

Ross Valley Yellow Bus Transportation Services

Joint Exercise of Powers Agreement

Joint Committee

March 14, 2019

7:00 PM

San Anselmo Town Council Chambers, 525 San Anselmo Ave, San Anselmo, CA 94960

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, Rick Bagley

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. Election of chairperson		Approve
B. Review JEPA purpose (Attachment: Joint Exercise of Powers Agreement)	Chairperson	Discussion
C. Establish subcommittee to develop by-laws for review and adoption by Joint Committee	Chairperson	Approve
D. Review of 2018-19 operations, pass sales, and budget (Attachment: Presentation)	Marin Transit	Discussion
E. 2019-20 budget scenarios (Attachment: Draft Budget Scenarios)	Marin Transit	Discussion
F. Recommend Marin Transit sign Measure AA funding agreement (Attachment: Measure AA Funding Agreement)	Marin Transit	Approve
G. 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.

Agenda Item III.B: Review JEP A Purpose

**ROSS VALLEY YELLOW BUS TRANSPORTATION SERVICES
JOINT EXERCISE OF POWERS AGREEMENT**

This joint exercise of powers agreement between the Ross Valley School District, Town of San Anselmo, Town of Fairfax, and the County of Marin (hereinafter collectively referred to as the "Parties") shall become effective January 1, 2019.

RECITALS

WHEREAS, the Parties desire to join for the purpose of providing enhanced public oversight and transparency regarding school-related traffic relief throughout the Ross Valley by, among other things, providing policy guidance and advice to the Marin County Transportation District (hereinafter "Marin Transit") as a manager of yellow bus transportation services (hereinafter "yellow bus services").

WHEREAS, the Parties do not intend to establish a joint powers authority through this Agreement.

AGREEMENT

ARTICLE I.

Definitions.

1. "Lead Agency" means the Town of San Anselmo, or any Member Agency that, with the written consent of the Parties, is designated as a subsequent new Lead Agency.
2. "Member Agency" means a Party to this joint exercise of powers agreement ("Agreement") other than the Lead Agency.

ARTICLE II.

1. Purpose.

The purpose of this Agreement is to enable the Member Agencies to provide enhanced public oversight and transparency regarding school-related traffic relief throughout the Ross Valley by providing policy guidance and advice to Marin Transit as a manager of yellow bus services.

Member Agencies will provide feedback to Marin Transit to assist with coordination of the provision of yellow bus services in the Ross Valley School District focusing on advice regarding annual budget formation, decision making regarding service issues and service levels, and enhanced public oversight regarding yellow bus needs and services in the Ross Valley School District.

2. Powers.

The powers to be exercised by the parties are those express and implied powers under applicable provisions of law, focusing on advisory guidance to Marin Transit as a manager of yellow bus services.

3. Method.

The method of implementing the above purpose and executing the above powers is to provide policy guidance to Marin Transit in accordance with the terms and conditions herein under the leadership of a joint committee consisting of two representatives from each of the Parties ("Joint Committee"). By this Agreement the Parties do not create an agency or entity separate from the Parties themselves.

4. Parties.

A current list of participating agencies is attached hereto as Exhibit A. This Agreement is not effective until executed by all participating agencies. No agencies can be added without the prior written amendment of this Agreement.

5. Term of Agreement.

Irrespective of the date or dates of execution hereof, the term of this Agreement will commence January 1, 2019 and will continue unless terminated earlier by mutual agreement of the Parties or as otherwise provided for in this Agreement.

6. Termination.

a. A Member Agency may terminate its membership for any reason and will give written notice to the Parties of its intention to terminate membership no less than thirty (30) days prior to the effective date of termination.

b. The Lead Agency may terminate its membership for any reason and will give written notice to the Parties no less than ninety (90) days prior to the effective date of termination.

c. Termination for Cause. A Member Agency's membership may be terminated for cause if two-thirds (2/3) of the Parties approve of the termination. For purposes of this Agreement, cause includes, but is not limited to, material breach of this Agreement by the Member Agency or violation by the Member Agency of any applicable laws. Notice of termination will specify the reason for termination and will indicate the effective date of such termination.

7. Share of Cost/Funding.

Each Party, in its normal and customary appropriation process, may identify and develop resources to cooperate with all other parties in the sharing of any agreed costs of yellow bus services in the Ross Valley School District, respecting the fact no provision in this Agreement requires any Party to make any specific financial commitments (as provided in Article III(1)(f), below).

ARTICLE III

1. The Joint Committee

a. Each Party to this Agreement will have two (2) representatives on the Joint Committee, consisting of one (1) elected official and one (1) staff member. Each agency will have one (1) vote. The elected official from each agency, when present, shall be the voting representative from the agency. When the elected official is not present, but the staff member representative is present, the staff member shall have the power to vote. Although not required, any agency

may appoint an alternate elected official to represent, and vote on behalf of, the agency in the absence of its primary member.

b. By majority vote of the Joint Committee, the members of the Joint Committee will select a chairperson, or co-chairpersons, at its first meeting of the new calendar year. The term of the chairperson(s) will extend through December of that year. A vacancy in the office will be filled for the balance of the term by a representative, or representatives, selected by a majority vote of the Joint Committee at the first meeting of the Joint Committee following notice of the vacancy.

c. The Joint Committee will meet as often as necessary to fulfill its functions, but not less than two (2) times per year. The frequency of and agendas for such meetings will be determined by the chairperson(s). The chairperson(s) will provide each representative and the public with notice of meetings, together with an agenda of matters to be discussed.

d. A quorum of four representatives will be required in order for the Joint Committee to meet, provided that at least one representative from at least three of the four public agencies that are parties to this agreement are present. Except where otherwise provided in this Agreement, a unanimous vote of the Joint Committee representatives present at the meeting is required for the Joint Committee to act.

e. The Joint Committee will have no power to alter, amend, modify or terminate this Agreement except as expressly delegated to it in accordance with this Agreement.

f. The Joint Committee will have no power to obligate the Parties financially, including no power to obligate the Parties to make in-kind commitments.

g. The Joint Committee will have the following functions:

1. Establish objectives and priorities, at least annually, for the operation of Ross Valley yellow bus services.
2. Evaluate the operation of Ross Valley yellow-bus services and the performance of Ross Valley yellow bus services on a continuing basis.
3. Coordinate the Parties' identification and development of funding mechanisms, including but not limited to, public and private grants and other private participation.
4. Annually, provide feedback and advice to Marin Transit as a manager of yellow bus services, focusing on advice regarding annual budget formation, decision making regarding service issues and service levels, and enhanced public oversight regarding yellow bus needs and services in the Ross Valley School District.
5. Adopt Committee by-laws consistent with this Agreement and with all applicable laws that include, but are not limited to, Ross Valley yellow bus service overview and the mission of Ross Valley yellow bus service as provided under this Agreement in coordination with Marin Transit. The by-laws will also set forth rules and procedures for the conduct of the Joint Committee's business. Such rules and procedures will include a process for the orderly documentation of Joint Committee meetings, including the distribution of meeting agendas and final meeting minutes.

2. Lead Agency Obligations.

The Lead Agency shall be the Town of San Anselmo, which can be changed subject to written consent of all Parties to this Agreement. The Lead Agency will:

- a. Provide all noticing and clerk responsibilities as necessary for the conduct of open meetings in compliance with the Brown Act and adhere to all Member Agency Obligations set forth in Article III, Section 3 of this Agreement.
- b. Prepare minutes and memorialize into writing any decisions of the Joint Committee, including the issuance of bylaws, the passage of resolutions, or other actions.

3. Member Agency Obligations.

Each of the Parties will:

- a. Comply with all policies and procedures established by the Lead Agency to facilitate the Lead Agency's administrative work.
- b. Submit any local reports to the Joint Committee or Lead Agency as required by the Joint Committee, except where information is confidential as a matter of law or agency policy.

ARTICLE IV

1. Data Privacy and Confidentiality

The Parties agree to comply with applicable Federal and State laws and regulations in effect at the inception of this Agreement, or that become effective during the term of this Agreement, concerning the handling and disclosure of private and confidential information.

2. Mutual Indemnification.

In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the Parties pursuant to Government Code Section 895.6, the Parties agree that all losses or liabilities incurred by a Party shall not be shared pro rata but instead the Parties agree that pursuant to Government Code Section 895.4, each of the Parties hereto shall fully indemnify and hold each of the other Parties, their officers, board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such Party under this Agreement. No Party, nor any officer, board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of other Parties hereto, their officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such other Parties under this Agreement.

3. Nondiscrimination.

The Parties will comply with all applicable Federal, State, and local laws and regulations. Such laws include but are not limited to the following: Title VII of the Civil Rights Act of 1964 as amended; Americans with Disabilities Act of 1990; The Rehabilitation Act of 1973 (Sections 503 and 504); California Fair Employment and Housing Act (Government Code sections 12900 et seq.); and California Labor Code sections 1101 and 1102. The Parties will not discriminate against any subcontractor, employee, or applicant for employment because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status in the recruitment, selection for training including apprenticeship, hiring, employment, utilization, promotion, layoff, rates of pay or other forms of compensation. Nor will the Parties discriminate in provision of services provided under this Agreement because of age, race, color, national origin, ancestry, religion, sex/gender, sexual orientation, mental disability, physical disability, medical condition, political beliefs, organizational affiliations, or marital status.

4. Notices.

All notices required by this Agreement will be deemed given when in writing and delivered personally or deposited in the United States mail, postage prepaid, return receipt requested, addressed to the other Parties to this Agreement.

5. Contact Person/Program Manager.

To coordinate the services of the Parties under this Agreement, the Lead Agency will identify an individual to act as a contact person for the program operated by Marin Transit.

6. Governing Law.

This Agreement has been executed and delivered in, and will be construed and enforced in accordance with, the laws of the State of California.

