

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=WDc0MWJUVnZGRc85VEp1QnNUUExIZz09>

Meeting ID: 857 0270 4302 Password: 638077

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 April 13, 2020 Meeting Minutes	Chairperson	Approve
B.	Update from Ross Valley School District	JEPA Board Member	Discussion
C.	Update on Grant Applications for Subsidized Bus Passes	JEPA Board Member	Discussion
D.	Review of Public Health Guidance	Marin Transit	Discussion
E.	Update on 2020/21 Planning and Service Adjustments	Marin Transit	Approve
F.	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

July 27, 2020

Agenda Item III.A Accept April 13, 2020 Meeting Minutes

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

April 13, 2020

7 PM

Zoom Meeting

<https://zoom.us/j/998185559?pwd=VFhlelNUSXExQ2ttZzUxKy82RXRLdz09>

Meeting ID: 998 185 559 Password: 925134

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: Nancy Vernon

Ross Valley School District: Rick Bagley, Wesley Pratt

Marin Transit: Kelly Zalewski, Nancy Whelan, Chris Whitlock

ABSENT: Katie Rice, County of Marin

II. ORAL COMMUNICATIONS

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III. JEPA BUSINESS MEETING

Item	Presenter	Action
A. Accept February 24, 2020 Meeting Minutes	Vice-Chair	Approve
M/S Dave Donery, Rick Bagley to accept the February 24, 2020 minutes. Ayes: Brian Colbert, Dave Donery, Renee Goddard, Garrett Toy, Wesley Pratt, Nancy Vernon, Rick Bagley Noes: None Absent: Katie Rice		
B. 2019/20 Program Update COVID-19 Impacts	Marin Transit	Discussion

Kelly Zalewski, Marin Transit, made presentation on COVID-19 impacts to Ross Valley Yellow Bus service given closure of all schools from March 16 through end of year. Zalewski stated that per the contract, Marin Transit does not pay

Michael's Transportation when service is not operated. Marin Transit emailed all parents on Friday, March 27, noticing them that monthly bus pass payments were suspended.

Draft Refund Policy

Zalewski presented bus pass refund draft policy goals and timing for discussion. One-way bus pass cancellation/refund would be \$49 from March payment and \$154 for "in full" one-way bus pass holders. Draft plan calls for offering refunds as soon as possible with option for donating funds to yellow bus program.

Superintendent Rick Bagley asked if parents could donate a portion of their refund instead of entire amount. Chris Whitlock, Marin Transit, said it would be possible to include more choices for partial donation. Brian Colbert asked if a few defined options as well as a blank for customized amount could be provided. Nancy Vernon asked if donation funds would stay in Marin Transit's program and Zalewski confirmed. Renee Goddard suggested tying donations to free and reduced funds or drivers.

Rick Bagley confirmed that RVSD could assist with communication to parents about the refund and donation information. Zalewski to send information to Superintendent Bagley.

JEPA members supported Marin Transit approach to refunds and donations with addition of offering choices for donation amount, including blank for customized amount.

Michael's Transportation Incentive

Zalewski stated that Marin Transit sent letter to Michael's Transportation on March 30 committing to providing a driver retention incentive. Draft incentive is \$2000 per driver. Zalewski clarified that funds would come from contractor expense savings and program would still have surplus of \$39,000 as reflected in budget scenario projecting 100% refunds and no donations.

JEPA members supported Marin Transit recommendation of providing incentive for drivers and discussed option of \$2000 as recommended amount or making larger with potential donations. Rick Bagley stated that he supports incentive but is concerned about making too large since school may not open in same way, potentially leading to lower bus ridership and need for reserves. Renee Goddard asked how Marin Transit came up with amount and Nancy Whelan explained that this amount is a typical hiring bonus in the transportation environment.

Dave Donery stated that he agrees with \$2000 amount and suggested that incentives not be tied to donations. Rick Bagley agreed. JEPA members concurred.

