

Tiburon Peninsula Traffic Relief Joint Powers Agency (JPA)

April 15, 2021

Special Meeting - 9:00 a.m.

Tiburon Police Department - EOC

1155 Tiburon Boulevard, CA 94920



AGENDA

CALL TO ORDER AND ROLL CALL

JPA Board members:

Town of Tiburon: Holli Thier, Jack Ryan

City of Belvedere: Sally Wilkinson, Bob McCaskill

Reed Union School District: AJ Brady, Jacqueline Jaffee, Alt-Nancy Lynch

Other attendees:

Greg Chanis (Town of Tiburon), Leilah Gilligan (JPA Program Manager), Craig Middleton (City of Belvedere), Robert Betts and Chris Whitlock (Marin Transit), Josue Calvo-Perez (First Student).

ORAL COMMUNICATIONS

Persons wishing to address the Joint Powers Agency (JPA) on subjects not on the agenda may do so at this time. Please note, however, that the JPA is not able to undertake extended discussion or action on items not on the agenda. Matters requiring action will be referred to the appropriate Commission, Board, Committee, or staff for consideration or placed on a future JPA meeting agenda. Please limit your comments to three (3) minutes.

JPA BUSINESS MEETING - ACTION AND DISCUSSION ITEMS

Agenda items included the following:

- Operations Update
 - Background Information/Recap Fiscal Year 20-21 Activity
 - First Student agreement to maintain buses

- Bus Schedules/Routes/Timing
 - Update on Corte Madera/Larkspur participation
- Review Current County Health Guidelines
- Provide an update on First Student Operations
 - Bus and Driver Availability
 - Compliance with County Health orders
- RUSD enrollment projections
- Proposed updates to bus rules and discipline procedures
- Draft of initial message to parents
- Update on JPA Finances
 - Current Financial Position and review of funding sources
 - Review Draft FY 21-22 Budget
- Consider setting bus pass pricing
 - Discuss payment plan options
 - Playdate passes.
- Set date and time for next meeting.

Operations

- Bus service was suspended in March 2020 due to the COVID-19 pandemic.
- The JPA amended its contract with First Student to pause service but retain the right to use five new model buses when service resumes at a cost of \$80,000.
- Dr. Lynch reported that it is anticipated that RUSD will resume its normal bell schedule next year, allowing for school buses to operate effectively and on schedule.

Current County Health Guidelines

- The most recent guidelines (3/21/21) on school-based transportation from the Marin County Public Health Department mandate the following:
 - Two students per bench (which limits capacity to 54 students per bus)
 - Mornings: Attendance must be checked at school site before students unload. Afternoons: Attendance must be checked before bus departs school.
 - Assigned seats
 - Mask wearing (by students and drivers)
 - Children from the same household must sit together
 - Buses must be loaded by alternating row, one seat at a time
 - Ventilation/open windows required
- These guidelines are subject to change before the start of the next school year.
- RUSD is required to have a plan on file that demonstrates how the county will comply with these restrictions.

Bus Schedules/Routes/Timing

- To maximize operational and timing efficiency, routes will remain the same as in the most recent year of service.
- Corte Madera/Larkspur is interested in joining us to provide service to and from Cove School and will make a financial contribution.

First Student Operations

- Josue Calvo-Perez from First Student confirmed that the five buses the JPA retained will be deployed to support RUSD routes. The additional two buses that will be required to fully service RUSD routes will likely be year 2015 models or newer (Mr. Calvo-Perez agreed to confirm this information).
- First Student is aware of the county health guidelines and will ensure full compliance. They will assign seats and ensure attendance is taken.
- First Student is not yet sure of which drivers will service RUSD this year but believes that several drivers will have previously driven for the district. Drivers bid on their desired routes approximately 1-2 weeks before the start of school, so this information will not be known until that time.

Enrollment Projections

- It is anticipated that enrollment will decline next year (1,134 students 18 months ago and 1,061 now; expected to decline slightly next school year).

Updates to Bus Rules and Discipline

- Minor changes to bus rules will be in effect this year to accommodate COVID-19 restrictions (e.g., masks and distancing).
- Dr. Lynch will work with the JPA Program Manager and school principals to ensure a more consistent approach to discipline across schools.
- Parents who fail to pick up their young (K and 1st grade students) at the bus stop will be suspended after two instances of failing to pick up.

Draft Communication to Parents

- A draft communication to parents announcing the restart of the program was shared with and approved by the JPA.
- Dr. Lynch will share the announcement via her weekly newsletter beginning this week.

Update on JPA Finances

- Town manager Greg Chanis shared a draft of a FY 21-22 YBC budget.
- The budget anticipates a minimum of \$10,000 reduction in sales revenue (due to COVID capacity restrictions and a decline in enrollment).

- The budget estimates a transfer of \$30,000 from the JPA reserves fund to balance this year's operating budget.
- A grant application has been made to the Belvedere Community Foundation in the amount of \$15,000.

Bus Pass Pricing, Payment Plan Options, Playdate Passes

- JPA Board members agreed to retain the most recent pass price of \$315 each way for the upcoming school year.
- Passes will be made available for purchase on May 17, 2021, on a first come, first serve basis. Families unable to secure a pass due to capacity restrictions will be placed on a waitlist.
- The payment plan offered last year was not widely used and posed a significant administrative burden. It will not be offered this year.
- Due to current capacity restrictions, playdate passes will not be offered at the start of the year. The JPA agreed to revisit this later in the school year should circumstances change.

Next Meeting Date and Time

- The next JPA meeting will be convened at a yet to be determined date and time in May.