on the program website but that Marin Transit will share this information with families.

E. Next JEPA data TBD

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2022/23 Program Update

October 10, 2022

Agenda Item III.B FY 2022/23 Program Update

2022/23 WHITE HILL LOTTERY

2022/23 White Hill Bus Pass Lottery Results



Lottery registration open from May 2nd through May 13th

- 286 families registered (316 students total)



Route award distribution beginning May 15th

- Awards based on routes selected by families on the lottery registration form AND each family's 2-letter placement code
- Families given 7 day to purchase their awarded routes
- MT staff called unresponsive families for high demand routes

Hidden Valley and Ross Valley Charter passes made available for purchase 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 families were unable to determine their morning start time and unsure if a zero or first period route was needed, resulting in changing their route preferences later in the summer
- The lottery continues to provide an equitable method of pass distribution but is a lengthy process

2022/23 ROUTE ADJUSTMENTS

FY 2021/22 Route Assignments– Afternoon



Last Year's PM Bus Route Schedule:

1

3:00p
4:15p

HV-1
3:00p Hidden Valley
3:30p White Hill School

Deadhead

WH-14
3:35p White Hill School
4:15p San Anselmo Hub via Butterfield

2

3:00p
3:58p

WH-11
3:00p White Hill School
3:10p Pastori & Center

Deadhead

WH-16
3:23p Sir Francis Drake Blvd & Marinda Dr
3:33p White Hill School
3:58p Red Hill Ave & Sequoia

3

3:00p
3:28p

WH-15
3:00p White Hill School
3:28p Red Hill Ave & Sequoia via Butterfield

4

3:00p
4:03p

WH-9 (Express)
3:00p White Hill School
3:15p San Anselmo Hub

Deadhead

WH-13
3:45p White Hill School
4:03p Red Hill Ave & Sequoia

5

3:00p
4:23p

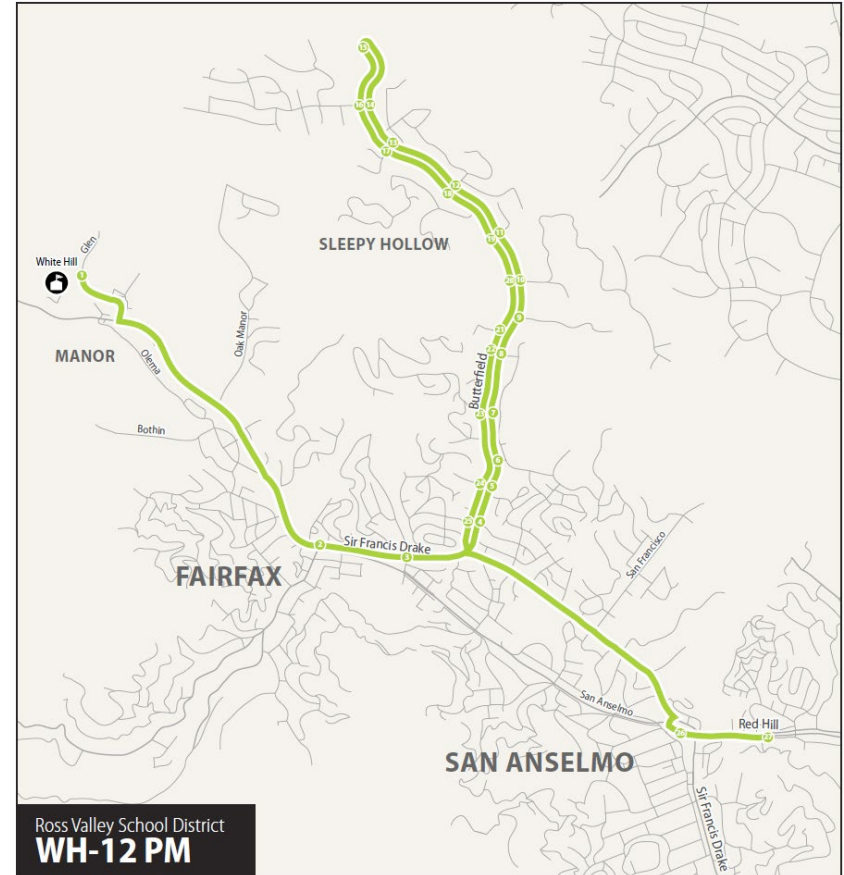
WH-10
3:00p White Hill School
3:15p Memorial Park