C.	2020/21 Program Draft Budget, Pass Pricing, and Pass Sales Timing	Marin Transit	Approve
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Service Levels and Bus Stops

Zalewski recommended that bus stop continues to be located at Memorial Park in 2020-21 school year. Marin Transit will meet with Town of San Anselmo when conditions allow to discuss restricting strategic parking places so yellow bus can move through parking lot. Adding stop at Yolanda Station on Center Blvd. as previously discussed is now on hold. Renee Goddard stated that Yolanda is already very congested especially in morning and didn't see this additional stop getting community support.

2020/21 Draft Budget Scenarios

Zalewski recommended a \$5 increase for full price one-way pass (\$485 to \$490) for 2020/21 school year. She stated that small incremental increases will allow for a potential contractor increase when next going out to bid. There will be no deficit from school year 2019-20 with a small surplus from contractor expense savings plus any donations.

Rick Bagley noted that it was a good point that bus sales could be less next year. Wesley Pratt stated that a resident had questioned him about why County wasn't earmarking more funds for yellow bus programs.

Brian Colbert asked Marin Transit about the projected small decrease reflected in budget for Measure AA funds from school years 2019-20 to 2020-21. Nancy Whelan stated that the small decrease accounted for expected slowdown in sales revenue, but that Marin Transit was confident in their funding commitment to yellow bus programs from Measure AA for 2020-21 school year due to TAM's prior conservative estimate and actual higher tax receipts received.

JEPA members confirmed partner contributions for 2020-21 school year for Fairfax, San Anselmo and County of Marin.

M/S Dave Donery, Rick Bagley to approve draft budget 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

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

Lottery and Bus Pass Sales Timing

Zalewski presented two alternatives for lottery and bus pass sales timing to address the COVID-19 impact and uncertainty. Recommendation to move forward with Alternative 2 that calls for lottery starting May 11 and pass sales moved to August 1. A May lottery would give Marin Transit visibility to how many people are interested in routes and opportunity to explore service changes that might need to be made. If school starts at later date, passes would be prorated. Communication will stress that there's no obligation to pay so everyone is encouraged to sign up.

Garrett Toy commented that reserve would act as cushion if sales dropped by about 38 students. Rick Bagley stated that going out early with lottery in May will help inform school on what families might be returning. Renee Goddard pointed out that we might need more busses if fewer students can ride due to social distancing. Rick Bagley commented that school might look different and students might be going to school on alternating dates. Rick Bagley asked if Marin Transit had considered allowing for refund to be applied to next school year. Zalewski said they had considered but was too complicated.

JEPA members in favor of moving ahead with Alternative 2.

D. Update on Supplemental funding source for income qualified family passes JEPA Board member Discussion

Nancy Vernon stated that she and JEPA member Dave Donery had to put plans on hold for Yellow Bus free and reduced fundraising campaign due to COVID-19 impact to community. Flyer included in JEPA packet with information on sponsorship levels. Nancy pointed out that a new category was added "Yellow Bus drivers" for one-time contributions under \$500 and for businesses that hosted a "Give Back" event. Dave Donery recapped meeting with several business

owners in San Anselmo and Fairfax that expressed interest in participating. Campaign will be rolled out when time is right.

E. Set date, time, location and agenda topics for next meeting Chairperson Approve

There was JEPA consensus to send out a doodle poll for dates in late July.

IV. **BOARD MEMBER REPORTS**

V. **ADJOURNMENT 8:30 PM** - to the next regular meeting.

Respectfully submitted,

Nancy Vernon
County of Marin



Ross Valley School District Update

July 27, 2020

Agenda Item III.B Update from Ross Valley School District



Grant Application Updates

July 27, 2020

Agenda Item III.C Update on Grant Applications for Subsidized Bus Passes



Summary of Current Public Health Guidance

July 27, 2020

Agenda Item III.D Review of Public Health Guidance



Highlights of Published Yellow Bus Specific Guidance



- Facial coverings to be worn at all times
- Students must not ride if they feel ill
- Health screenings prior to boarding recommended
- Maintain 6' of distance between students, as feasible
- Keep windows open to increase fresh airflow
- At least daily cleaning of buses
 - Recommended to wipe high touch areas between groups of students

Note: The MCOE document published on June 18, 2020 "A Public Health Guided Return to Site-Based Classroom Instruction" did not specifically address home to school transportation

- Marin Transit staff, in coordination with MCOE staff, convened a task force which met on June 29 and July 6 to discuss/develop home to school (yellow bus) transportation specific guidelines.
- Draft guidelines were submitted to Marin County Public Health Officer Dr. Willis on July 15, 2020.
- The task force re-convened on July 24 to discuss feedback and updated timeline for approval.

