

ATTACHMENT 1

Tiburon Peninsula Traffic Relief Joint Powers Agency (JPA)
September 7, 2022
Special Meeting – 10:00 a.m.



MEETING MINUTES

CALL TO ORDER AND ROLL CALL

JPA Board members:

Town of Tiburon: Holli Thier, Jack Ryan

City of Belvedere: Sally Wilkinson, Bob McCaskill, Alt- Craig Middleton

Reed Union School District: AJ Brady, Jacqueline Jaffee, Alt-Kimberly McGrath

Other attendees:

Greg Chanis (Town of Tiburon), Leilah Gilligan (JPA Program Manager)

JPA BUSINESS MEETING – ACTION AND DISCUSSION ITEMS

Agenda items included the following:

1. Approve Contract Amendment with First Student and authorize the Chair to sign.
(Attachment 1)
2. Update on Current Year Operations
 - Pass Sales **(Attachments 2)**
 - Driver Attendance/ Incentive Bonus Update/First Student Cooperation
 - Overall Program Update- Issues, Problems etc.
3. Approve Fiscal Year 2022-23 JPA Budget **(Attachment 3)**
4. Update on 2-Year Audit
5. Set next meeting date/time
6. Updates on Board Membership

Discussion and Decision Items

Contract Amendment

- FirstStudent previously indicated that in order to be able to recruit and retain drivers, a wage increase will be needed. They are asking all of their participating yellow bus programs to agree to absorb the increase (approximately 9%). Driver rates will increase from \$29 to \$32/hour.
- We are hopeful that this increase will help to improve driver retention and attendance for next school year.
- A draft contract amendment was shared with the JPA's attorney, who reviewed and made slight edits to the amendment, which is now being presented to the Board for consideration.
- The Board approved Contract Amendment with First Student and authorize the Chair to sign. *(motion: Sally Wilkinson, seconded: AJ Brady; roll call, all agreed)*

Update on Current Year Operations

- **Pass sales update.** As of September 5, a total of 785 passes (763 RUSD and 22 Cove School) one-way passes had been sold (on track the targeted amount for the 2022-23 school year). This is on track with the percentage of pass sales in prior years for the same time period during declining enrollment.
- **Driver attendance/incentive program.** For this school year, the JPA approved a \$500 sign on bonus for drivers as long as they had no absences in the first 30 days; an additional \$500 per semester for no absences; and \$250 per semester for three or fewer absences. An additional \$250 will be awarded at the end of the school year if there are no missed days all year. To date, there have been no driver absences.
- **Belvedere Community Foundation.** the JPA program manager applied for a \$15,000 grant from the BCF to offset the cost of free passes covered by the YBC.

Approve Fiscal Year 2022-23 JPA Budget

- A program budget was submitted to the Board for review and approval. The budget was approved by the Board with a note that the contributions to the program by each town should be precisely 80% (Tiburon) and 20% (Belvedere). *(motion: Jack Ryan, seconded: AJ Brady; roll call, all agreed)*

Update on 2-Year Audit

- The town of Tiburon is working with a new auditing firm to conduct an audit of the program (anticipated completion date: December 2022; must be completed by June 2023/end of next fiscal year).

Next Meeting Date/Time

- The next JPA meeting will be convened on a TBD date in January 2023.

Updates on Board Membership

- Alternates for the town of Tiburon and the city of Belvedere need to be selected/updated; this will be decided by the next meeting and noted accordingly.