

Attachment 1

**Tiburon Peninsula Traffic Relief Joint Powers Agency (JPA)
February 15, 2023**



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- Robert Zadnik

Reed Union School District: Jacqueline Jaffee, Sherry Wangenheim

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. Introduction of new RUSD Board member (Sherry Wangenheim)
2. Approve Minutes of September 7, 2022 Meeting
3. Update on Current Year Operations (Leilah)
 - a. Pass Sales
 - b. Overall Program Update- Issues, Problems etc.
 - c. Discuss any possible changes to Driver Incentive Program
 - d. Increased potential riders due to school redistricting issue
4. Update on Program Financials
 - a. Review FY 23 (current) Budget status and early look at FY 24 financials
5. Discuss upcoming First Student contract expiration (June 2023)
6. Discuss and possible action to set pass price for FY 24
7. Discuss return to in person meetings, and set next meeting date/time/location

Discussion and Decision Items

Introduction of New RUSD Board Member

- Sherry Wangenheim is replacing AJ Brady as an RUSD representative on the JPA.

Approve Minutes from 9/7/22

- The Board approved the minutes of the 9/7/22 JPA meeting. *(Sherry Wangenheim abstained as she was not present during the September meeting.)*

Update on Current Year Operations

- **Pass sales update.** As of today, a total of 819 one-way passes one-way passes had been sold (which exceeded the 770 that were anticipated for the 2022-23 school year).
- **Overall program update.** The bus program has been running very smoothly with the exception of a few route problems with substitute drivers. This is an ongoing discussion with First Student and is being addressed.
- **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. 4/5 drivers received \$500 for no absences, one received \$250 for one absence. We will consider changes to the incentive program in order to be able to retain drivers at the next JPA meeting.
- **Increased ridership from East Corte Madera.** It is anticipated that a maximum of 37 additional riders (but likely fewer) will need bus passes next year (as inter-district transfers to LCMSD are expiring). The YBC program manager and RUSD are working together to provide information to the new families and believe that the increase in ridership can be accommodated.

Update on Program Financials

- Greg Chanis reviewed the FY 23 (current) budget status and provided a preview of anticipated FY 24 financials.
- The program will likely come in at budget this year, with an anticipated net income of approximately \$50,000.
- The FY 24 budget remains tentative until the new First Student contract cost (and other costs, including a contract amount with Marin Transit) can be determined.

Upcoming First Student Contract Expiration

- The current First Student contract expires June 30, 2023.
- Chair McCaskill and Greg Chanis will outreach to First Student to discuss the terms of a renewed contract and report back to the JPA at its next meeting.

Possible Action to Set Pass Price

- Pass prices will be set at the next JPA meeting, after more information is gathered about the new cost of the First Student contract.

Next Meeting Date/Time

- A return to in person meetings is now required.
- The next JPA meeting will be convened on March 15, 2023 at 9 am at Tiburon Town Hall.