- **Main Challenge:** Limited student capacity on buses
- **Uncertainties:**
 - Bell Schedules & School Calendars (A/B days)
 - Individual student schedules
 - Cohort development/assignments
 - Parent willingness to put students on the bus



Update on 2020/21 Planning and Service Adjustments

July 27, 2020

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

- Lottery Results
- Draft Financial Scenarios
- Contract terms with Michael's Transportation
- Possible Next Steps
- Recommendations from JEPA

- 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

- With the committed subsidies and surplus from 2019/20, the program has allocated **\$370,000** in subsidy for bus service before any pass sales.
- The scenarios assume:
 - 180 days of bus operation
 - Each bus will serve 2 AM + 2 PM routes of 28 passes sold each
 - Bus Pass Price does not change (\$490/pass)
 - Assumes subsidies and surplus have not changed
 - Assumes per bus contractor and parking rates do not change

- To support all 607 one-way passes requested a 6 bus program is required
- Operating a program at the same service level as prior years is not feasible without incurring a deficit
- A 4 bus program is the largest feasible program that has limited risk of deficit
- With allocated funds available today, a bus program of 1 – 3 buses could operate and a reduced bus pass price could be considered

Ross Valley Yellow Bus Program Draft Budget Scenarios 2020/21

		2019/20 Estimated Actuals	1 Bus 4 Routes x 28 passes	2 Bus 8 Routes x 28 passes	3 Bus 12 Routes x 28 passes	4 Bus 16 Routes x 28 passes	5 Bus 20 Routes x 28 passes	6 Bus 24 Routes x 28 passes
Budget Assumptions	Pass Sales	Net	Gross	Gross	Gross	Gross	Gross	Gross
	<i>Total # of one way Passes Sold - Full Price</i>	841	106	212	316	426	532	638
	<i>Total # of one way Passes Sold - Reduced 50%</i>	25	6	12	20	22	28	34
	Total of All Passes Sold	866	112	224	336	448	560	672
Budget Assumptions	Bus Pass Prices							
	<i>Full price one-way pass price</i>	\$ 485.00	\$ 490.00	\$ 490.00	\$ 490.00	\$ 490.00	\$ 490.00	\$ 490.00
	<i>Reduced price pass</i>	\$ 242.50	\$ 245.00	\$ 245.00	\$ 245.00	\$ 245.00	\$ 245.00	\$ 245.00
Revenue								
	<i>Bus Pass Revenue</i>	\$ 427,140.00	\$ 53,410.00	\$ 106,820.00	\$ 159,740.00	\$ 214,130.00	\$ 267,540.00	\$ 320,950.00
	<i>Refund/Cancellations</i>	\$ (22,123.00)	\$ (5,000.00)	\$ (7,000.00)	\$ (10,000.00)	\$ (13,000.00)	\$ (16,000.00)	\$ (19,000.00)
	<i>COVID-19 Refunds (Final)</i>	\$ (117,643.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Pass Sales Total	\$ 287,374.00	\$ 48,410.00	\$ 99,820.00	\$ 149,740.00	\$ 201,130.00	\$ 251,540.00	\$ 301,950.00
	<i>Measure AA Formula Funds</i>	\$ 162,956.00	\$ 162,956.00	\$ 162,956.00	\$ 162,956.00	\$ 162,956.00	\$ 162,956.00	\$ 162,956.00
	<i>County of Marin</i>	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
	<i>Town of San Anselmo</i>	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
	<i>Town of Fairfax</i>	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00	\$ 30,500.00
	<i>Surplus</i>	\$ -	\$ 56,373.66	\$ 56,373.66	\$ 56,373.66	\$ 56,373.00	\$ 56,373.00	\$ 56,373.00
	Other Revenues Total	\$ 313,956.00	\$ 370,329.66	\$ 370,329.66	\$ 370,329.66	\$ 370,329.00	\$ 370,329.00	\$ 370,329.00
	Total Revenue	\$ 601,330.00	\$ 418,739.66	\$ 470,149.66	\$ 520,069.66	\$ 571,459.00	\$ 621,869.00	\$ 672,279.00
Expenses								
	<i>Contractor Expense (RVSD)</i>	\$ 426,564.00	\$ 104,040.00	\$ 208,080.00	\$ 312,120.00	\$ 416,160.00	\$ 520,200.00	\$ 624,240.00
	<i>Fare Processing Charges</i>	\$ 11,977.34	\$ 1,602.30	\$ 3,204.60	\$ 4,792.20	\$ 6,423.90	\$ 8,026.20	\$ 9,628.50
	<i>Marketing</i>	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
	<i>AVL- Operating Costs</i>	\$ 6,705.00	\$ 6,906.15	\$ 6,906.15	\$ 6,906.15	\$ 6,906.15	\$ 6,906.15	\$ 6,906.15
	<i>AVL-Data</i>	\$ 3,870.00	\$ 3,986.10	\$ 3,986.10	\$ 3,986.10	\$ 3,986.10	\$ 3,986.10	\$ 3,986.10
	<i>Equipment (GPS)</i>	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	<i>Bus Parking in Marin County</i>	\$ 11,400.00	\$ 1,957.00	\$ 3,914.00	\$ 5,871.00	\$ 7,828.00	\$ 9,785.00	\$ 11,742.00
	<i>Marin Transit Operations Oversight and Customer Service</i>	\$ 71,940.00	\$ 71,947.00	\$ 71,947.00	\$ 71,947.00	\$ 71,947.00	\$ 71,947.00	\$ 71,947.00
	<i>Bus Driver Incentive</i>	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Expenses	\$ 544,956.34	\$ 192,438.55	\$ 300,037.85	\$ 407,622.45	\$ 515,251.15	\$ 622,850.45	\$ 730,449.75
Surplus/Deficit		\$ 56,373.66	\$ 226,301.11	\$ 170,111.81	\$ 112,447.21	\$ 56,207.85	\$ (981.45)	\$ (58,170.75)
% of Lottery Passes Fulfilled			18%	37%	55%	74%	92%	111%
20% Local Match Requirement		25%	36%	32%	29%	26%	24%	22%

