

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

October 5, 2020

7:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/89701985682?pwd=ZVZjdTNLams2bWF0ZTkrcW5QcDVwUT09>

Meeting ID: 897 0198 5682 **Password:** 195933

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 July 27, 2020 Meeting Minutes	Chairperson	Approve
B.	Update from Ross Valley School District	JEPA Board Member	Discussion
C.	Update on Grants	JEPA Board Member	Discussion
D.	Update on 2020/21 Planning and Service Adjustments	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

October 5, 2020

Agenda Item III.A Accept July 27, 2020 Meeting Minutes

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

July 27, 2020

7:00 PM

Zoom Meeting

<https://us02web.zoom.us/j/85702704302?pwd=WDc0MWJUVnZGRc85VEp1QnNUUElZz09>

I. CALL TO ORDER AND ROLL CALL 7 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, Marci Trahan

Marin Transit: Kelly Zalewski, Nancy Whelan

II. ORAL COMMUNICATIONS

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III. JEPA BUSINESS MEETING

Item	Presenter	Action
A. Accept April 13, 2020 Meeting Minutes	Chair	Approve

M/S Dave Donery, Renee Goddard to accept the April 13, 2020 minutes.

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

B. Update from Ross Valley School District	JEPA Board Member	Discussion
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Marci Trahan, Superintendent of Ross Valley School District (RVSD), reported out that school year will start with distance learning on August 19. A schedule will be presented to the Board of Trustees on August 4. In person learning is not allowed at this time since Marin County is on the state's watch list. Trahan stated that she has been asked to consider joining waiver to move forward with in person learning initially but would not consider until more

information comes out from the state. Currently, in person learning would start no sooner than September 8 and would be based on variety of factors.

Fairfax Mayor Renee Goddard asked if Trahan was getting many requests to join waiver effort. She replied that she had been communicating to staff and parents and mostly been getting positive feedback. She stated that this fall's online learning would be a new online learning experience called the "virtual learning academy."

Nancy Vernon asked if students would return all at once or be a phased approach. Trahan stated that students would return using phased approach, with initial focus on those kids most in need. RVSD is currently looking at an am/pm model or A/B model. RVSD will bring students on campus prior to in person learning to educate them on safety protocols to ensure positive rollout and experience. Supervisor Katie Rice suggests that students also "practice" on yellow school bus before service begins.

Dave Donery commented that Trahan and RVSD were doing a good job.

No public comment.

C. Update on Grant Applications for Subsidized Bus Passes JEPA Board Member Discussion

Vernon stated that RVSD received a Community Partner Grant of \$10,000 from County of Marin to subsidize bus passes for income qualified bus passes and Ross Valley Charter received a \$5,000 Community Service Grant from County of Marin for same. These funds must be used in 2020-21 school year to be awarded. Goddard asked what percentage of need it would cover and Zalewski answered approximately 25% of need. Vernon stated that the fundraising campaign planned to raise funds for free and reduced bus passes would be resumed when timing is right.

No public comment.

D. Review of Public Health Guidelines Marin Transit Discussion

Zalewski presented highlights of published Yellow Bus Specific Guidance, including health screenings and mandatory facial coverings. Marin County's Public Health Officer will be issuing final guidelines before in person learning begins. The main challenge is limited student capacity on a bus in order to provide necessary social distancing – the MCOE transportation yellow bus task force (including Marin Transit) has submitted draft guidelines calling for ability to seat 28 students on bus vs. current guidelines of 14 students.

Goddard asked how the lottery winners will be determined and Zalewski replied that lottery would run as expected, with parents going in order that they received their code. Number of buses may change depending on number of passholders and number of students allowed on a bus.

San Anselmo Councilmember Brian Colbert asked if any constraints from Michaels Transportation. Zalewski replied that drivers would not be doing health screening because if student had covid symptoms, drivers aren't in position to turn students away. RVSD Trustee Wesley Pratt asked if drivers would be doing temperature checks and Zalewski clarified that they would not. Drivers are comfortable with wearing a mask, cleaning in between routes and having seating assignments

if needed. California Highway Patrol (CHP) won't allow hand sanitizer on board since a potential fire hazard given alcohol content. No other issues arose with Michael's or other agencies.

Trahan stated that wellness checks would be handled by family in the morning before school. Child will hand the teacher a signed form before entering classroom. In 5th grade and middle, students can sign form themselves. Details to be worked out. Zalewski stated that Marin Transit and Michaels would work with RVSD so as not to duplicate steps.

No public comment.

E. Update on 2020/21 Planning and Service Marin Transit Approve

Zalewski stated that 332 families signed up for the lottery representing 367 students. Total requested one-way bus passes of 607 compared to 866 one-way buss passes sold in 2019/20. Colbert asked Marin Transit why they thought the number was lower and suggested a survey to help us understand the number better.