7. Entire Agreement.

This document represents the entire Agreement between the Parties with respect to the subject matter hereof. All prior negotiations and written and/or oral agreements between the Parties with respect to the subject matter of this Agreement are merged into this Agreement.

8. Amendments.

This Agreement may be amended only by a written instrument signed by each of the Parties.

9. Counterparts and Delivery.

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. The Lead Agency will deliver to each Member Agency three executed originals of this Agreement. Each Member Agency will deliver to the Lead Agency two originals of this Agreement executed by the Member Agency as soon as practicable following its execution.

10. Assignment.

Except to the extent expressly provided herein, no Party may assign any right or obligation hereunder without the written consent of the other Parties to the Agreement.

11. Severability.

If any provision of this Agreement is found by a court of competent jurisdiction to be void, invalid or unenforceable, the same will either be reformed to comply with applicable law or stricken if not so conformable, so as not to affect the validity or enforceability of this Agreement.

12. Waiver.

No delay or failure to require performance of any provision of this Agreement shall constitute a waiver of that provision as to that or any other instance. Any waiver granted by a Party must be in writing and shall apply to the specific instance expressly stated.

IN WITNESS WHEREOF, the below designated Parties have executed this Agreement on the dates set forth below.

TOWN OF SAN ANSELMO

By: John Wright

Approved as to form:
[Signature]
Agency Legal Counsel

TOWN OF FAIRFAX

By: _____

Approved as to form:

Agency Legal Counsel

COUNTY OF MARIN

By: [Signature]

Approved as to form:
[Signature]
Agency Legal Counsel BRIAN CASE

Except to the extent expressly provided herein, no Party may assign any right or obligation hereunder without the written consent of the other Parties to the Agreement.

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IN WITNESS WHEREOF, the below designated Parties have executed this Agreement on the dates set forth below.

TOWN OF SAN ANSELMO

COUNTY OF MARIN

By: _____

By: _____

Approved as to form:

Approved as to form:

Agency Legal Counsel

Agency Legal Counsel

TOWN OF FAIRFAX

ROSS VALLEY SCHOOL DISTRICT

By:  _____

By: _____

Approved as to form:

Approved as to form:

Agency Legal Counsel

Agency Legal Counsel

ROSS VALLEY SCHOOL DISTRICT

By:  _____

Approved as to form:

Agency Legal Counsel

EXHIBIT A

**LIST OF JURISDICTIONS PARTICIPATING IN THE ROSS VALLEY YELLOW
BUS SERVICE AGREEMENT**

1. County of Marin
2. Town of Fairfax
3. Town of San Anselmo
4. Ross Valley School District



Update on Ross Valley Yellow Bus Program Operations 2018/19 Academic Year

March 14, 2019

Agenda Item III.D: Review of 2018-19 operations, pass sales, and budget

- Service planning
- Pass sales
 - Rossvilleyschoolbus.org
- Pass printing & distribution
- Daily service monitoring
- Real-time parent notifications
- Customer service
- Procurement / contract management
- Parking location management



■ Six buses / 19 routes

— White Hill

- San Anselmo – White Hill via SFD
 - 5 AM routes (0 and 1st Periods)
 - 5 PM routes (one shared route with RVC)
- Sleepy Hollow – White Hill via Butterfield / SFD
 - 3 AM routes (0 and 1st Periods)
 - 3 PM routes

— Hidden Valley

- Memorial Park – Downtown – Hidden Valley
 - 1 AM route
 - 1 PM route

— Ross Valley Charter

- San Anselmo Hub – Downtown Fairfax
 - 1 AM route
 - 1 PM route (shared with WHMS)

■ Operated by: Michael's Transportation



Route Assignments by Bus



James Johnson 8483	Mischa Abillamah 8473	Wilson Jones 8488	Chalow Becker 8482	Van Dumler 8489	Abdul Albosolta 8484
Bus 1	Bus 2	Bus 3	Bus 4	Bus 5	Bus 6
7:15a	7:25a	7:20a	7:25a	7:20a	7:20a
8:00a	8:40a	7:40a	8:25a	8:40a	7:40a
WH-1 7:15a Memorial Park 7:30a White Hill School	WH-2 7:25a Center & Bridge 7:40a White Hill School	WH-3 7:20a Sequoia & Red Hill 7:40a White Hill School	WH-4 7:25a SFD & Madrone 7:40a White Hill School	WH-5 7:20a Butterfield & Meadowcroft 7:40a White Hill School	WH-6 7:20a Butterfield & Caletta 7:40a White Hill School
Deadhead	Deadhead		Deadhead	Deadhead	
HV-1 7:35a SFD & Claus 8:00a Hidden Valley	WH-7 8:10a Center & Bridge 8:40a White Hill School		WH-17 8:00a Center & Bridge 8:25a White Hill School	WH-8 8:10a Butterfield & Meadowcroft 8:40a White Hill School	
2:55p	3:15p	3:15p	3:15p	3:20p	3:15p
4:10p	4:10p	3:40p	4:20p	4:00p	3:40p
HV-1 2:55p Hidden Valley 3:30p White Hill School	WH-11 3:15p White Hill School 3:25p Pastori & Center/SFD&Willow	WH-10 3:15p White Hill School 3:40p Red Hill & Sequoia	WH-9 3:15p White Hill School 3:30p San Anselmo Hub	WH-12 3:20p White Hill School 4:00p Center & Bridge (via Butterfie	WH-13 3:15p White Hill School 3:40p Red Hill & Sequoia
Deadhead	Deadhead		Deadhead		
WH-14 3:35p White Hill School 4:10p Center & Bridge (Hub)	WH-16 3:45p White Hill School 4:10p Red Hill & Sequoia		WH-15 3:45p White Hill School 4:20p Center & Bridge (Hub) via But		

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). In the afternoon, the single release time at WHMS means that in order to provide service to the same number of students, buses have to return to the school and during that time students must wait on campus.

Service Disruptions 2018/19



Date	Route	Time	Driver Issue	Bus Issue	Notes
8/31/2018	WH-6	AM		X	Bus breakdown.
8/31/2018	WH-10	PM		X	Bus breakdown.
10/15/2018	WH-6	AM		X	Bus breakdown.
12/13/2018	WH-5	AM	X		Driver sick. No substitute available.
1/16/2019	WH-15	PM		X	Mechanical problem.
3/7/2019	WH-8	AM		X	Bus breakdown.

Take-away: six total service disruptions for the year which averages less than one service disruption per month. Parents are notified via text message if a service disruption occurs and provided with an expected impact (ex. time delay or cancellation). Buses are always sent to provide back up coverage in the event of a cancellation.

- Launched a new website to improve purchase experience
- Pass prices: increased 5% from 2017/18
 - One way: \$395.00
 - AM + PM total: \$790.00
 - Reduced Price: \$197.50
 - AM + PM total: \$395.00
- Maintained from 17/18:
 - Service levels (same # of buses/routes)
 - PM routing (WH-15 & WH-16)
 - Students assigned to same bus every day
 - Funding support from Town of San Anselmo (\$10,000), Town of Fairfax (\$10,000), County of Marin (\$125,000) and Marin Transit (\$175,000) to subsidize approx. 45% of the cost of the program

Pass Sales 2017/18 v. 2018/19



One way Passes Sold

Full Price Passes

	2017/18	2018/19
Ross Valley Charter	27	24
White Hill Middle School	879	822
Hidden Valley Elementary	50	49
Total	956	895

Reduced Price Passes

Ross Valley Charter	6	1
White Hill Middle School	39	31
Hidden Valley Elementary	13	7
Total	58	39

Total # of one way Passes Sold	1,014	934
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Take-Away: In 2018/19, 80 fewer one-way passes were sold compared to 2017/18



Ross Valley Yellow Bus Draft Program Budget Scenarios 2019/20

March 14, 2019

Agenda Item III.E: 2019-20 budget scenarios

Assumptions: Scenario 1



Value	Assumption
Service Levels (# of Buses/Routes)	6 Buses. No Change in service levels from 18/19.
Pass Sales	No change from 18/19
One way pass price	Pass prices increase 37% from 18/19 to cover lost revenue
Reduced price	50% of full price pass
Monthly surcharge	\$4.00 per month beginning
Local Contributions	No change
Contractor Expense	Increases 3% from 18/19
Fare Processing Charges	4% of pass sales
Parking costs	Increases 3% from 18/19
Marin Transit ops oversight and customer service support	See Staff Time Worksheet for inputs

Scenarios

		1
	2018/19 Budget	6 Buses - 19 Routes. Increase pass price to cover lost revenue.
Pass Sales		
Full Price		
<i>Charter one way passes</i>		24
<i>White Hill one way passes</i>		822
<i>Hidden Valley one way passes</i>		49
<i>Wade Thomas one way passes</i>		0
<i>Total # of one way Passes Sold - Full Price</i>	956	895
Reduced 50% - Income Qualified		
<i>Charter one way passes</i>		1
<i>White Hill one way passes</i>		31
<i>Hidden Valley one way passes</i>		7
<i>Wade Thomas one way passes</i>		0
<i>Total # of one way Passes Sold - Reduced 50%</i>	52	39
Total of All Passes Sold	1008	934
Bus Pass Prices		
<i>Full price one-way pass price</i>	\$ 395.00	\$ 540.00
<i>Reduced price pass</i>	\$ 197.50	\$ 270.00
Revenue		
<i>Bus Pass Revenue</i>	\$ 387,890.00	\$ 493,830.00
<i>Per month processing fee - \$4.00 x passes sold x 10</i>	\$ 12,600.00	\$ 12,600.00
<i>Refund/Cancellations</i>	\$ -	\$ (25,370.37)
<i>Single use pass sales</i>	\$ -	\$ 700.00
<i>Marin County</i>	\$ 125,000.00	\$ 125,000.00
<i>San Anselmo</i>	\$ 10,000.00	\$ 10,000.00
<i>Fairfax</i>	\$ 10,000.00	\$ 10,000.00
<i>RVSD</i>	\$ -	\$ -
<i>Charter School</i>	\$ -	\$ -
<i>Measure A or AA Contribution</i>	\$ 175,000.00	\$ 132,956.00
Total Revenue	\$ 720,490.00	\$ 759,715.63
Expenses		
<i>Contractor Expense (RVSD)</i>	\$ 624,240.00	\$ 642,600.00
<i>Fare Processing Charges</i>	\$ 15,515.60	\$ 19,753.20
<i>Marketing</i>	\$ 1,000.00	\$ 500.00
<i>AVL- Operating Costs</i>	\$ 6,705.00	\$ 6,705.00
<i>AVL-Data</i>	\$ 3,870.00	\$ 3,870.00
<i>Equipment (GPS)</i>	\$ 770.00	\$ 1,500.00
<i>Bus Parking in Marin County</i>	\$ 11,070.00	\$ 11,400.00
<i>Marin Transit Operations Oversight and Customer Service</i>	\$ 111,564.00	\$ 71,940.00
Total Expenses	\$ 774,734.60	\$ 758,268.20
Surplus/Defecit	\$ (54,244.60)	\$ 1,447.43
20% Local Match Requirement	20%	19%

