

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: January 28, 2019 TIME: 9:30 a.m.
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA
Conference Room 240 (Second Floor)

* Parent liaisons - please meet at 8:50 a.m. prior to the official board meeting

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) PUBLIC COMMENT – items not on the agenda
- 4) ADOPTION OF MINUTES – January 11, 2019
- 5) OLD BUSINESS
 - a. Review Proposal from First Student for Transportation Services Starting 2019
Recommendation: Review Revised Pricing from First Student; Direct Staff.
 - b. LSBTA Parent Survey 2018 – Consider Survey for Incoming 5th Grade Parents
Recommendation: Direct Staff.
- 6) LATE BUS REPORTS – December 2018
- 7) CHAIR AND BOARD MEMBERS' REPORTS
- 8) WRITTEN COMMUNICATIONS
- 9) NEXT MEETING DATE- to be determined
- 10) ADJOURNMENT

I, Juliet Hansen, declare under penalty of perjury, that this agenda has been posted at least 72 hours in advance in the following locations: City of Lafayette Offices, 3675 Mt. Diablo Blvd., in the glass case downstairs, Lafayette, CA.

Juliet Hansen, Program Manager

*Any writings or documents pertaining to an open session item provided to a majority of the LSBTA less than 72 hours prior to the meeting shall be made available for public inspection at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA during normal business hours. Agendas and packets are available for review by the public during regular Monday – Friday work hours at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA and on the website at www.lamorindaschoolbus.org. Agendas and packets shall be made available at least 72 hours in advance of each meeting. Upon request this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the ADA Act of 1990 (42 U.S.D. Sec. 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Juliet Hansen, Program Manager, at 925-299-3216 at least 48 hours before the meeting if possible.

Lamorinda School Bus Transportation Agency

DRAFT MINUTES

City of Lafayette Offices
3675 Mt. Diablo Blvd.,
Lafayette, CA 94549

Date: January 11, 2019
Time: 2:00 p.m.

Present: Chair Worth, Vice Chair Kendzierski and Board Members Burks, Follmer, Hoxie, Korpus and Nickens. Absent: None.

Also Present: Phil Eades, Henry Cooper and Pamela Lee, First Student; Juliet Hansen and Sue Graves, LSBP Staff; Jennifer Telford, Wagner Ranch Liaison, Mary Kubiawicz, Springhill Liaison and Melissa McIlwain, Stanley Liaison.

1. Call to Order: Chair Worth called the meeting to order at 2:03 p.m.
2. Adoption of Agenda: The agenda was adopted M/S/C/U (Hoxie/ Kendzierski).
3. Public Comment: None
4. Approval of Minutes: The minutes of November 26, 2018 were approved M/S/C/U (Korpus/ Kendzierski).
5. Election of Chair and Vice Chair:
6. After receiving nominations, there was a motion to elect Amy Worth as Chair M/S/C/U (Korpus/ Kendzierski) and Nancy Kendzierski as Vice Chair M/S/C/U (Korpus/ Hoxie).
7. Old Business
 - a. Review Results of LSBTA Parent Survey 2018

Ms. Hansen reviewed the survey results and the RFP process to date. There was a 52% response rate and 80% indicated a willingness pay higher prices. Chair Worth stated that Measure J funding is largely flat and any increase in cost needs to be borne by the parents. Vice Chair Kendzierski stated that cutting routes has the greatest effect on the cost of the program.

Board Member Follmer asked when the decision regarding price and routes would be made. Ms. Hansen stated a contract needs to be worked out first then the budget can be established which includes pricing and routes. Board Member Korpus stated that she was happy with the survey results, but that we may lose 20% of ridership.

Board Member Follmer noted that 50% of the comments in the survey were about pricing. She wondered if there was a way to encourage ridership on lower ridership routes. Administrative Aide Sue Graves offered that there is a \$4.00 guest pass that can be purchased to try out the bus. Chair Worth noted that staff is also looking into automatic billing.

Board Member Cam Burks asked about the methodology for calculating the number of students graduating versus the number of students joining the program. Ms. Hansen stated that generally the number of students coming in matches the number of students leaving.

b. Review Proposal from First Student for Transportation Services starting 2019

Chair Worth summarized for the new board members the direction of the previous board, which was to concentrate on the 5-year contract with new buses transitioned in over time. She also reviewed the shortage of drivers. Henry Cooper, First Student, stated that wages are driving the majority of the increase to the program. Board Member Hoxie asked if the new buses had any upgrades. Mr. Cooper responded that the new buses would be just as safe, but more reliable.

