

**Tiburon Peninsula Traffic Relief Joint Powers Agency (JPA)**  
**May 31, 2022**  
**Special Meeting – 10:00 a.m.**



**CORONAVIRUS (COVID-19) ADVISORY NOTICE**

On April 29, 2020, the Marin County Public Health Officer issued a legal order directing residents to shelter at home until May 31. The order limits activity, travel and business functions to only the most essential needs. Additional information is available at <https://coronavirus.marinhhs.org/>

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the JPA Board meeting will not be physically open to the public and all Board members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can access the meeting by following the meeting live at:

Topic: Traffic Relief JPA Board Meeting  
Time: May 31, 2022 10:00 AM Pacific Time (US and Canada)

Join Zoom Meeting  
<https://us06web.zoom.us/j/83881312969>

Meeting ID: 838 8131 2969

One tap mobile  
+16699006833,,83881312969# US (San Jose)

Instructions for providing public comment live during the meeting using Zoom are available on the Town of Tiburon's website.

Members of the public may provide public comment by sending comments by email at [gchanis@townoftiburon.org](mailto:gchanis@townoftiburon.org). Comments received prior to the start of the Board meeting will be distributed electronically to the Board. Comments received after the start time of the Board meeting, but prior to the close of public comment period for an item, will then be read into the record, with a maximum allowance of 3 minutes per individual comment,

subject to the Board's discretion. All comments read into the record should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting but will not be read into the record.

Any member of the public who needs accommodations should email or call the Town Clerk who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the Town's procedure for resolving reasonable accommodation requests. All reasonable accommodations offered will be listed on the Town's website at [www.townoftiburon.org](http://www.townoftiburon.org).

## **AGENDA**

### **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: Jacelyn Jaffee, AJ Brady (Alt-Kimberly McGrath)

### **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**

1. Discuss and Approve Options for Driver Incentive Bonuses for FY 23
2. Update on Routes and Pass Sales (**Attachments 1&2**)
3. Proposed First Student Rate Adjustments and related matters
4. Review Draft Fiscal Year 2022-23 JPA Budget (**Attachment 3**)
5. Consider Resolution authorizing Two-Year Audit for Fiscal Year 2020-2021 and Fiscal Year 2021-2022 (**Attachment 4**)
6. Updates on Board Membership
7. Set next meeting date/time

**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 Board Secretary at (415) 435-7377. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting.

### **AVAILABILITY OF INFORMATION**

Copies of all agenda reports and supporting data are available for viewing and inspection at Tiburon Town Hall.

Upon request, the Town will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request, including your name, mailing address, phone number and brief description of the requested materials and preferred alternative format or auxiliary aid or service at least 5 days before the meeting. Requests should be sent to the Board Secretary, c/o Town of Tiburon, 1505 Tiburon Boulevard, Tiburon, CA 94920.

### **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 Joint Powers Agency 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 JPA agenda.

2022-23 PASS SALES	CAPACITY	SALES	FREE	REMAINING SEATS	% FULL		
<b>REED</b>	<b>420</b>	<b>147</b>	<b>0</b>	<b>273</b>	<b>35.00%</b>		<b>FREE - 2022/23 Estimates</b>
Blue AM Pass	84	16		68	19.05%		Pink Magenta Aqua AM hold 14 (set @ 70)
Blue PM Pass	84	31		53	36.90%		Brown AM NA
Green AM Pass (AM ON	84	18		66	21.43%		Orange AM hold 2 (set @ 60)
Red AM Pass	84	39		45	46.43%		Aqua PM NA
Red PM Pass	84	43		41	51.19%		Magenta PM hold 14 (set @ 70)
<b>BEL AIRE</b>	<b>420</b>	<b>174</b>	<b>0</b>	<b>246</b>	<b>41.43%</b>		Orange PM hold 2 (set @ 60)
Magenta AM Pass	84	37		47	44.05%		
Magenta PM Pass	84	49		35	58.33%		
Aqua PM Pass (PM ONI	84	19		65	22.62%		
Brown AM Pass	84	31		53	36.90%		
Brown PM Pass	84	38		46	45.24%		
<b>DEL MAR</b>	<b>372</b>	<b>141</b>	<b>2</b>	<b>229</b>	<b>37.90%</b>		
Lime AM Pass	62	34	1	28	54.84%		
Lime PM Pass	62	36	1	26	58.06%		
Orange AM Pass	62	18		44	29.03%		
Orange PM Pass	62	17		45	27.42%		
Purple AM Pass	62	10		52	16.13%		
Purple PM Pass	62	26		36	41.94%		
<b>RUSD TOTAL</b>	<b>1212</b>	<b>462</b>	<b>2</b>	<b>748</b>	<b>38.11%</b>		
<b>COVE ELEMENTARY</b>	<b>0</b>	<b>Free</b>					
Gold Cove AM Pass							
Gold Cove PM Pass							
<b>COVE TOTAL</b>							
<b>SALES COMPARISON BY</b>	<b>2022-23</b>	<b>2020-21 (COVID)</b>	<b>2019-20 (COVID)</b>	<b>2018-19 (full year)</b>	<b>2017-18 (full year)</b>	<b>2016-17 (full year)</b>	
Reed	147	215	282	345	357	357	
Bel Aire	174	293	505	509	510	573	
Del Mar	141	305	484	484	449	445	
RUSD	462	813	1271	1338	1316	1375	