Assumptions: Scenario 2



Value	Assumption
Service Levels (# of Buses/Routes)	6 Buses. No Change in service levels from 18/19.
Pass Sales	No change from 18/19
One way pass price	Pass prices increase 6% from 18/19
Reduced price	50% of full price pass
Monthly surcharge	\$4.00 per month beginning
Local Contributions	Increased to cover lost revenue
Contractor Expense	Increases 3% from 18/19
Fare Processing Charges	4% of pass sales
Parking costs	Increases 3% from 18/19
Marin Transit ops oversight and customer service support	See Staff Time Worksheet for inputs

Assumptions: Scenario 3



Value	Assumption
Service Levels (# of Buses/Routes)	5 Buses. Cut one AM route and two PM routes.
Pass Sales	Reduced by 132 (estimated based on 18/19 pass sales for potential routes to be cut)
One way pass price	Pass prices increase 6% from 18/19
Reduced price	50% of full price pass
Monthly surcharge	\$4.00 per month beginning
Local Contributions	Increased to cover lost revenue
Contractor Expense	Increases 3% from 18/19
Fare Processing Charges	4% of pass sales
Parking costs	Increases 3% from 18/19
Marin Transit ops oversight and customer service support	See Staff Time Worksheet for inputs

Assumptions: Scenario 4



Value	Assumption
Service Levels (# of Buses/Routes)	6 Buses. Add an AM + PM route to Wade Thomas.*
Pass Sales	All existing sales to remain steady. Assume 30 full price passes + 10 reduced price passes to be added.
One way pass price	Pass prices increase 6% from 18/19
Reduced price	50% of full price pass
Monthly surcharge	\$4.00 per month beginning
Local Contributions	Increased to cover lost revenue
Contractor Expense	Increases 3% from 18/19
Fare Processing Charges	4% of pass sales
Parking costs	Increases 3% from 18/19
Marin Transit ops oversight and customer service support	See Staff Time Worksheet for inputs

*Wade Thomas School would need to move bell times to match Hidden Valley Elementary in order for route timing to work with a bus already under contract.

Ross Valley Yellow Bus Program 2019/20 Budget Scenarios

Scenarios	1	2	3	4
	6 Buses - 19 Routes. Increase pass price to cover lost revenue.	6 Buses - 19 Routes. 5% pass price increase unmet revenue needs fulfilled by towns.	5 Buses - 16 Routes.	6 Buses - 21 Routes.
Pass Sales				
Full Price				
<i>Charter one way passes</i>	24	24	24	24
<i>White Hill one way passes</i>	822	822	693	822
<i>Hidden Valley one way passes</i>	49	49	49	49
<i>Wade Thomas one way passes</i>	0	0	0	30
<i>Total # of one way Passes Sold - Full Price</i>	895	895	766	925
Reduced 50% - Income Qualified				
<i>Charter one way passes</i>	1	1	1	1
<i>White Hill one way passes</i>	31	31	28	31
<i>Hidden Valley one way passes</i>	7	7	7	7
<i>Wade Thomas one way passes</i>	0	0	0	10
<i>Total # of one way Passes Sold - Reduced 50%</i>	39	39	36	49
Total of All Passes Sold	934	934	802	974
Bus Pass Prices				
<i>Full price one-way pass price</i>	\$ 540.00	\$ 420.00	\$ 420.00	\$ 420.00
<i>Reduced price pass</i>	\$ 270.00	\$ 210.00	\$ 210.00	\$ 210.00
Revenue				
<i>Bus Pass Revenue</i>	\$ 493,830.00	\$ 384,090.00	\$ 329,280.00	\$ 398,790.00
<i>Per month processing fee - \$4.00 x passes sold x 10</i>	\$ 12,600.00	\$ 12,600.00	\$ 9,480.00	\$ 13,200.00
<i>Refund/Cancellations</i>	\$ (25,370.37)	\$ (21,190.48)	\$ (21,190.48)	\$ (21,190.48)
<i>Single use pass sales</i>	\$ 700.00	\$ 700.00	\$ 700.00	\$ 700.00
<i>Marin County</i>	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00
<i>San Anselmo</i>	\$ 10,000.00	\$ 60,000.00	\$ 28,000.00	\$ 54,000.00
<i>Fairfax</i>	\$ 10,000.00	\$ 60,000.00	\$ 28,000.00	\$ 54,000.00
<i>RVSD</i>	\$ -	\$ -	\$ -	\$ -
<i>Charter School</i>	\$ -	\$ -	\$ -	\$ -
<i>Measure A or AA Contribution</i>	\$ 132,956.00	\$ 132,956.00	\$ 132,956.00	\$ 132,956.00
Total Revenue	\$ 759,715.63	\$ 754,155.52	\$ 632,225.52	\$ 757,455.52
Expenses				
<i>Contractor Expense (RVSD)</i>	\$ 642,600.00	\$ 642,600.00	\$ 535,500.00	\$ 642,600.00
<i>Fare Processing Charges</i>	\$ 19,753.20	\$ 15,363.60	\$ 13,171.20	\$ 15,951.60
<i>Marketing</i>	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
<i>AVL- Operating Costs</i>	\$ 6,705.00	\$ 6,705.00	\$ 5,587.50	\$ 6,705.00
<i>AVL-Data</i>	\$ 3,870.00	\$ 3,870.00	\$ 3,225.00	\$ 3,870.00
<i>Equipment (GPS)</i>	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
<i>Bus Parking in Marin County</i>	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00	\$ 11,400.00
<i>Marin Transit Operations Oversight and Customer Service</i>	\$ 71,940.00	\$ 71,940.00	\$ 62,270.00	\$ 75,140.00
Total Expenses	\$ 758,268.20	\$ 753,878.60	\$ 633,153.70	\$ 757,666.60
Surplus/Defecit	\$ 1,447.43	\$ 276.92	\$ (928.18)	\$ (211.08)
20% Local Match Requirement	19%	32%	29%	31%

Marin Transit Staff Time Worksheet



	Scenario 1 + 2	Scenario 3	Scenario 4
Buses	6	5	6
New Routes	0	0	2
Existing Routes	19	16	19
One-way Passes	934	802	974
Ride along days	0	0	0
Meetings	4	5	4

Start up (Annually)

\$1,000 annual, per route	(new) route design, operations data	\$ -	\$ -	
\$250 annual, per route	(update) route design, operations data	\$ 4,750	\$ 4,000	\$ 4,750
\$5,000 annual	website development	\$ -	\$ -	
\$1,200 annual	website updates	\$ 1,200	\$ 1,200	
\$5 per pass	pass production	\$ 4,670	\$ 4,010	\$ 4,870
\$5 per pass	pass distribution	\$ 4,670	\$ 4,010	\$ 4,870
\$650 daily	bus ridealongs, per bus	\$ -	\$ -	\$ -
\$20,000 annual	app support, day 1 ready	\$ -	\$ -	\$ -
\$2,500 annual	app support, day 3 ready	\$ -	\$ -	\$ -
\$1,000 annual	parking coordination	\$ 1,000	\$ 1,000	\$ 1,000
Total: Start up		\$ 16,290	\$ 14,220	\$ 15,490

Ongoing Monitoring

\$175 month, per route	operations monitoring with passenger information,	\$ -	\$ -	\$ -
\$ 150 month, per route	operations monitoring, parent communication	\$ 28,500	\$ 24,000	\$ 31,500
\$25 per pass	Customer service	\$ 23,350	\$ 20,050	\$ 24,350
\$1,500 annual	credit card processing	\$ 1,500	\$ 1,500	\$ 1,500
\$1,500 annual	admin, coordination	\$ 1,500	\$ 1,500	\$ 1,500
\$200.00 per meeting	meetings	\$ 800	\$ 1,000	\$ 800
Total: Ongoing Monitoring		\$ 55,650	\$ 48,050	\$ 59,650