Pratt asked if any other school district had made decisions about their yellow bus programs. Zalewski responded that Mill Valley suspended their program last spring, Tiburon hasn't decided, Shoreline must continue for access purposes and Miller Creek status was unknown.

Colbert asked if there was a relationship between number of students on the bus pre-covid and current number in lottery in relationship to financials. Zalewski stated that it's good time to reflect on real purpose of running the bus service so as to inform how we use the dollars. Potentially could run a 3-bus program without selling any passes given \$370,000 subsidy.

Goddard asked what information Michael's needed from the JEPA regarding number of busses and start date. Zalewski replied that Michaels would want to know as soon as possible and while we can reduce number of busses according to the contract, Michaels does have ability to change rates if busses change enough. We are not obligated to pay if school is not physically in session.

Current draft budget shows \$370,000 in subsidy for bus service before any pass sales. Budget scenarios developed based on pass sales vs. type of school schedule (e.g. A/B or AM/PM). Operating a program at the same service level as prior years is not feasible without incurring a deficit for a sixth bus. A 4-bus program is the largest feasible program that has limited risk of deficit.

Garrett Toy asked if there was a deadline for deciding service needed. Zalewski replied that we must give Michael's 10 days' notice for changes. Could do an initial suspension then increase to entire semester or other increments if needed if we adhered to noticing requirements. Goddard asked if yellow bus service begins and service needs change, can we adjust? Would require proper noticing.

Colbert asked if there was concern about Michael's economic security. Zalewski replied that this was a concern, but no one at Michael's has given her any indication that's the case.

Group discussed length of suspension with end date ranging from October 1 to November 1. Colbert asked Trahan to weigh in. She agreed that a formal suspension made sense because once RVSD can do in person learning, parents will still have opportunity for virtual academy, so good strategy to see what parents are going to choose. If parents don't have confidence that school will be going back to in person, they may not want to purchase. Trahan concurred that

end of November was potentially the most conservative and realistic date and Dave Donery, Brian Colbert, Wesley Pratt (all parents of RVSD students) agreed.

JEPA members concurred that current contributions from jurisdictions would remain in place. Town of San Anselmo has adopted their budget; Fairfax to adopt in near future.

Marin Transit to work with Marci Trahan on communication that will go out to parents regarding suspension and start of yellow bus.

Supervisor Katie Rice asked Zalewski to tell Michael's how much we appreciated their work.

No public comment.

M/S Dave Donery, Renee Goddard to suspend yellow bus service until October 31 with a November 1 start date.

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

Absent: Wesley Pratt

M/S Brian Colbert, Nancy Vernon to support the price of \$490 per one-way full-price pass for 2020/21 school year.

Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Wesley Pratt, Nancy Vernon, Rick Bagley Noes: None

Absent: Katie Rice

F. Set date, time, location and agenda topics for Marin Transit Approve
next meeting

JEPA meeting to be scheduled by doodle poll approximately 14 days in advance of end of suspension date.

IV. **BOARD MEMBER REPORTS**

V. **ADJOURNMENT 9 PM** - to the next regular meeting.

Respectfully submitted,

Nancy Vernon
County of Marin



Ross Valley School District Update

October 5, 2020

Agenda Item III.B Update from Ross Valley School District



Grants Update

October 5, 2020

Agenda Item III.C Update on Grants



Update on 2020/21 Planning and Service Adjustments

October 5, 2020

Agenda Item III.D 2020/21 Planning and Service Adjustments

- Current State
- Highlights from MCOE & Marin Public Health Officer Guidance
- Lottery Results (Review)
- Planning for Start up
- Financials
- Contract terms with Michael's Transportation (Review)
- Recommended JEPA Actions

- The purpose of the yellow bus program in Ross Valley is to reduce traffic in two key corridors (Sir Francis Drake Blvd & Butterfield Rd).
- Due to COVID-19 a lottery was conducted, but no passes have been sold.
- At the July 27 JEPA meeting, Marin Transit was given guidance to issue an initial contract suspension to Michael's Transportation through October 31, 2020.
- Parents who had signed up in the lottery were notified via email on August 24, 2020 of the initial suspension.