Deadhead

WH-12
3:43p White Hill School
4:23p San Anselmo Hub via Butterfield

- In the afternoon, 4 of the 5 available buses start at White Hill
- In FY21/22 only 3 White Hill buses were sold out (WH-9, WH-10, WH-15)
- WH-11 to Downtown Fairfax had 17 seats remaining

Route WH-11 PM revamped to WH-12 PM Red Hill Ave via Butterfield to serve both Fairfax and Sleepy Hollow



FY 2022/23 Route Adjustments– Afternoon only



Current FY 2022/23 PM Route Schedule:

1

2

3

4

5

3:00p
4:15p

3:00p
3:33p

3:00p
3:31p

3:00p
4:03p

3:00p
3:43p

HV-1

3:00p Hidden Valley
3:30p White Hill School

WH-12

3:00p White Hill School
3:33p Red Hill Ave & Sequoia via Butterfield

WH-15

3:00p White Hill School
3:31p Red Hill Ave & Sequoia via Butterfield

WH-9 (Express)

3:00p White Hill School
3:15p San Anselmo Hub

WH-10

3:00p White Hill School
3:15p Memorial Park

Deadhead

Deadhead

Deadhead

WH-14

3:35p White Hill School
4:15p San Anselmo Hub via Butterfield

WH-13

3:45p White Hill School
4:03p Red Hill Ave & Sequoia

WH-16

3:33p Sir Francis Drake & Marinda
3:43p White Hill School
4:08p Red Hill Ave & Sequoia

2022/23 YTD PASS SALES

One-way Passes Sold By School and Type:

| | Full Price (\$515) | Income Qualified Price (\$100) | Total |
|---------------------|-----------------------|--------------------------------------|------------|
| White Hill | 498 | 21 | 519 |
| Hidden Valley | 61 | 11 | 72 |
| Ross Valley Charter | 3 | 4 | 7 |
| | 562 | 36 | 598 |

Morning:

| | Route | Passes Sold | Δ |
|---------------------------------|----------|-------------|-----|
| Hidden Valley Elementary | HV-AM | 47 | +21 |
| | WH-1 AM | 48 | +20 |
| | WH-2 AM | 38 | +3 |
| | WH-3 AM | 20 | +4 |
| White Hill Only | WH-5 AM | 32 | +2 |
| | WH-6 AM | 41 | +8 |
| | WH-7 AM | 21 | -23 |
| | WH-8 AM | 39 | -5 |
| | WH-18 AM | 28 | -3 |
| White Hill/RVC Shared | WH-17 AM | 5 | -9 |

Afternoon:

| | Route | Passes Sold | Δ |
|--|----------|-------------|----|
| | HV-PM | 25 | +6 |
| | WH-9 PM | 50 | |
| | WH-10 PM | 50 | |
| | WH-12 PM | 50 | |
| | WH-13 PM | 18 | +4 |
| | WH-14 PM | 21 | -6 |
| | WH-15 PM | 50 | |
| | WH-16 PM | 15 | -6 |

Δ compared to route totals in FY 2021/22

FY 2022/23 YTD Pass Sales Takeaways



- Notable increases at Hidden Valley and all White Hill zero period routes
- 36 income qualified passes distributed
- All 4 early departing afternoon routes at White Hill are sold out with students waitlisted (right)
- Pass sales YTD: 598