Total	\$ 71,940	\$ 62,270	\$ 75,140
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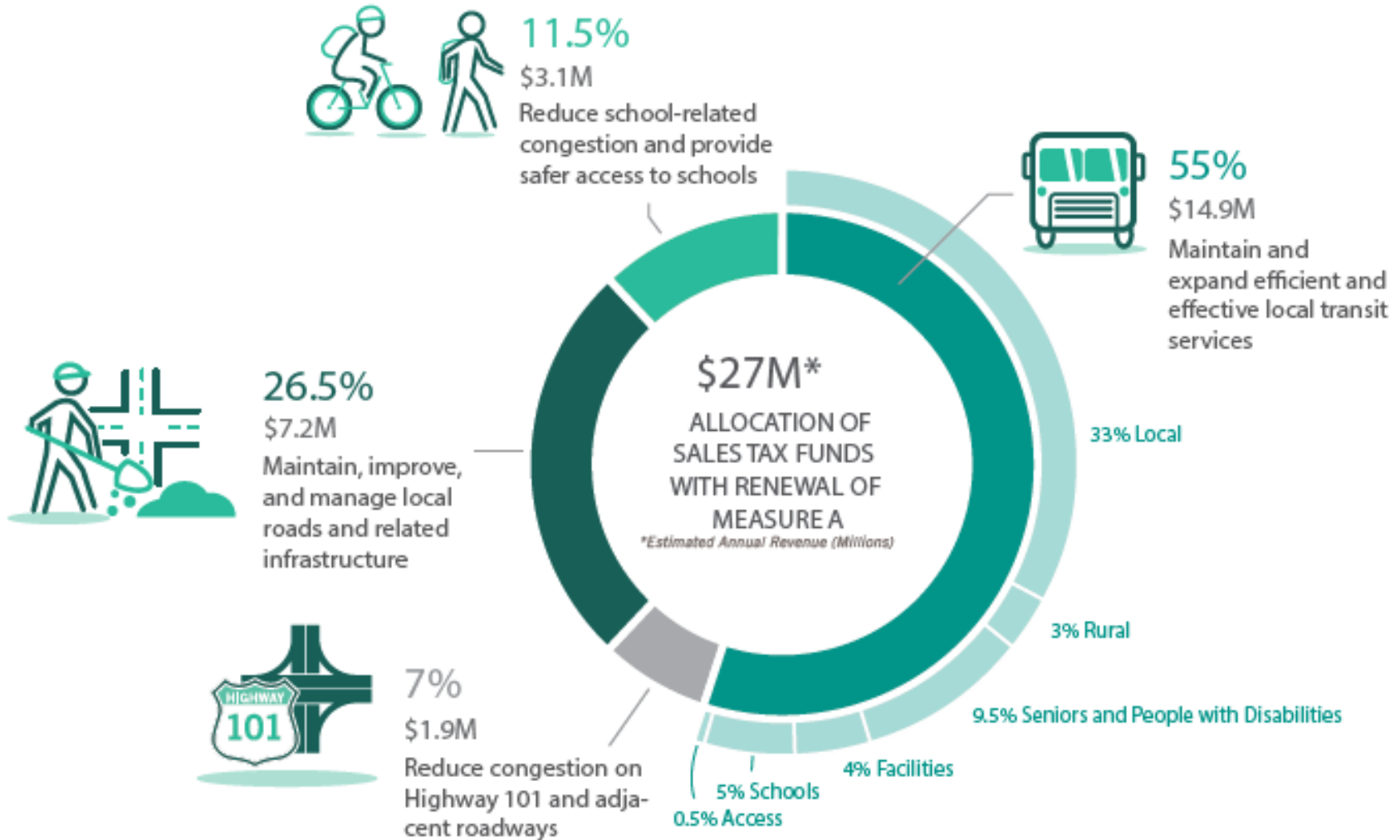


Ross Valley Yellow Bus Transportation Services JEPA Joint Committee Meeting

March 14, 2019

Agenda Item III.F: Measure AA Funding Agreement

Measure AA Approved by Voters November 2018



Measure AA Improvements to School Transportation



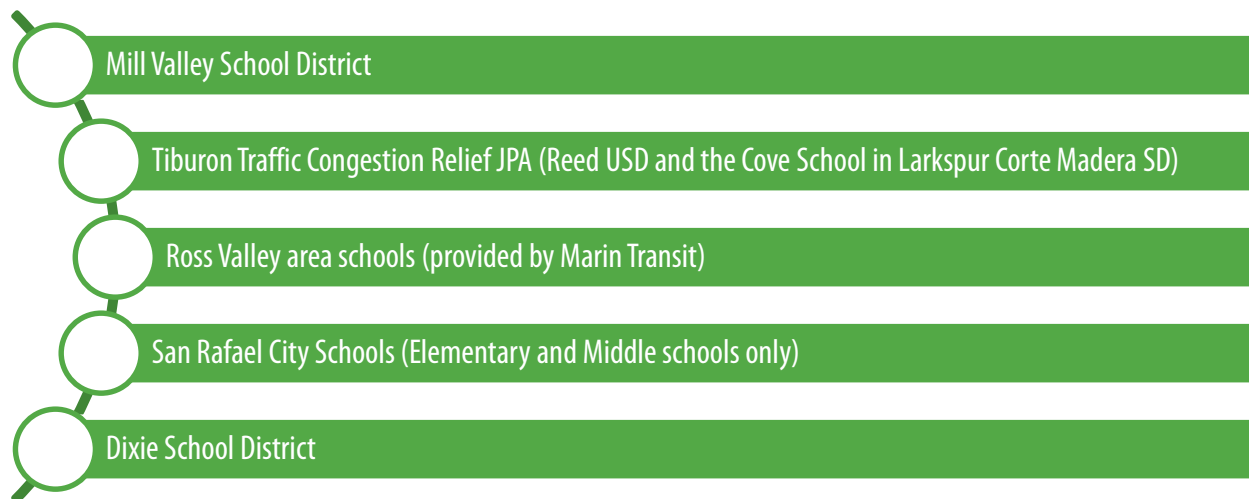
- Marin Transit must use 5% of Measure AA on school transportation
- Most of the requirement is met with expenditures for supplemental transit service and the youth pass program
- Marin Transit approved spending \$600,000 annually on a formula basis to eligible yellow school bus programs



\$600,000 Measure AA Operating Funds to Yellow Bus Programs



- Ongoing Measure AA focused on 5 existing yellow bus programs in the urbanized area of Marin to help reduce traffic in the most congested corridors



- Distribution based on threshold criteria and formula based on pass distribution
- Expansion of yellow bus programs will require new/ additional funding

School Transportation Programs must have...

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school in the urbanized area of Marin;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

Formula Allocation



- Formula based on 35% of one-way pass price multiplied by one-way passes distributed

FY 2017/18 Base Year Data		Mill Valley	Reed Union & Cove	Ross Valley	San Rafael	Dixie	Total	Calculation
One Way Pass Price	(a)	\$337.50	\$295.00	\$375.00	\$237.50	\$199.50		annual price, 50% of round trip
Subsidy per pass	(b)	\$118.13	\$103.25	\$131.25	\$83.13	\$69.83		35% of one-way pass price [0.35 x (a)]
One Way Passes Distributed	(c)	214	1,316	1,013	2,792	605	5,940	School year 2017-2018 source data
Funding¹ for FY 2019/20 allocation		\$25,279	\$135,877	\$132,956	\$232,085	\$42,244	\$568,441	35% of pass price for every pass distributed [(b) x (c)]
Funding previously provided by Measure A		\$0	\$0	\$175,000	\$0	\$0	\$175,000	

Notes:

1. FY 2019/20 funding available is \$600,000. Amount to increase/decrease annually by sales tax revenue increase/decrease, per Transportation Authority of Marin.

Measure AA Funding Agreement Highlights



- Three year term beginning FY 2019/20
- Annual certification that the yellow bus program meets the threshold criteria (slide 5)
- Provide program budget and data annually
- If a program/service is reduced by more than 20%, its funding may be reduced in 2nd and 3rd allocation year
- Other items: reimbursements, invoicing, audits, records
- Complete agreement attached

JEPA Joint Committee Action Requested

- Recommend to Marin Transit Board of Directors that Marin Transit sign the Measure AA funding agreement



FUNDING AGREEMENT
BETWEEN
MARIN COUNTY TRANSIT DISTRICT
AND
MARIN TRANSIT

This AGREEMENT is made this ____ day of _____ 2019, by and between the MARIN COUNTY TRANSIT DISTRICT, hereinafter referred to as "Marin Transit," a local transit district, and MARIN COUNTY TRANSIT DISTRICT on behalf of the Ross Valley Yellow Bus Program, hereinafter referred to as "RECIPIENT", a local school district.

SECTION 1. RECITALS

1. The voters of Marin County approved the authorization of Measure AA at the General Election held on November 6, 2018, thereby authorizing that Marin Transit receive 54.5 percent of the proceeds from a one-half cent transaction and use tax.
2. The tax proceeds will be used to pay for the programs and projects outlined in the Measure AA Expenditure Plan.
3. Included in the Expenditure Plan is a requirement that Marin Transit uses five percent of the of the one-half cent transaction and use tax funds allocation "to provide transit service to schools in Marin County to reduce local congestion." Additionally, Marin Transit should "provide yellow bus services in partnership with local schools and parent organizations."
4. As a part of the plan to meet the Measure AA Expenditure Plan requirement, on January 7, 2019, the Marin Transit Board of Directors approved spending \$600,000 to fund existing yellow bus programs serving schools in the urbanized area of Marin County.
5. The \$600,000 was approved to be distributed among five school districts that met the established threshold criteria. Marin Transit determined the funding amounts for each of the eligible programs by calculating a one-way pass subsidy for each program. The approved subsidy was 35 percent of the price of a one-way pass. The number of passes sold was multiplied by the per pass subsidy to determine the funding for each program.
6. The funding amounts currently approved will be disbursed annually for three years beginning in FY19/20. The amount will increase/decrease annually by sales tax revenue increase/decrease, per Transportation Authority of Marin (TAM).
7. Annually, MARIN COUNTY TRANSIT DISTRICT will certify that they continue to meet the threshold criteria in order to receive funding.

SECTION 2. PURPOSE OF FUNDING AGREEMENT

This AGREEMENT is entered into by and between MARIN TRANSIT and RECIPIENT to document the funding conditions necessary for the RECIPIENT to comply with applicable law and MARIN TRANSIT policies. This AGREEMENT consists of additional documents stated in these sections as being attached hereto and incorporated in the AGREEMENT by reference.

SECTION 3. TERM OF FUNDING AGREEMENT

This AGREEMENT shall commence on July 1, 2019, and shall terminate on June 30, 2022. The final invoice must be submitted within 30 days of completion of the stated scope of services.

