

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: Tuesday, May 21, 2019 TIME: 9:30 a.m.
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA
Conference Room 240 (Second Floor)

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) CLOSED SESSION (9:30 a.m. – 9:45 a.m.)
 - a. Public Employment Appointment (Gov. Code 54957)
Title: Program Manager
 - b. Conference with Labor Negotiators (Government Code section 54957.6)
Agency designated representative: LSBTA Chair, Amy Worth
Unrepresented Employee: Program Manager
- 4) PUBLIC COMMENT – items not on the agenda
- 5) ADOPTION OF MINUTES – April 29, 2019
- 6) OLD BUSINESS
 - a. Review Budget and Reserve Target
Recommendation: Consider Reserve Target; Direct Staff
 - b. Text Messaging Policy
Recommendation: Approve Revised Guidelines for Using the Text Message System
 - c. Update on Registration for Next School Year, 2019-20
 - d. Update on Drivers and Operations – First Student
- 7) LATE BUS REPORTS – April 2019
- 8) CHAIR AND BOARD MEMBERS' REPORTS
- 9) WRITTEN COMMUNICATIONS
- 10) NEXT MEETING DATE – June 24, 2019 or June 25, 2019
- 11) 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., Rm. 240
Lafayette, CA 94549

Date: April 29, 2019
Time: 9:30 a.m.

Present: Chair Amy Worth, Vice Chair Nancy Kendzierski, Board Members Kymberleigh Korpus, Liz Daust (for Cara Hoxie), Jon Nickens, Mike Anderson (for Cam Burks) and Jean Follmer.

Absent: None.

Also Present: Juliet Hansen and Sue Graves, LSBP Staff; Jennifer Wakeman, City of Lafayette; Henry Cooper and Mark Frith, First Student; Mary Kubiaticz, Springhill; Jennifer Telford, Wagner Ranch; Melissa McElwain, Stanley.

1. Call to Order – The meeting was called to order at 9:30 a.m.
2. Adoption of Agenda – The agenda was adopted as presented M/S/C/U (Anderson/Korpus).
3. Public Comment – none.
4. Approval of Minutes – The minutes of March 26, 2019 were approved as presented M/S/C/U (Korpus/Anderson).
5. New Business

a. LSBTA Investment Policy

After a brief presentation by Juliet Hansen and Jennifer Wakeman, Financial Services Manager for the City of Lafayette, there was a M/S/C/U (Korpus/Anderson) to adopt the staff recommendation to adopt the City of Lafayette's Investment Policy as the LSBTA's Investment Policy.

b. Establishing Salary Range and Benefits for the LSBTA Program Administrator

Ms. Hansen reviewed the schedule of her departure. She will be leaving the Program Manager position at the end of June 2019. The City of Lafayette has already advertised for the position and there is a short list of candidates to interview. Ms. Wakeman provided a summary of the salary range and benefits offered to City of Lafayette employees. After some discussion, there was a M/S/C/U to adopt Resolution 19-2 affirming the City's practice in establishing the salary range and benefits for the Program Administrator position, subject to approval by the LSBTA. The board discussed who might sit on an interview panel and requested a closed session item for the next meeting in order to appoint/hire a new Program Manager.

c. Adopt Budget for FY 2019-20 and Five-Year Financial Plan

Ms. Hansen reviewed the expenditures and revenues for a 19-bus system over five years with the scenario of "fast recovery" as discussed in previous meetings. Vice Chair Kendzierski asked about the cost of the audit and Ms. Hansen stated the cost is included in the budget. The CCTA requires an annual audit and the LSBTA has to pay for it. Ms. Kendziersky noted there is zero in the contingency line item and she would support placing some money here. She noted that the LSBTA does not have a mandated reserve.

Ms. Hansen recommended the LSBTA maintain at least \$200,000 in a contingency or reserve (right now it's included in the fund balance). Ms. Korpus stated she would support this; however, she would support a number higher than this in the future. Mr. Nickens asked if the board should adopt a percentage instead of a dollar amount.