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

DAILY OPERATIONS

5 bus operators employed by Michael's Transportation:

- 3 returning drivers
- 2 new drivers

Any cancelations and delays communicated via text by Michael's Transportation's staff





FY 2022/23 Budget

October 10, 2022

Agenda Item III.C FY 2022/23 Budget Year-end Estimate

Assumptions:

- 5 bus program
- All one-way pass price increased to from \$505 to \$515
 - No discounted price for late departing routes (e.g., \$425)
- Income qualified one-way passes priced at \$100 (20% of full price)
- Contractor expenses increased from \$632 to \$651 per bus per day
- **Assumed a 6% reduction in pass sales due to declining enrollment**
- Contributions increased:
 - San Anselmo/Fairfax: \$35,500 each
 - Marin County: \$100,000
- Added fuel contingency
- Includes \$13,000 FY 21/22 carryforward

FY 2022/23 Approved Budget – “Option B”



| | | FY 22/23 Option B w/ rate increase, no reduced pass, estimated 6% reduction in pass sales | |
|--|--|--|--|
| | | 5 Bus Program | |
| Budget Assumptions | Pass Sales | | |
| | Full Price | Full | |
| | <i>Charter one way passes</i> | 0 | |
| | <i>White Hill one way passes</i> | 485 | |
| | <i>Hidden Valley one way passes</i> | 30 | |
| | <i>Total # of one way Passes Sold - Full Price</i> | 515 | |
| | Reduced 50% - Income Qualified | Total: 515 | |
| | <i>Charter one way passes</i> | 0 | |
| | <i>White Hill one way passes</i> | 20 | |
| | <i>Hidden Valley one way passes</i> | 5 | |
| <i>Total # of one way Passes Sold - Reduced 50%</i> | 25 | | |
| Total of All Passes Sold | | 540 | |
| Bus Pass Prices | | Total | |
| <i>Full price one-way pass price</i> | \$ 515.00 | \$ 265,225.00 | |
| <i>Reduced Late Bus</i> | | | |
| <i>Reduced price pass</i> | \$ 100.00 | \$ 2,500.00 | |
| Revenue | | | |
| <i>Carry Forward</i> | \$ | 13,002.00 | |
| <i>Bus Pass Revenue</i> | \$ | 267,725.00 | |
| <i>Per month processing fee - \$4.00 x passes sold x 10</i> | \$ | 7,520.00 | |
| <i>Refund/Cancellations</i> | \$ | (7,310.00) | |
| <i>COVID Refunds (Final)</i> | | | |
| <i>Single use pass sales</i> | \$ | 176.00 | |
| <i>Measure AA Formula Funds</i> | \$ | 215,000.00 | |
| <i>Additional Measure AA</i> | | | |
| <i>Remobilization Funds</i> | | | |
| <i>County of Marin</i> | \$ | 100,000.00 | |
| <i>Town of San Anselmo</i> | \$ | 35,500.00 | |
| <i>Town of Fairfax</i> | \$ | 35,500.00 | |
| <i>Ross Valley School District</i> | | | |
| <i>Ross Valley Charter</i> | | | |
| <i>Grant Funding</i> | | | |
| Total Revenue | \$ | 667,113.00 | |
| Expenses | | | |
| Daily Rate/Bus | \$ | 651 | |
| <i>Contractor Expense (RVSD)</i> | \$ | 585,900.00 | |
| <i>Consulting (website)</i> | \$ | 5,000.00 | |
| <i>Lost F&R Pass Sales</i> | \$ | - | |
| <i>Fare Processing Charges</i> | \$ | 8,257.35 | |
| <i>Marketing</i> | \$ | 500.00 | |
| <i>AVL- Operating Costs</i> | \$ | - | |
| <i>AVL-Data</i> | \$ | - | |
| <i>Equipment (GPS)</i> | \$ | - | |
| <i>Fuel Contingency</i> | \$ | 12,000.00 | |
| <i>Bus Parking in Marin County</i> | \$ | 10,604.17 | |
| <i>Marin Transit Operations Oversight and Customer Service</i> | \$ | 47,000.00 | |
| <i>Bus Driver Incentive</i> | | | |
| Total Expenses | \$ | 669,261.52 | |
| Surplus/Deficit | \$ | (2,148.52) | |