SECTION 4. PROGRAM DEFINITION AND SCOPE

This AGREEMENT, approved through MARIN TRANSIT Board action, in accordance with the requirements of Marin Transit’s Measure AA Expenditure Plan requirement, is made for the following purposes identified in the RECIPIENT’s Annual Certification and Claim of Measure AA Funds:

Provide yellow bus services in partnership with local schools and parent organizations

Additional information on individual project scope will be included in the Measure AA Sales Tax Program Annual Certification and Claim of Measure AA Funds to be submitted annually by RECIPIENT.

SECTION 5. ELIGIBILITY REQUIREMENTS

RECIPIENT has been determined to meet the eligibility requirements summarized below.

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school located within the urbanized area of Marin;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

SECTION 6. GRANT

MARIN TRANSIT hereby grants to the RECIPIENT the amounts by fiscal year as show in the table below as approved by the Marin Transit Board on January 7, 2019.

Fiscal Year	Amount
FY 2019/20	\$132,956.25
FY 2020/21	*\$135,881.29
FY 2021/22	*\$138,870.68

*Amount estimated based on historical Marin County Sales Tax Growth rate. Actual amount to be determined annually. RECIPIENT will be informed of actual amount by June 1st of each fiscal year.

SECTION 7. BUDGET AND SCOPE

RECIPIENT shall maintain a project budget. RECIPIENT shall carry out the operation of a regular home to school yellow bus program and shall incur obligations against and make disbursements of the grant in conformity with MARIN TRANSIT’S requirements and the budget. The budget should be included in the Annual Certification and Claim of Measure AA Funds and submitted annually to MARIN TRANSIT.

If RECIPIENT makes major changes to the scope of the project that are funded with Measure AA

funds then funding may be reduced in subsequent allocation years. Major changes to the scope are defined as reducing service by 20 percent.

An increase in the level of service will not constitute an increase in the grant amount in the current funding cycle.

SECTION 8. PROJECT MANAGEMENT

RECIPIENT shall be responsible for the project and provide management of consultant and contractor activities for which RECIPIENT contracts, including responsibility for schedule, scope, and budget.

SECTION 9. PROGRAM OVERSIGHT

RECIPIENT shall cooperate with MARIN TRANSIT'S project management team and shall provide any requested program information.

SECTION 10. ATTRIBUTION AND SIGNAGE

If any portion of grant funds is used for production of reports, acknowledgment of MARIN TRANSIT and the Transportation Authority of Marin's role, as the Measure AA Sales Tax Program overseer, shall be included in the documents. If any portion of grant funds is used for construction, RECIPIENT shall, upon initiation of field work or at the earliest feasible time thereafter, install and maintain a sign at the construction site identifying Measure AA Local Transportation Sales Tax Funds and TAM. For non-construction capital purchases funded by any portion of grant funds, RECIPIENT shall affix permanent signage identifying TAM and the Sales Tax Funds as a funding source. RECIPIENT shall demonstrate compliance with attribution and signage requirements as an indispensable condition for authorization of Measure AA reimbursement for program expenses.

A reference to Measure AA should be included on the school bus program website to acknowledge its role in funding the program.

SECTION 11. PRESS RELEASES

RECIPIENT shall notify MARIN TRANSIT in advance of any press releases about project and program activities, particularly groundbreakings and ribbon cuttings, in connection to grant funds expended from this AGREEMENT.

SECTION 12. COMPLIANCE WITH LAW

In the performance of its obligations pursuant to this AGREEMENT, RECIPIENT shall keep itself fully informed of the federal, state and local laws, ordinances and regulations in any manner affecting the performance of this Agreement, and must at all times comply with such laws, ordinances, and regulations as they may be amended from time to time.

SECTION 13. FINANCES

All costs charged to the home to school yellow bus program shall be supported by properly prepared and documented time records, invoices, or vouchers evidencing in detail the nature and propriety of the charges.

SECTION 14. RECORDS

All checks, payrolls, invoices, contracts, vouchers, journal entries, work orders, or other accounting documents pertaining in whole or in part to the program shall be maintained by RECIPIENT for a period of three (3) years after the later of program closeout or termination of grant. Such program documents shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other similar documents not pertaining to the program.

SECTION 15. REIMBURSEMENTS

Payment shall be made by Marin Transit for costs reimbursable under the terms of this AGREEMENT and incurred prior to the termination date of the AGREEMENT. Payments may be reimbursed quarterly. Payment to RECIPIENT of the grant shall be upon written approval by Marin Transit, upon submittal of an invoice plus appropriate support documentation and identification of expenses incurred.

Reimbursements shall not exceed the annual amounts shown in SECTION 6. GRANT.

Each reimbursement request shall include RECIPIENT'S certification that the amounts sought are only for project elements included in the Annual Certification and Claim of Measure AA Funds, and that RECIPIENT is in compliance with MARIN TRANSIT'S requirements outlined in this AGREEMENT.

SECTION 16. ELIGIBLE EXPENSES

RECIPIENT shall expend funds only on eligible expenses to operate a home to school yellow bus program for the general student population as follows: operating costs including direct staff time (salary and benefits). Indirect costs (as defined by OMB Circular A-87) will not be considered an eligible expense.

SECTION 17. SUBMITTAL OF ANNUAL CERTIFICATION AND CLAIM OF MEASURE AA FUNDS

RECIPIENT shall provide to MARIN TRANSIT an "Annual Certification and Claim of Measure AA Funds" as shown in Exhibit A. RECIPIENT shall certify that they meet certain criteria as well as provide all requested program data and submit three years of budget information as specified in Exhibit A. The "Annual Certification and Claim of Measure AA Funds" must be submitted by August 31 of each fiscal year and before any reimbursements are processed. If documentation is deemed incomplete, RECIPIENT will work with MARIN TRANSIT staff to complete the information.

SECTION 18. AUDITS

MARIN TRANSIT reserves the right at any time to conduct or require a financial or performance audit of the RECIPIENT'S compliance with this AGREEMENT. MARIN TRANSIT will give advance notice of the requirement. RECIPIENT shall permit MARIN TRANSIT, or any of its duly authorized representatives, to inspect all work, materials, payrolls, and other data and records with regard to the project, and to audit the books, records, and accounts of the RECIPIENT and its contractors with regard to the program.

SECTION 19. THIRD PARTY CONTRACT AUDITS

MARIN TRANSIT reserves the right to request an audit of other third-party contracts for any reason. If RECIPIENT is subject to third party financial audit requirements imposed by another funding source, copies of audits performed in fulfillment of such requirements shall be provided to the MARIN TRANSIT.

SECTION 20. RIGHT TO WITHHOLD

If the above items are not provided to MARIN TRANSIT by the annual due date and/or such items are found not to be in compliance with this AGREEMENT, Public Utilities Code Section 180000 et seq., the ballot measure or the Strategic Plan, MARIN TRANSIT may withhold FUNDS from RECIPIENT until RECIPIENT has corrected any noted deficiencies to MARIN TRANSIT'S satisfaction. While FUNDS are being so withheld all interest on withheld FUNDS shall be retained by MARIN TRANSIT as an administrative fee.

SECTION 21. TERMINATION FOR CAUSE

RECIPIENT agrees that, upon ten (10) working days written notice, MARIN TRANSIT may suspend or terminate all or part of the financial assistance provided herein for failure to correct a breach of this AGREEMENT. Any failure to make reasonable progress, inconsistency with the Measure AA Sales Tax Program Allocation Request Form, unauthorized use of grant funds as specified in this AGREEMENT, or other violation of the AGREEMENT that significantly endangers substantial performance of the program shall be deemed to be a breach of this AGREEMENT and cause for termination. Upon mutual consent, RECIPIENT will repay MARIN TRANSIT any unexpended funds already distributed.

SECTION 22. CORRECTION OF BREACH

With respect to any breach, which is reasonably capable of being cured, RECIPIENT shall have thirty (30) days from the date of notice of breach to initiate steps to cure. If RECIPIENT diligently pursues cure, such RECIPIENT shall be allowed a reasonable time to cure or by a time established in writing by MARIN TRANSIT.

SECTION 23. LIABILITY

RECIPIENT agrees to defend, indemnify and hold MARIN TRANSIT harmless, its officers, employees and agents, from any and all acts, claims, omissions, liabilities and losses asserted by any third party arising out of acts or omissions of RECIPIENT in connection with this AGREEMENT, except those arising by reason of the sole negligence of MARIN TRANSIT, its officers, employees and agents.

MARIN TRANSIT agrees to defend, indemnify and hold RECIPIENT harmless, its officers, employees and agents, from any and all acts, claims, omissions, liabilities and losses asserted by any third party arising out of acts or omissions of MARIN TRANSIT in its obligations under this AGREEMENT, except those arising by reason of the sole negligence of the RECIPIENT, its officers, employees and agents.

SECTION 24. OBLIGATIONS

In general, termination of financial assistance under this AGREEMENT will not invalidate obligations properly incurred by RECIPIENT before the termination date; to the extent those obligations cannot be canceled.

SECTION 25. INTEGRATION

This AGREEMENT represents the entire AGREEMENT of the parties with respect to the subject matter thereof. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in other contemporaneous written agreements.

SECTION 26. AMENDMENT

Except as otherwise provided herein, this AGREEMENT may not be changed, modified or rescinded except in writing, signed by all parties hereto, and any attempt at oral modification of this AGREEMENT shall be void and of no effect.

SECTION 27. INDEPENDENT AGENCY

RECIPIENT performs the terms and conditions of this AGREEMENT as an entity independent of MARIN TRANSIT. None of RECIPIENT'S agents or employees shall be agents or employees of MARIN TRANSIT.

SECTION 28. ASSIGNMENT

The AGREEMENT may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party.