2021-22 PASS SALES							
	CAPACITY	SALES	FREE	REMAINING SEATS	% FULL		
<b>REED</b>	<b>504</b>	<b>215</b>	<b>0</b>	<b>289</b>	<b>42.66%</b>		
Blue AM Pass	84	27		57	32.14%	<b>combined routes</b>	<b>rider count</b>
Blue PM Pass (combined with Green PM)	84	29		55	34.52%	Orange/Green AM	74 (40 Reed, 71 DM)
Green AM Pass (combined with Orange AM)	84	38		46	45.24%	Pink/Magenta AM	45
Green PM Pass (combined with Blue PM)	84	31		53	36.90%	Pink/Magenta PM	79
Red AM Pass	84	38		46	45.24%	Lime/Gray AM	75
Red PM Pass	84	52		32	61.90%	Lime/Gray PM	67
<b>BEL AIRE</b>	<b>756</b>	<b>293</b>	<b>20</b>	<b>443</b>	<b>38.76%</b>	Purple/Indigo PM	53
Pink AM Pass (combined with Magenta AM)	84	32		52	38.10%	Blue/Green PM	53
Pink PM Pass (combined with Magenta AM)	84	43		41	51.19%		
Magenta AM Pass (combined with Pink AM)	84	17		67	20.24%		
Magenta PM Pass (combined with Pink PM)	84	45	9	30	53.57%		
Aqua AM Pass	84	25	9	59	29.76%		
Aqua PM Pass	84	31		53	36.90%	FREE - 2022/23 Estimates	
Brown AM Pass (combined with Teal AM)	84	15		69	17.86%	Pink Magenta Aqua AM	hold 14 (set @ 70)
Brown PM Pass	84	52	1	31	61.90%	Brown AM	NA
Teal AM Pass (combined with Brown AM)	84	33	1	50	39.29%	Orange AM	hold 2 (set @ 60)
<b>DEL MAR</b>	<b>558</b>	<b>305</b>	<b>16</b>	<b>237</b>	<b>54.66%</b>	Purple AM	hold 7 (set @ 55)
Lime AM Pass (combined with Gray AM)	62	46		16	74.19%	Aqua PM	NA
Lime PM Pass (combined with Gray PM)	62	35		27	56.45%	Magenta PM	hold 14 (set @ 70)
Gray AM Pass (combined with Lime AM)	62	32		30	51.61%	Orange PM	hold 2 (set @ 60)
Gray PM Pass (combined with Lime PM)	62	33		29	53.23%	Purple PM	hold 7 (set @ 55)
Orange AM Pass (combined with Green AM)	62	31	2	31	50.00%		
Orange PM Pass	62	38	2	24	61.29%		
Purple AM Pass	62	35	6	21	56.45%		
Purple PM Pass (combined with Indigo PM)	62	23		39	37.10%		
Indigo PM Pass (combined with Purple PM)	62	32	6	24	51.61%		
<b>RUSD TOTAL</b>	<b>1818</b>	<b>813</b>	<b>36</b>	<b>969</b>	<b>45.36%</b>		
<b>COVE ELEMENTARY</b>	<b>108</b>						
Gold Cove AM Pass	54	17					
Gold Cove PM Pass	54	21					
<b>COVE TOTAL</b>		<b>38</b>					
<b>TOTAL RUSD AND COVE ANNUAL</b>							
	<b>851</b>						
<b>REPLACEMENT AND DAY PASSES</b>							
Playdate							
Cove 10 Packs							
Replacement Passes							
<b>SALES COMPARISON BY YEAR - RUSD ONLY</b>	<b>2019-20 (COVID)</b>	<b>2018-19 (full year)</b>	<b>2017-18 (full year)</b>	<b>2016-17 (full year)</b>			
<b>Reed</b>	<b>282</b>	<b>345</b>	<b>357</b>	<b>357</b>			
<b>Bel Aire</b>	<b>505</b>	<b>509</b>	<b>510</b>	<b>573</b>			
<b>Del Mar</b>	<b>484</b>	<b>484</b>	<b>449</b>	<b>445</b>			