- 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.

- Survey parents who signed up for the lottery to determine interest now
- Get final guidance from MCOE & Marin County Public Health Officer regarding bus guidelines including maximum number of students
- Consider suspending contract with Michael's Transportation and reconvene JEPA in late August to determine next steps
- Cancel program for a period of time (semester or year), suspend contract with Michael's Transportation accordingly, and reconvene JEPA to determine next steps

Partner Contributions

- Has there been any change to the status of partner contributions?

Next Steps

- What next steps does the JEPA committee support?
 - Authorize Marin Transit to suspend the contract with Michael's Transportation at least from August 19 – September 8.
 - Go/No Go decision for 2020/21 school year
 - Date to reconvene the committee

BACK UP SLIDES

Draft Parent Survey Questions



You previously submitted an entry in the yellow bus program lottery for the 2020/21 school year. Please answer the following questions to indicate your continued interest in purchasing a bus pass.

1. If awarded a seat on your preferred route(s), would you still purchase an annual bus pass for \$490?
 - a. Yes
 - b. No
 - c. Undecided
2. If yes, are you willing to perform a wellness check for your student and complete a survey each morning before boarding or heading to the bus stop?
 - a. Yes
 - b. No
3. If no, why do you no longer plan to purchase a bus pass?
 - a. my child is not going to attend school in person at White Hill next year
 - b. I do not feel comfortable with my child riding a bus
 - c. My schedule has changed and I can now take my child to/from school
 - d. The price is too high
 - e. Other (open box for description)
4. If you are undecided, what additional information would help you make your decision (check all that apply)?
 - a. Bus schedule
 - b. Cleaning protocols
 - c. Safety protocols (ex. masks, temperature checks, seating arrangements & distancing on bus)
 - d. School bell schedule
 - e. My child's personal school schedule
 - f. Other (open box for description)