Deficit: -2,149

FY 2022/23 Budget Year-end Estimate



| | | FY 22/23 Year-end Estimate | |
|--|--|----------------------------|-------------------|
| | | 5 Bus Program | |
| Budget Assumptions | Pass Sales | | |
| | Full Price | Full | |
| | <i>Charter one way passes</i> | 3 | |
| | <i>White Hill one way passes</i> | 498 | |
| | <i>Hidden Valley one way passes</i> | 61 | |
| | <i>Total # of one way Passes Sold - Full Price</i> | 562 | |
| | Reduced 50% - Income Qualified | Total: 562 | |
| | <i>Charter one way passes</i> | 4 | |
| | <i>White Hill one way passes</i> | 21 | |
| | <i>Hidden Valley one way passes</i> | 11 | |
| <i>Total # of one way Passes Sold - Reduced 50%</i> | 36 | | |
| Total of All Passes Sold | | 598 | |
| Bus Pass Prices | | | Total |
| <i>Full price one-way pass price</i> | \$ 515.00 | \$ | 289,430.00 |
| <i>Reduced Late Bus</i> | | | |
| <i>Reduced price pass</i> | \$ 100.00 | \$ | 3,600.00 |
| Revenue | | | |
| <i>Carry Forward</i> | \$ | | 13,002.00 |
| <i>Bus Pass Revenue</i> | \$ | | 293,030.00 |
| <i>Per month processing fee - \$4.00 x passes sold x 10</i> | \$ | | 7,520.00 |
| <i>Refund/Cancellations</i> | \$ | | (7,310.00) |
| <i>COVID Refunds (Final)</i> | | | |
| <i>Single use pass sales</i> | | | |
| <i>Measure AA Formula Funds</i> | \$ | | 215,000.00 |
| <i>Additional Measure AA</i> | | | |
| <i>Remobilization Funds</i> | | | |
| <i>County of Marin</i> | \$ | | 100,000.00 |
| <i>Town of San Anselmo</i> | \$ | | 35,500.00 |
| <i>Town of Fairfax</i> | \$ | | 35,500.00 |
| <i>Ross Valley School District</i> | | | |
| <i>Ross Valley Charter</i> | | | |
| <i>Grant Funding</i> | | | |
| Total Revenue | \$ | | 692,242.00 |
| Expenses | | | |
| Daily Rate/Bus | \$ | | 651 |
| <i>Contractor Expense (RVSD)</i> | \$ | | 585,900.00 |
| <i>Consulting (website)</i> | \$ | | 5,000.00 |
| <i>Lost F&R Pass Sales</i> | \$ | | - |
| <i>Fare Processing Charges</i> | \$ | | 9,016.50 |
| <i>Marketing</i> | \$ | | 500.00 |
| <i>AVL- Operating Costs</i> | \$ | | - |
| <i>AVL-Data</i> | \$ | | - |
| <i>Equipment (GPS)</i> | \$ | | - |
| <i>Fuel Contingency</i> | \$ | | 12,000.00 |
| <i>Bus Parking in Marin County</i> | \$ | | 10,604.17 |
| <i>Marin Transit Operations Oversight and Customer Service</i> | \$ | | 47,000.00 |
| <i>Bus Driver Incentive</i> | | | |
| Total Expenses | \$ | | 670,020.67 |
| Surplus/Defecit | \$ | | 22,221.33 |

Projected
Surplus: \$22,221

Questions?

Christopher Whitlock

Operations Analyst

cwhitlock@marintransit.org