RUSD	1271	1338	1316	1375				
------	------	------	------	------	--	--	--	--

## Traffic Relief JPA-Draft FY 23 Budget Info

<u>Assumptions</u>	FY2021-22	Draft FY2022-23
RUSD Population	1,023	1,000
Number of buses	5	5
Number of paid passes sold - RUSD	820	800
Number of paid passes sold - The Cove	5	5
Pass Price	315	315
Base Rate Per Bus (4 hour day)	573.91	642.77
Excess Rate Per Hour	68.87	77.13

<u>Revenue</u>		
<b>Pass Sale Revenue</b>		
Total RUSD Bus Passes	258,300	252,000
Total Cove School Bus Passes	1,575	1,575
<b>Sub-Total Pass Sale Revenue</b>	<b>259,875</b>	<b>253,575</b>
<b>Other Revenue</b>		
Town of Tiburon Contribution	187,900	182,860
City of Belvedere Contribution	46,975	45,715
Corte Madera Contribution	25,000	25,000
RUSD Contribution (Free & Reduced)	19,500	19,500
Larkspur-Corte Madera School District (Free & Reduced)	10,395	10,395
County of Marin Contribution	65,000	65,000
Measure AA Funding	135,877	100,000
Additional Measure AA Funding	77,620	0
Grant and Other Funding (including LAIF)	15,000	15,000
<b>Sub-Total Other Revenue</b>	<b>583,267</b>	<b>463,470</b>
Less: Internet Revenue Collection Costs	-5,198	-5,072
<b>Total Revenue</b>	<b>843,142</b>	<b>717,045</b>

<u>Expenses</u>		
Bus Contract (FY21-22 = 20% overage, FY22-23 = 10% overage)	619,823	636,342
Driver Incentive Program	5,000	7,500
Marin Transit Contract (including Parking and Toilets)	101,885	31,885
Bus Tracking System	-	-
Program Manager	50,000	50,000
Administrative Expenses (Audit, Insurance, Legal, Admin, Printing)	20,000	20,000
<b>Total Expenses</b>	<b>796,708</b>	<b>745,727</b>
<b>Net Income</b>	<b>46,434</b>	<b>-28,682</b>

Reserve Balance - Fiscal Year Beginning	189,649	236,083
Reserve Balance - Fiscal Year End	<b>236,083</b>	<b>207,400</b>

**DRAFT RESOLUTION NO. XX-2022**

**A RESOLUTION OF THE TIBURON TRAFFIC RELIEF JOINT POWERS AGENCY  
BOARD OF DIRECTORS AUTHORIZING A TWO YEAR AUDIT FOR FISCAL YEAR  
2020-21 AND FISCAL YEAR 2021-2022**

**WHEREAS**, The Tiburon Traffic Relief Joint Powers Agency (Agency) was formed in May 2016;  
and

**WHEREAS**, Pursuant to California Government Code section 6505, the Agency has conducted  
annual audits in Fiscal Years 2016, 2017, 2018, 2019 and 2020

**WHEREAS**, Due to the Covid Pandemic, the Agency did not operate a Yellow Bus Transportation  
Program in Fiscal Year 2021; and,

**WHEREAS**, The Agency resumed operating a Yellow Bus Transportation program in Fiscal Year  
2022; and

**WHEREAS**, California Government Code Section 6505(f) allows the governing body of the Agency  
to replace the annual audit with an audit covering a two-year period.

**NOW, THEREFORE, BE IS RESOLVED**, that the Board of Directors of the Tiburon Traffic  
Relief Joint Powers Agency does hereby authorize the replacement of an annual audit, with a two-  
year audit covering Fiscal Year 2020-21 and Fiscal Year 2021-2022.

**PASSED AND ADOPTED** at a special meeting of the Board of Directors of the Tiburon Traffic  
Relief Joint Powers Agency held this 31<sup>st</sup> day of May, 2022, by the following vote:

AYES: BOARDMEMBERS:

NAYS: BOARDMEMBERS:

ABSENT: BOARDMEMBERS:

---

BOB MCCASKILL, CHAIRMAN  
TIBURON TRAFFIC RELIEF JOINT  
POWERS AUTHORITY

ATTEST:

---

GREG CHANIS, STAFF LIAISON