Highlights of Home to School Transportation Guidelines



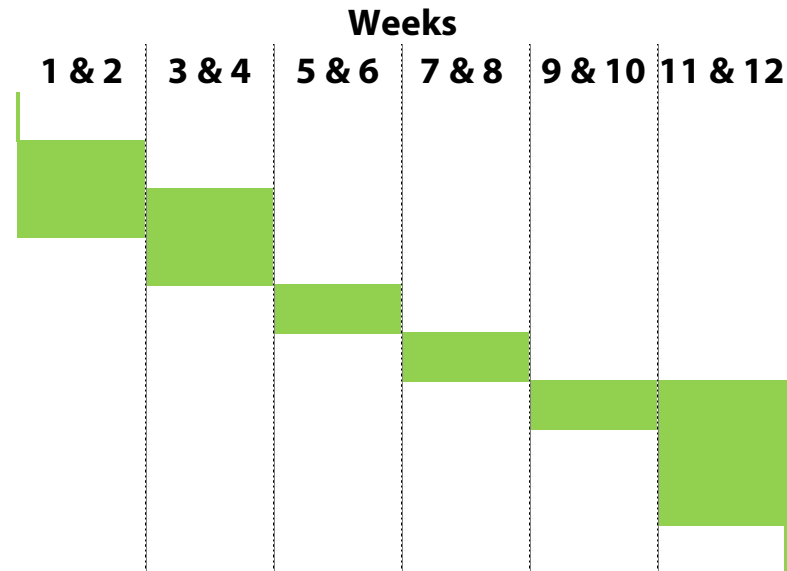
- Students and adults to maintain 6' of physical distancing while waiting to board the bus
- No more than one student per bench seat (27 students)
 - Leave seat behind driver empty
 - Stagger student seating by window/aisle
 - This equates to ~4' of physical distancing
- Grades 3 – 12 required to wear face coverings
 - TK – 2 strongly encouraged to wear face coverings
- Keep windows open, as much as feasible, to increase airflow
- Transportation provider must develop a School Transportation Provider Specific Protection Plan
- [Link to Guidelines](#)

- Lottery opened May 11 and closed June 1, 2020
- 332 families signed up for the lottery representing **367 students**
 - 297 AM one-way pass requests
 - 310 PM one-way pass requests
 - **Total requested one way bus passes = 607**
- For reference, 866 one-way bus passes were sold in 2019/20

- Marin Transit needs confirmed guidance from school regarding:
 - Start date for all grades at WHMS
 - Bell Schedule
 - Cohort make up
- 90 Days to start up from that point to launch of service

Action

- Data confirmation from RVSD
- Survey Parents
- Sign parking contract with Marin County
- Meet with JEPA to confirm bus pass price and service delivery concept
- Finalize Routes
- Update website: products & graphics
- Put Passes on Sale
- Issue Bus Passes
- Michael's Transportation driver training & tablet delivery
- Launch



- With the committed subsidies and surplus from 2019/20, the program has allocated **\$370,000** in subsidy and carry forward for bus service before any pass sales.
- \$10,000 (RVSD) and \$5,000 (RVC) grants received for F&R passes
- Too much uncertainty at this time to share meaningful financial scenarios
- Marin Transit will return with concrete financial scenarios once we know exact start date , daily schedule, and cohort make up for all grades at WHMS

- Contract expires on June 30, 2021
 - Two option years available
- Non-payment for School Closure
 - **Section 2.9 Unscheduled School Closing.** District shall not be obligated to pay for any services by Contractor on those days when schools and classes are closed to ensure the health and safety of students or for any other lawful reason. The decision as to the need for closing a school at the start of the day or for early dismissal during the day shall be made by District or other public agency.
- Cancel
 - **Section 3.4.6 Non-Allocation of or Insufficient Allocated Funds.** Upon written notice to Contractor, District may terminate this Contract effective on the date stated in District's notice if, during the Contract Term, District and/or other government agencies and/or grant or funding entities from whom District receives or is to receive funds to pay for this Contract: (1) reduce or eliminate some or all funds to pay for this Contract, (2) fail to or determine not to appropriate or allocate funds for future payments under this Contract, or (3) fail or determine not to allocate funds in an amount sufficient to make future payments under this Contract.

- Suspend Contract

- **Section 3.7 Suspension of Services.** Despite any provisions to the contrary in the Contract Documents, District shall have the right to suspend, delay, or interrupt any or all services at any time during the Contract Term upon written notice provided to Contractor at least 10 business days before the suspension, delay, or interruption begins. Such written notice shall state the beginning date and ending date of the suspension, delay, or interruption (**“Suspension Period”**). Unless the Parties agree in writing otherwise, the following shall apply upon District’s exercise of its right under this Section: (1) Contractor shall not be entitled to any damages or additional compensation relating to, resulting from, or arising out of District’s exercise of its right under this Section or the Suspension Period; and (2) Contractor shall resume performance of the Services on the next business day following the ending date of the Suspension Period.

- Suspend contract with Michael's Transportation for additional 90 days (end of January), and;
- Authorize Marin Transit to issue month to month contract suspensions as needed to allow for a 90 day start up period.
- Schedule next JEPA meeting once a start date for all grades has been confirmed