There was a M/S/C/U (Kendzierski/Nickens) to move \$200,000 from the fund balance into the contingency to be followed by a policy discussion AND to approve the staff recommendation to 1. Approve LSBTA budget for FY 19-20; forward Five-Year Financial Plan to CCTA; 2. Increase Parent Contributions to \$900/\$925 round trip and \$590/\$615 one way; establish monthly payments (ARB) as indicated in the staff report; 3. Increase Price of One Trip Pass to \$6.00; and 4. Adopt Resolution 19-1 re: Transfer Fees to City of Lafayette.

d. Text Messaging Policy

Ms. Hansen stated that First Student is now sending out the text messages for late buses as it is faster and more responsive to parents. There is staff-approved script that the dispatchers use so everyone is consistent. There was some discussion about adding language about the script into the policy. Ms. Hansen will check with legal counsel.

e. Mr. Cooper thanked the board for contributing to the pizza party for driver appreciation day. He stated the Concord location is still short of drivers and lamorinda is short 2-3 drivers which includes the cover drivers. First Student is still hiring drivers, but it takes some time to get drivers certified. The driver shortage is affecting all school districts in California. The board requested a recruitment flyer and Mr. Cooper agreed to share one.

6. Late Bus Report – There was some discussion about the late buses and combined routes.

7. Chair and Board Members' Report

Moraga P.D. has reported red light violations at Ascot Drive. Staff will follow up. The board asked Mr. Cooper if there is a way for drivers to report red light violators. Mr. Cooper stated the drivers can fill out a form and he forwards it to CHP. Ms. Hansen requested to be cc'd on this correspondence.

8. Written Communications – none.

9. Next Meeting Date – The next meeting was set for Tuesday, May 21, 2019 at 9:30 a.m.

10. Adjournment – The meeting was adjourned at 10:42 p.m.

Respectfully Submitted,

Juliet Hansen, Program Manager

LSBTA Meeting
May 21, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: May 17, 2019
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Review Budget and Reserve Target

Background

At the last board meeting on April 29, 2019, the LSBTA adopted a budget and a five- year financial plan and directed staff to place \$200,000 into a contingency (reserve) line item for FY 19-20. The board discussed setting a reserve target or policy for the future and asked staff to bring additional information to the next meeting.

Discussion

LSBTA staff contacted the TRAFFIX program in San Ramon re: its reserve policy. TRAFFIX has historically maintained a 50% reserve, but this year staff has requested approval for a 40% reserve. As this seems high, LSBTA staff contacted several other JPAs which operate school bus programs. Marin Pupil Transportation Authority (MPTA) in Larkspur maintains a 5% reserve. West County Transportation Agency (WCTA) in San Rafael maintains a 4.55% reserve. We also contacted other known school bus programs in Marin County that receive local, transportation tax dollars. Reed Union School District is a part of a JPA, but it has not adopted a reserve policy. Ross Valley operates under the Marin Transit budget and Mill Valley operates within its school district budget.

The LSBTA has not adopted a reserve policy to date. Over the last six years of actual expenditures (FY 12-13 to FY 17-18), the fund balance at the end of the year has varied between 21% and 39%. At the end of the current fiscal year FY 18-19, the LSBTA expects to have 13% remaining in the fund balance.

As directed, staff has moved \$200,000 into the contingency/reserve line item for FY 19-20. This amount represents 8.45% of total expenditures, with \$73,942 left in the fund balance. Staff has prepared Table A and Table B below for discussion. Table A shows \$200,000 as a percentage of expenditures each year, with a remaining fund balance. Table B shows \$200,000 plus the

remaining fund balance as a percentage of expenditures. Both scenarios assume the \$200,000 will remain unspent and will carry over each year.