Board Member Korpus stated that she was in favor of a 5-year contract and transitioning in new buses. The survey indicated a clear demand for service, but there may be a drop in ridership. She asked if there could be some built-in flexibility in the minimum number of buses, perhaps a scalable price based on the number of buses. She also thinks the LSBTA should consider cutting at least one bus to start. There may be some other things that could bring down the price such as cities or school districts contributing funds. Vice Chair Kendzierski stated that one bus could be eliminated easily and still serve all the students. A second bus could be eliminated and the route reconfigured with some loss of ridership. She offered that eliminating routes provides savings over the life of the contract. Board Member Hoxie agreed that if a route is eliminated we should try to keep as many riders as possible.

Chair Worth stated that the cities are already contributing 2/3 of the funding for the program in that the cities are eligible for Measure J funds. The money could have been allocated to other uses within the communities. It was stated that the school districts do not have additional funding for the bus program. The Moraga School District had some transportation money that it forwarded to the LSBTA, but it is no longer doing so. There was a question regarding Safe Routes to School funding. Chair Worth stated that these funds are for one-time capital expenses.

Vice Chair Kendzierski stated that she was not interested in the First Student proposal submitted in response to the RFP, but would support moving forward with a 5-year contract with a minimum number of buses. Melissa McIlwain, Stanley Liaison, asked if additional service could be added to the system for students in Happy Valley and Hidden Valley to Stanley. Chair Worth stated that additional service could happen if the proposed 2020 county-wide transportation measure passes.

Ms. Hansen asked First Student if the number of seats for the conventional buses could be increased beyond 71. Phil Eades, First Student, answered that he would check. Mr. Eades stated that reducing the number of buses may increase the price.

After some further discussion, there was a M/S/C/U (Kendzierski/Korpus) to enter into negotiations with First Student to extend the current contract using the existing fleet of buses with various considerations, including phasing in new buses over time, the bus size (number of seats on the conventional bus), and flexibility in the number of buses. First Student agreed to provide some more information on pricing at the next meeting.

8. Late Bus Report: No Discussion
9. Chair's and Board Members' Reports: None
10. Written Communications: Chair Worth read an email received from Sara Frane expressing willing to pay more for bus service.
11. Next Meeting Date: Monday, January 28, 2019 at 9:30 a.m.
12. Adjournment: The meeting was adjourned at 3:49 p.m.

Respectfully Submitted,

Sue Graves, Administrative Aide

Lamorinda School Bus Program
 Staff Report

Date: January 24, 2019
 To: Lamorinda School Bus Transportation Agency
 From: Juliet Hansen, Program Manager
 Re: Proposal from First Student for Transportation Services Starting 2019

Background

At the last meeting on January 11, 2019, the LSBTA reviewed the parent survey and noted the program may need a combination of increased parent fees and a reduction in the number of buses in order to remain financially viable. The board asked First Student to prepare a revised pricing scenario based on the operation of fewer buses.

Discussion

The recent parent survey indicated 80-82% of parents would pay \$900/yr. or \$5.00/day for school bus service next year. However, as several board members pointed out, a reduction in the number of riders may mean the board needs to reduce the overall number of routes, as this provides significant cost savings over the lifetime of the contract.

For the past several years, total expenditures have exceeded new revenues and the program has pulled from its fund balance in order to run 22 routes (10 in Orinda, 7 in Lafayette and 5 in Moraga). This programmatic pattern cannot continue, even with the current prices under the current contract.

Number of Routes/Buses

The current contract with First Student is based on operating 20 buses. The contract allows for a reduction of two buses without a change in the daily rate. *The revised pricing scenario submitted by First Student on January 24, 2019 is based on 22 routes. There is an increase in the daily rate for each bus reduced.* Please see the First Student revised pricing scenario attached which includes the daily rate for all five years. The table below shows analysis of the first year only.

Buses	2019/20	% Change from 22 Buses	Annual Per Bus	Annual Total
22	\$ 544.47	0.00%	\$ 98,005	\$ 2,156,101
21	\$ 545.84	0.25%	\$ 98,251	\$ 2,063,275
20	\$ 551.32	1.26%	\$ 99,238	\$ 1,984,752
19	\$ 554.06	1.76%	\$ 99,731	\$ 1,894,885
18	\$ 556.80	2.26%	\$ 100,224	\$ 1,804,032

For comparison, the TRAFFIX contract, which is now complete and approved by the TRAFFIX governing board allows for the following:

TRAFFIX Daily Rates

- 24-25 buses Daily rate reduces by 2%
- 19-23 buses No Change in Daily Rate (TRAFFIX plans to run 23 buses)
- 17-18 buses Daily rate increases by 2%

Additionally, it's important to note the escalator for the LSBTA in the last three years of the contract. The escalator for the LSBTA has been 2.5% for the last nine years. The First Student pricing scenario includes a 3% escalator after the first two years (after the 19.3% and 11% increase). TRAFFIX has an escalator of 2.5% after year one. Please see the TRAFFIX staff report of January 15, 2009 attached.