SECTION 29. BINDING ON SUCCESSORS, ASSIGNEES OR TRANSFEREES

This AGREEMENT shall be binding upon the successor(s), assignee(s) or transferee(s) of MARIN TRANSIT or RECIPIENT as may be the case. This provision shall not be construed as an authorization to assign, transfer, hypothecate or pledge this AGREEMENT other than as provided above.

SECTION 30. EXPENSES

Each party shall be solely responsible for and shall bear all of its own respective legal expenses in connection with any dispute arising out of this AGREEMENT and the transactions hereby contemplated. RECIPIENT may not use GRANT funds, or other MARIN TRANSIT programmed funds, for the aforementioned purpose.

SECTION 31. SEVERABILITY

Should any part of this AGREEMENT be declared unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decisions shall not affect the validity of the remainder of this AGREEMENT, which shall continue in full force and effect; provided that the remainder of this AGREEMENT can, absent the excised portion, be reasonably interpreted to give effect to the intentions of the parties.

SECTION 32. CONTINGENT UPON ALLOCATION

Disbursement of funds is contingent upon MARIN TRANSIT receiving its allocation of Measure AA from Transportation Authority of Marin and the MARIN TRANSIT's Board of Directors adoption of the District's annual budget.

SECTION 33. NOTICES

This AGREEMENT shall be managed and administered on MARIN TRANSIT'S behalf by the Department Manager named below. All invoices shall be submitted and approved by this Department and all notices shall be giving to District at the following location:

Contract Manager:	
Dept./Location:	
Telephone No.:	
Email address:	

Notices shall be given to RECIPIENT at the following address:

Contract Manager:	
Address:	
Telephone No.:	
Email address:	

SECTION 34. EXHIBITS

The following Exhibits are hereby made part of this AGREEMENT:

- I. EXHIBIT A: Annual Certification and Claim of Measure AA Funds
- II. EXHIBIT B: Marin Transit Board Item Approved on January 7, 2019

SECTION 35. ACCEPTANCE OF GRANT

RECIPIENT does hereby declare that all written statements, representations, covenants, and materials submitted as a condition of this AGREEMENT are true and correct and does hereby accept MARIN TRANSIT's grant and agrees to all of the terms and conditions of this AGREEMENT. The parties have executed this AGREEMENT as of the date first written above.

RECIPIENT:

MARIN TRANSIT:

By: _____

By: _____

Date: _____

Date: _____

EXHIBIT A

Marin County Transit District
Measure AA – Existing Yellow Bus Program Financial Support

Annual Certification and Claim of Measure AA Funds

Marin Transit will supply a worksheet annually to be completed and submitted by August 31 annually. The worksheet will request specific program data, budget information, and certification that the program continues to meet the threshold criteria.

Exhibit A: Marin Transit Annual Certification and Claim of Measure AA Funds

Claim Application Checklist

FY 2019/20

Submittal Date:

Program:

Enter an "X" in the cells highlighted green to indicate that each required document is being submitted with the claim

Document	Document Description	Submitted
A	Program Data	<input type="checkbox"/>
B	Financials	<input type="checkbox"/>
C	Certification of Maintaining Threshold Requirements	<input type="checkbox"/>

Please complete all fields.

Program Name:

Submittal Date:

	FY 2017/18**	FY 2018/19 Estimated Actuals	FY 2019/20 Budget	Notes
Pass Distribution Data				
One-way paid passes:				
One-way free/discounted passes:				
Total one-way passes:				
Pass Price Data				
Price of a one-way annual pass (or 1/2 of round-trip pass price):				
Price of discounted pass (\$0.00 is ok if pass is free to student):				
Program Structure				
Number of Buses:				
Number of AM Routes:				
Number of PM Routes:				
Number of Schools Served:				
Average age of fleet:				
Self-perform or contract:				
If Contract, name of contractor				

* If an item is not confirmed, please provide an estimate and a note.

**See Exhibit B for 17/18 data

Please contact Kelly Zalewski, kzalewski@marintransit.org, 415-226-0872 with any questions

Financials (Used for calculating 20% local funding criteria)

Revenue	Name	FY 2017/18 Actuals**	FY 2018/19 Estimated Actuals	FY 2019/20 Budget
	Bus Pass Sales Revenue			
	Local Contribution 1:			
	Local Contribution 2:			
	Local Contribution 3:			
	Local Contribution 4:			
	Local Contribution 5:			
	Local Contribution 6:			
	Local Contribution 7:			
	Local Contribution 8:			
	Measure AA			
	Other			
Total Revenue			0	0

Expenses*		FY 2017/18 Actuals	FY 2018/19 Estimated Actuals	FY 2019/20 Budget
	Bus Contract (if contracted)			
	Fuel (if self-perform)			
	Maintenance (if self-perform)			
	Labor (Drivers) (if self-perform)			
	Consulting			
	Operations Support			
	Other staff			
	Credit card processing charges			
	Marketing and signage			
	Insurance			
	Legal			
	Bus parking			
	GPS bus tracking			
	Other:			
	Other:			
	Other:			
	Other:			
	Miscellaneous			
Total Expenses			0	0

Percent Local Contribution	#DIV/0!	#DIV/0!	#DIV/0!
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*You may adjust or add categories as needed

**See Exhibit B for 17/18 data

**Measure AA - Existing Yellow Bus Program Financial Support
Annual Certification of Maintaing Threshold Requirements**

Please check all boxes below certifying that the program has maintained the required threshold criteria. Signature by an authorized agent of the program is required for submittal to be valid.

Program Name:

_____ I certify that the home to school program listed above meets the required 20% local contribution threshold

_____ I certify that the home to school yellow bus program listed above meets the required threshold of providing at least a 50% reduction in pass price for income qualified students

Signature

Name

Title

Date

EXHIBIT B

Marin Transit Board of Directors Approved Home to School Yellow Bus Funding Allocation for FY2019/20
Item Approved on January 7, 2019



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

January 7, 2019

Honorable Board of Directors
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Yellow Bus Funding Allocation

Dear Board Members:

board of directors

stephanie moulton-peters
president
city of mill valley

damon connolly
vice president
supervisor district 1

dennis rodoni
2nd vice president
supervisor district 4

judy arnold
director
supervisor district 5

kate colin
director
city of san rafael

kathrin sears
director
supervisor district 3

katie rice
director
supervisor district 2

RECOMMENDATION: Approve home to school yellow bus funding allocation for FY 2019/20.

SUMMARY:

Measure AA is an extension of the existing Marin County ½ percent sales tax for transportation and was approved in November 2018. Under the new measure, Marin Transit is required to spend five percent of the Measure AA funds on school-related transportation programs and services. The following staff report recommends distributing \$600,000 of Measure AA funds by formula to existing yellow bus programs serving schools in the urbanized area of Marin County.

BACKGROUND:

In 2015, Marin Transit partnered with Transportation Authority of Marin (TAM) and the Marin County Office of Education (MCOE) to complete a Coordinated Countywide Student Transportation Study (CCSTS). This study made a variety of recommendations for modifying and expanding school transportation in Marin County. Marin Transit uses this study as a framework for our school-focused programs and services.

Marin Transit provides ten Supplemental School routes to accommodate overcrowding on regular public transit services due to the demand for school-related transportation. These routes operate school days only and add capacity at specific times of the day to coordinate with school start and release times. These services are open to the public and operate with published timetables. The supplemental routes provide approximately 36 additional peak hour bus trips daily and carry an average of over 1,000 daily passenger trips, about 30 students per bus.

The CCSTS recommends that Supplemental School service be focused on serving high school students who are more independent

and able to navigate public transit service. The Supplemental School transit operation is at capacity and has limited opportunity to expand at this time. This is primarily due to equipment availability and limited bus parking.

In addition to providing Supplemental School service, Marin Transit has offered a school-based Youth Pass Program to Marin County students for the past nine years. In Fiscal Year 2017/18, nearly 4,500 youth pass “stickers” were distributed to 33 participating public and private schools. Students using the Youth Pass can ride any Marin Transit local route without paying additional fare. Students who are income-qualified receive the pass for free. The Youth Pass provides access to Marin Transit services for school, work, home, or recreational activities within Marin County at a low or no cost.

Three years ago, Marin Transit also began to support home to school yellow bus programs. Many school districts in Marin County no longer provide yellow bus services for home to school transportation except when required to do so by the State of California. Recently, cities and towns have partnered with local school districts to revive yellow bus programs for elementary and middle schools as a means of traffic congestion relief. Marin Transit has supported these partnerships with planning services, operational oversight, and customer service support.

At the direction of the Marin Transit Board, an ad hoc committee on school transportation was formed in May 2016 to evaluate and plan Marin Transit’s involvement in school transportation in Marin County. The ad hoc committee met 13 times during the past two years with attendance from various stakeholders of yellow bus programs in Marin County. In addition to guidance on advancing the CCSTS recommendations, the ad hoc committee recently gave Marin Transit staff direction on the use of the recently approved Measure AA funding to support home to school yellow bus programs in Marin County. Based on this guidance, staff recommends that a portion of funding that Marin Transit receives from Measure AA be distributed through a funding allocation formula to support ongoing operations of existing yellow bus programs. This letter outlines the proposed eligibility criteria and allocation methodology for these funds.

ELIGIBLE PROGRAMS:

Home to school yellow bus programs are an effective means of reducing congestion during peak times. First, staff recommends that programs eligible for a funding allocation should be public schools located within the urbanized area of Marin¹ to support programs that reduce traffic in the most congested corridors.

Second, staff recommends that these funds be provided to those programs that were operational in FY 2017/18 in order to provide long term, reliable financial operating support since a dedicated funding source is not available from the State of California. Staff are pursuing other funding sources that could support expanding existing programs or providing start-up funds for new programs serving other high needs schools identified in the CCSTS. Included as Attachment A is an Allocation Request Form for \$1.1 million recently submitted to TAM for this purpose.