Summary

The LSBTA is facing a combination of increasing parent fees and a reduction in the number of buses in order to survive financially. First Student has prepared a revised pricing scenario based on the number of buses. There is a price increase for every bus reduced. While this provides flexibility in pricing as the LSBTA requested, it does not mirror the current contract which allows for a reduction of two buses without a change in the daily rate and does not mirror the TRAFFIX contract which allows for a reduction of three buses without a change in the daily rate. Additionally, the escalator after year two is 3% whereas in years past it was 2.5%. In summary, there are terms to negotiate. Staff suggests formation of a subcommittee to negotiate with First Student.

Recommendation

Review revised pricing from First Student; direct staff.



Lamorinda School Bus Transportation Agency

HOME-TO-SCHOOL TRANSPORTATION

Base Routes		2019/20	2020/21	2021/22	2022/23	2023/24
Daily Rate Per Bus		\$ 544.47	\$ 604.36	\$ 622.49	\$ 641.16	\$ 660.39
Number of Routes(not including 2 spares)		22	22	22	22	22

Assumptions:

Five (5) year contract term.

Change to all conventional fleet.

Replace 12 vehicles in year one and 12 vehicles in year four.

Daily Rate Per Bus on route total under 22		2019/20	2020/21	2021/22	2022/23	2023/24
	22	\$ 544.47	\$ 604.36	\$ 622.49	\$ 641.16	\$ 660.39
	21	\$ 545.84	\$ 606.39	\$ 624.58	\$ 643.32	\$ 662.62
	20	\$ 551.32	\$ 611.97	\$ 630.33	\$ 649.24	\$ 668.72
	19	\$ 554.06	\$ 615.01	\$ 633.46	\$ 652.46	\$ 672.03
	18	\$ 556.80	\$ 618.05	\$ 636.59	\$ 655.69	\$ 675.36



DATE: January 15, 2019

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Technical Advisory Committee

SUBJECT: **Item XII.A. Review, Discuss and Approve First Student Transportation Services Contract**

BACKGROUND

Since the inception of the program in 2009, TRAFFIX has contracted with First Student, Inc. for the purposes of providing Student Transportation Services. During that time, the program has expanded to a fleet of 23 buses and 39 bus routes serving 11 schools throughout the San Ramon Valley. The current contract with First Student, Inc. is set to expire on July 31, 2019.

On March 21, 2018, TRAFFIX released a Request for Proposals (“RFP”) for student transportation services for a 5-year period, ending July 31, 2024. Proposals were due April 26, 2018 with TRAFFIX receiving proposals from First Student, Inc. of City of Industry, CA and from Student Transportation of America of Goleta, CA. At its meeting of May 10, 2018, the TRAFFIX Board was presented with a summary of the two proposals and determined First Student, Inc. to be the most responsive proposal. Subsequently, the TRAFFIX Board directed the TRAFFIX Technical Advisory Committee and Legal Counsel to begin Best and Final Offer (“BAFO”) negotiations.

DISCUSSION

After a considerable negotiation period, legal counsels for First Student and TRAFFIX came to agreement on proposed language for a new five-year Transportation Services Contract with the option of three one-year extensions (Attachment A). The proposed contract consists of the following primary elements:

Daily Base Rate

Contact Year	Daily Base Rate – Per Bus/Per Day
2019-20	\$611.81
2020-21	\$627.11
2021-22	\$642.79
2022-23	\$658.86
2023-24	\$675.33

As directed by the TRAFFIX Board, as part of the BAFO negotiations, pricing options were negotiated for increasing or decreasing operation of buses, similar to the terms of the current contract. As referenced in the proposed contract, "The above pricing is based on an operation of between 19 and 23 buses per day. TRAFFIX may increase or reduce the number of buses. If TRAFFIX has Provider provide 17 or 18 buses per day, the Daily Base Rate shall increase 2%. If TRAFFIX has Provider provide 24 or 25 buses per day, the Daily Base Rate shall decrease by 2%." Lastly, TRAFFIX and First Student came to agreement on outfitting the entire 23-bus fleet with video cameras to be included in the daily base rate price.

RECOMMENDATION

Consider approval of First Student Transportation Services Contract (Attachment A) with First Student, Inc. for Furnishing Student Transportation Services through July 31, 2024 with the option of three one-year extensions.

Attachment A: FINAL DRAFT of Contract for Furnishing Student Transportation Services