¹ 1. Census Reporter – San Francisco/Oakland, CA Urbanized Area.
<https://censusreporter.org/profiles/40000US78904-san-franciscooakland-ca-urbanized-area/>

Third, staff recommends that all eligible programs offer a reduced pass for the yellow bus program that provides at least a 50 percent pass price discount to income-eligible students. This requirement is intended to recognize that home to school transportation is both a tool for congestion relief and an opportunity to provide safe and efficient access to school for all students.

As mentioned above, the yellow school bus programs operating in Marin County today do not have a dedicated funding source that covers the full cost to operate the program. Many programs are funded by fare revenue and by contributions from cities/towns, the County, and the school districts. Marin Transit is not able to fully fund all of the programs with Measure AA funds. As such, Marin Transit requires a maintenance of effort on the part of current program funding participants. In order for a program to be eligible, it must have a local funding (or other discretionary funds) contribution match of at least 20 percent of program costs. This amount does not include pass sales/fare revenue.

All programs receiving funding must certify annually that they meet the above detailed requirements. The summary of eligibility requirements is shown in Attachment B.

The following is a list of the programs that are eligible based on the above threshold criteria:

- Mill Valley School District
- Tiburon Peninsula Traffic Relief Joint Powers Authority (JPA) (serving schools in Reed Union School District and the Cove School in Larkspur Corte Madera School District)
- Ross Valley area schools (program administered by Marin Transit)
- San Rafael City School District (Elementary and Middle schools only)
- Dixie School District

AVAILABLE FUNDS:

Measure AA is an extension of the existing Marin County ½ percent sales tax for transportation, approved in November 2018. Under the new measure, Marin Transit is required to spend five percent of the Measure AA funds on school-related transportation programs and services. Marin Transit currently spends \$1 million for school transportation on its existing programs: Supplemental School service, the Youth Pass Program, and support for the yellow bus program in the Ross Valley area. In year one, the Measure AA five percent requirement equates to \$1,325,000. Thus, the net additional money Marin Transit is required to spend on school programs annually is \$325,000. See Table 1 and Table 2 below for details on current expenditures and the net additional new Measure AA requirement.

Table 1: Current Measure A Local Transit Uses

Current Measure A Local Transit Uses	Estimated Annual Amount
Youth Pass Program subsidy to income qualified riders	\$640,000
Supplemental transit routes to schools*	\$185,000
Ross Valley yellow school bus program	\$175,000
Total, Current Measure A uses for School Transportation	\$1,000,000
* In addition to Measure A, other transit funds are used for supplemental routes	

Table 2: Measure AA Requirement and net additional money dedicated to school programs

Measure AA Requirement	Annual Amount
5% Measure AA Required for School Transportation	\$1,325,000
Less Current Measure A Uses for School Transportation (see Table 1 for detail)	(\$1,000,000)
Net New Measure AA Required for School Transportation	\$325,000

California voters also defeated Proposition 6 in the November elections that would have repealed Senate Bill 1 (SB1) - the statewide fuel tax increase initiated in 2017. Marin Transit is a recipient of SB 1 funding.

As a result of these two positive outcomes from the November 2018 election, Marin Transit has a long term, stable financial outlook. Staff re-evaluated Marin Transit's ability to fund school-related programs and recommends that an additional \$100,000 be used to fund school-related programs. With this additional \$100,000, Marin Transit will allocate an estimated \$1,425,000 to school transportation annually. This amount is more than the five percent Measure AA expenditure requirement. See Table 3 below for an update to the Measure AA Requirement and net additional money dedicated to school programs.

Table 3: Updated Measure AA school transportation expenditure and net additional money dedicated to school programs plus additional Measure AA

Updated Measure AA School Transportation Expenditure	Annual Amount
5% Measure AA Required for School Transportation	\$1,325,000
Additional Measure AA	\$100,000
Less Current Measure A Uses for School Transportation (see Table 1 for detail)	(\$1,000,000)
Adjusted Net Measure AA Available for School Transportation	\$425,000

Staff recommends combining the current \$175,000 expenditure for the Ross Valley school bus program with the adjusted net Measure AA available for school transportation of \$425,000. This will provide a total of \$600,000 to be distributed among the eligible home to school yellow bus programs. This amount will be adjusted annually based on the projected Marin County sales tax growth rate. See Table 4 below for a summary of recommended funding pools for eligible yellow bus programs.

Table 4: Funds available for eligible yellow bus programs

Ongoing Funding Available	(Annually)
Existing Measure A for YSB (Ross Valley)	\$175,000
Net new Measure AA required	\$325,000
Additional Measure AA	\$100,000
TOTAL	\$600,000

ALLOCATION METHODS:

Staff identified and discussed several ways to allocate available funds based on District-identified goals for the yellow bus programs. Ultimately, staff determined that a simple and transparent process be used that relies on readily available data and recognizes that all programs help relieve congestion.

Staff recommends that the \$600,000 in Measure AA funds be distributed based on a formula that takes a percentage subsidy of a program’s one-way pass price and multiplies it by the number of one-way passes it distributed in FY 2017/18. In the first round of the allocation, staff recommends that the subsidy be 35 percent of the one-way pass price based on current program pass prices and funding availability. The percentage will be reassessed and may change in future funding cycles.

As a factor in the formula, one-way pass distribution was chosen because it is a proxy for usage and congestion relief, the data is readily available, and it is easy to collect. By subsidizing a percent of a program’s one-way pass price, the formula recognizes the many differences

between the programs including operating costs, available funding, and the varying levels of distribution of free/reduced passes.

To provide a reliable and consistent source of funding, the formula factors will be based on FY 2017/18 data. This amount will be the base amount and remain set for three years beginning in FY 2019/20. The base amount calculated in FY 2019/20 will be adjusted annually for Marin County sales tax growth. The base amount may also be adjusted if a program's service level is reduced by more than 20 percent. Funding for that program may be reduced in the second and third allocation years. Any withheld funds due to service reduction will be available in year four for existing programs or earlier for expansion programs.

RECOMMENDED FUND DISTRIBUTION:

Attachment C shows the staff recommended distribution of funds for FY 2018/19 and for two additional years with adjustment for Marin County sales tax growth. Prior to the initial distribution and annually thereafter, applicants will be required to certify that they meet the eligibility criteria annually and supply requested pass price and pass distribution data.

COMMENTS ON FUNDING ALLOCATION:

The Marin Transit ad hoc committee had several discussions on the threshold criteria and formula for distributing funds. The ad hoc committee considered comments from stakeholders who attended their meetings. Dixie School District did not have a representative in attendance and provided comments after the most recent ad hoc committee meeting on December 14, 2018. These comments are included as Attachment D. The ad hoc committee acknowledged that there are many ways to allocate these funds and that the amount of funding available was far less than the amount needed. The ad hoc committee reached a consensus on the proposed criteria and formula allocation staff presented and is recommending to your Board.

FISCAL/STAFFING IMPACT:

Marin Transit will become a funding distributor to offset the operating costs of school transportation programs. This is a new role for the District. Marin Transit will act as a pass through for Measure AA funding to be distributed to eligible yellow bus programs in Marin County. Marin Transit will request Measure AA school transportation funds from TAM annually as a part of the allocation request process. Staff will develop funding agreements with each eligible program and the Marin Transit Board will consider approval of the funding agreements annually at the time of budget development. The combined annual fiscal impact is \$600,000, and will be incorporated in the FY 2019/20 budget process. There is no staffing impact. Respectfully submitted,



Nancy Whelan
General Manager

Attachments:

Attachment A. Recently Submitted Allocation Request Form from Marin Transit to TAM

Attachment B. Summary of Eligibility Requirements

Attachment C. Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

Attachment D. Comments from Dixie School District Superintendent on the Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

Attachment E. Staff Recommendation for Measure AA Funding Distribution to Eligible Yellow School Bus Programs (Presentation Slides)

Attachment A. Recently Submitted Allocation Request Form from Marin Transit to TAM

Transportation Authority of Marin Measure A - Interest

Allocation Request Form

Fiscal Year of Allocation: 2018/19

Project Name: Yellow School Bus Capital and Operations Funding

Implementing Agency: Marin Transit

Scope of Work: Marin Transit will use Measure A interest funds to sustain and improve home to school yellow bus transportation in Marin County. Many school districts in Marin County no longer provide yellow bus services for home to school transportation except when required to do so by the State of California. Recently, cities and towns have partnered with local school districts to revive yellow bus programs as a means of traffic congestion relief. These new yellow bus programs have proven to have significant impacts on congestion in key corridors like Tiburon Blvd on the Tiburon peninsula and Sir Francis Drake Boulevard from Fairfax through San Anselmo.

To continue and sustain the existing programs, a permanent parking location is needed in Marin County to ensure reliable service and help stabilize operations costs.

Expanding school services, as identified in the Countywide Coordinated School Transportation Study (December 2015), was recognized as a high priority in Marin Transit's 2018-2025 Short Range Transit Plan. Under the reauthorized sales tax Measure AA, Marin Transit will continue and expand the allocation of local sales tax funds to existing yellow bus programs. If additional, one-time Measure A interest funds are available, they will be used as seed money for new and expansion yellow bus service.

Program Components:

Priority 1 - Provide funding towards the purchase or long-term lease of a parking facility for yellow buses in Marin County

Estimated Measure A Expenditure: up to \$1.1 million

The top priority for this funding is the one-time capital expenditure on purchasing or leasing land for vehicle parking. A permanent parking location is needed for multiple existing yellow school bus programs and the lack of parking is limiting the ability to add yellow bus service to additional schools and for new routes in Marin County. Currently, Marin Transit leases parking for 14 buses from the County but this location will no longer be available after June 2019. Marin Transit has identified \$3.00 million in property tax revenues for this project, but it is expected that the purchase of a parking for up to 22 buses will cost more than this.

Priority 2- Provide local matching funds for new yellow school buses in Marin County

Estimated Measure A Expenditure: \$90,000 per bus

Once a permanent parking location is secured, any remaining funds from this allocation can be used for purchasing new yellow buses. If the range and charging requirements meet operational

needs, agencies will consider electric yellow buses and apply for associated grant funding that may be available.

Priority 3 – Operation Funds for new and expansion yellow bus service

Estimated Measure A Expenditure: Any remaining funds

Once a permanent parking location is secured and any needs for matching funds to purchase yellow school buses are met, the balance of funds would be used for the operation of new and expanded yellow bus service. The new services to be considered for funding would come from the 2015 Coordinated Countywide School Transportation Study and the phased implementation plan for the study recommendations. New programs would be required to meet threshold criteria and other requirements established by Marin Transit to qualify for Measure A subsidy.

Expenditures are estimated by program components, but actual expense may shift based on the implementation schedule of each program. Total expenditures will not exceed the allocation amount.

Strategic Plan Update Programmed for FY 18/19: \$1,100,000

Requested Amounts: \$1,100,000

Cash flow Availability: 100% of Measure A funds available for reimbursement in FY 2018/19 but may be spent in future years depending on timing of the purchase of right of way.

Other Funds: \$0

Project Delivery Schedule: April 1, 2019 – June 30, 2025

Environmental Clearance: Not Applicable

Attachment B. Summary of Eligibility Requirements

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school located within the urbanized area of Marin²;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

² 1. Census Reporter – San Francisco/Oakland, CA Urbanized Area.
<https://censusreporter.org/profiles/40000US78904-san-franciscooakland-ca-urbanized-area/>

Attachment C. Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

FY 2017/18 Base Year Data		Mill Valley	Reed Union & Cove	Ross Valley	San Rafael	Dixie	Total	Calculation
One Way Pass Price	(a)	\$337.50	\$295.00	\$375.00	\$237.50	\$199.50		annual price, 50% of round trip
Subsidy per pass	(b)	\$118.13	\$103.25	\$131.25	\$83.13	\$69.83		35% of one-way pass price [0.35 x (a)]
One Way Passes Distributed	(c)	214	1,316	1,013	2,792	605	5,940	School year 2017-2018 source data
<i>Funding¹ for FY 2019/20 allocation</i>		\$25,279	\$135,877	\$132,956	\$232,085	\$42,244	\$568,441	35% of pass price for every pass distributed [(b) x (c)]

Notes:

1. FY 2019/20 funding available is \$600,000. Amount to increase/decrease annually by sales tax revenue increase/decrease, per TAM.

Attachment D. Comments from Dixie School District Superintendent on the Recommended Measure AA Allocation for Eligible Yellow School Bus Programs

From: Jason Yamashiro <jyamashiro@dixieschooldistrict.org>
Sent: Wednesday, December 19, 2018 1:40 PM
To: rbetts@marintransit.org
Cc: Tanya Michel <tmichel@dixieschooldistrict.org>
Subject: Feedback on formula for school cost offset for school transportation

Dear Mr. Betts,

I was thrilled to hear the news that the Marin Transit Ad Hoc Committee was proposing that dollars be provided to school districts to support the bus programs that currently exist in our district! It has been, and will continue to be, a challenge to fund the much-needed school bus transportation for our students and families.

As someone who works with formulas regularly, I understand the challenges, as well as the reality that there may be no perfect formula. While it sounds like the timeline is limited in terms of providing feedback, there is something I would like the committee to consider. It looks like the formula is calculated based on what each district is charging families in their respective districts. Since some districts may already be subsidizing families by charging a lower amount and losing money (like Dixie School District), the formula you have proposed essentially punishes the district for charging families less. I would like to suggest that it may be fairer to set a standard reimbursement amount that is calculated by using the average across districts and using that as the multiplier with ridership. Since our ridership is lower, we will still get a lower amount and that is understood, but the larger per rider cost offset for district's that are charging more does not seem like the most equitably way to distribute the dollars.

I am happy to discuss this further with the committee and/or with other superintendents. Can you share this email with other Marin Transit Ad Hoc Committee on School Transportation members?

Thank you for your consideration,

Jason Yamashiro
Superintendent, Dixie School District

--

Dr. Jason Yamashiro
Superintendent, Dixie School District
(415) 492-3701

**Attachment E. Staff Recommendation for Measure AA Funding Distribution to Eligible
Yellow School Bus Programs (Presentation Slides)**



Staff Recommendation for Measure AA Funding Distribution to Eligible Yellow School Bus Programs

Marin Transit Board of Directors

January 7, 2019

- Provide Youth Passes
- Provide Supplemental School transit service
- Provide Ross Valley yellow bus service
- Manage other yellow bus programs
- Co-sponsored Coordinated Countywide Student Transportation Study
- Established an ad hoc committee of Marin Transit Board



Recommendation for approving distribution of \$600,000 of Measure AA funds to existing yellow bus programs. Elements of the recommendation address:

- Eligible Programs
- Available Funding
- Recommended Allocation Distribution



School Transportation Programs must have...

1. An existing FY 17/18 K-8 yellow school bus program serving public school students at a school in the urbanized area of Marin;
2. A reduced pass for the yellow bus program that provides at least a 50% pass price discount to income eligible students;
3. A local funding (or other discretionary funds) match of at least 20% of program costs, excluding pass sales revenue; and
4. Must certify annually that their program has met threshold criteria.

Eligible Programs



Mill Valley School District



Tiburon Traffic Congestion Relief JPA (Reed USD and the Cove School in Larkspur Corte Madera SD)



Ross Valley area schools (provided by Marin Transit)



San Rafael City Schools (Elementary and Middle schools only)



Dixie School District

Marin Transit Measure A/AA For School Transportation



Current Measure A Local Transit Uses	Estimated Annual Amount
Youth Pass Program subsidy to income-qualified riders	\$640,000
Supplemental transit routes to schools*	\$185,000
Ross Valley yellow school bus program	\$175,000
Total, Current Measure A uses for School Transportation	\$1,000,000
* In addition to Measure A, other transit funds are used for supplemental routes	

Measure AA Requirement	Annual Amount
5% Measure AA Required for School Transportation	\$1,325,000
Less Current Measure A Uses for School Transportation (see detail above)	(\$1,000,000)
Net New Measure AA Required for School Transportation	\$325,000

Staff updated the estimated funding available after voters approved Measure AA and defeated Prop 6 in November 2018

Ongoing Funding Available	(annually)
Existing Measure A for YSB	\$175,000
Net new Measure AA required	\$325,000
Additional Measure AA ¹	\$100,000
TOTAL²	\$600,000

Notes:

1. Marin Transit's financial analysis indicates that additional Measure AA can be made available without negatively impacting other transit services
2. Amount will be escalated annually to reflect Marin County sales tax growth rate

If approved, Marin Transit will use **\$1,425,000**, in Measure AA for School Transportation each year. This is more than the required 5%.

- Youth Pass Program subsidy to income-qualified riders: \$640,000
- Supplemental transit routes to schools: \$185,000*
- **Yellow school bus programs: \$600,000**

* Notes:

1. FY 2017/18 Supplemental school program cost was approximately \$588,000;
2. Measure A allocation of \$185,000 was about 30% of that cost ; and
3. Other transit funds are used to support Supplemental school routes.

1. Allocation share to each program is set for 3 years starting in FY2019/20

Purpose: Reliability, consistency, stability

2. If a program/service is reduced by more than 20%, its funding may be reduced in 2nd and 3rd allocation year

Purpose: Subsidy should correlate to service levels

3. Any withheld funds due to service reductions will be available in Year 4 for existing programs or earlier for expansion programs

Purpose: Funds should be put to best use as soon as possible

4. Formula factor shall be one-way pass distribution

Purpose: Proxy for usage and mobility, data is readily available, easy to collect

5. Allocations subsidize a % of a program's one-way pass price multiplied by the number of one-way passes distributed

Purpose: To recognize differences in costs/funding among programs and distribution of free/reduced passes

Method

- Calculate per one-way pass subsidy for each program (35% of one-way pass price in initial funding cycle)
- Multiply subsidy for each program by the number of passes distributed

Rationale for 35% Subsidy

- Based on current program pass prices and funding availability. The percentage will be reassessed and may change in future funding cycles

Formula Allocation Results



FY 2017/18 Base Year Data		Mill Valley	Reed Union & Cove	Ross Valley	San Rafael	Dixie	Total	Calculation
One Way Pass Price	(a)	\$337.50	\$295.00	\$375.00	\$237.50	\$199.50		annual price, 50% of round trip
Subsidy per pass	(b)	\$118.13	\$103.25	\$131.25	\$83.13	\$69.83		35% of one-way pass price [0.35 x (a)]
One Way Passes Distributed	(c)	214	1,316	1,013	2,792	605	5,940	School year 2017-2018 source data
Funding¹ for FY 2019/20 allocation		\$25,279	\$135,877	\$132,956	\$232,085	\$42,244	\$568,441	35% of pass price for every pass distributed [(b) x (c)]
<i>Funding previously provided by Measure A</i>		\$0	\$0	\$175,000	\$0	\$0	\$175,000	

Notes:

1. FY 2019/20 funding available is \$600,000. Amount to increase/decrease annually by sales tax revenue increase/decrease, per Transportation Authority of Marin.

Summary of Recommended Funding Cycles



Fiscal Year	Program Year	Allocation Cycle	Other Milestones
2017/18			Data year for FY 20 to FY 22 allocations
2018/19		Current year	
2019/20	1	Round 1 allocations	
2020/21	2		Data year for FY 23 to FY 25 allocations
2021/22	3		
2022/23	4	Round 2 allocations	Provide input on Expenditure Plan Re-evaluation
2023/24	5		
2024/25	6		Potential modification to Measure AA Expenditure Plan

- Marin Transit approves funding agreements with eligible programs
- Annual program budgets and pass prices established
- Marin Transit requests Measure AA allocation from TAM
- Funds distributed to programs



Questions?

Nancy Whelan

General Manager

nwhelan@marintransit.org