Table A - Reserve as Percentage of Expenditures

	FY 19-20 Year 1	FY 20-21 Year 2	FY 21-22 Year 3	FY 22-23 Year 4	FY 22-23 Year 5
Expenditures	\$2,368,138	\$2,384,289	\$2,455,819	\$2,529,490	\$2,605,376
Reserve	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Percent	8.45%	8.39%	8.14%	7.91%	7.68%

Table B - Reserve as Percentage of Expenditures WITH ADDITION OF FUND BALANCE

	FY 19-20 Year 1	FY 20-21 Year 2	FY 21-22 Year 3	FY 22-23 Year 4	FY 22-23 Year 5
Expenditures	\$2,368,138	\$2,384,289	\$2,455,819	\$2,529,490	\$2,605,376
Reserve	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Fund Balance	\$73,942	\$15,987	\$72,270	\$146,533	\$240,421
Percent	11.6%	9.1%	11.1%	13.7%	16.9%

Summary

The LSBTA can set a reserve target or adopt a reserve policy if it wishes. There is no requirement to do so. The reserve target can be a dollar amount or a percentage. The LSBTA has already adopted \$200,000 as a reserve for FY 19-20 and this represents 8.45% of total expenditures. If the expected fund balance of \$73,942 is added in, the carryover to the next year is 11.6% of expenditures. The board should consider the analysis and direct staff.

Recommendation

Consider reserve target; direct staff.

Attachments:

Budget and Five-Year Financial Plan adopted on April 29, 2019

ADOPTED BY LSBTA 4-29-19

New Contract Period - First Student

	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	New Contract Period - First Student					RTEs		
	Actuals	Actuals	Actuals	Actuals	Actuals	ACTUALS	Budget Adjusted	Year 1	Year 2	Year 3	Year 4	Year 5			
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24			
LSBTA Budget															
FY 2019/20															
19 buses, fast recovery															
EXPENDITURES															
702 Personnel Services (1a)	\$170,075	\$161,129	\$157,401	\$160,853	\$169,703	\$184,774	\$195,690	\$204,493	\$210,628	\$216,947	\$223,455	\$230,159			
741 Office Supplies	\$878	\$601	\$1,270	\$596	\$433	\$753	\$700	\$721	\$743	\$765	\$788	\$811			
743 Postage	\$951	\$978	\$875	\$977	\$987	\$1,407	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159	\$1,194			
745 Printing and Binding	\$1,308	\$1,436	\$819	\$1,654	\$1,837	\$1,944	\$1,957	\$2,016	\$2,076	\$2,138	\$2,203	\$2,269			
746 Books & Software	\$0	\$0	\$0	\$0	\$280	\$0	\$66	\$300	\$309	\$318	\$328	\$338			
748 Special Dept. Supplies	\$163	\$153	\$267	\$0	\$0	\$0	\$515	\$530	\$546	\$563	\$580	\$597			
791 Misc. Expenses under \$500	\$360	\$104	\$20	\$31	\$204	\$166	\$1,000	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126			
821 Utilities-Telephone	\$923	\$918	\$924	\$1,095	\$938	\$913	\$1,200	\$1,236	\$1,273	\$1,311	\$1,351	\$1,391			
841 Office Lease, shared costs	\$8,878	\$8,878	\$8,878	\$8,878	\$10,699	\$11,711	\$12,080	\$12,442	\$12,816	\$13,200	\$13,596	\$14,004			
843 Travel/Training	\$154	\$76	\$43	\$45	\$434	\$96	\$900	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126			
851 Advertising/Legal Notices	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126			
861 Contractual Services															
First Student-LSBP(1)	\$1,481,427	\$1,519,532	\$1,544,892	\$1,537,334	\$1,666,901	\$1,753,132	\$1,807,300	\$1,888,627	\$2,096,392	\$2,159,285	\$2,224,060	\$2,290,784			
Legal Counsel	\$26	\$422	\$54	\$0	\$13,392	\$25,926	\$6,000	\$6,180	\$6,365	\$6,556	\$6,753	\$6,956			
Audit	\$3,500	\$1,750	\$3,500	\$3,380	\$3,931	\$3,136	\$3,800	\$3,914	\$4,031	\$4,152	\$4,277	\$4,405			
Insurance	\$9,953	\$9,642	\$10,138	\$9,852	\$9,811	\$10,069	\$10,170	\$10,475	\$10,789	\$11,113	\$11,446	\$11,790			
Consulting Services	\$0	\$0	\$0	\$0	\$68,880	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
VISA S/C	\$12,606	\$13,333	\$12,814	\$11,343	\$12,637	\$14,666	\$15,000	\$20,000	\$20,600	\$21,218	\$21,855	\$22,510			
Website, etc.(2)	\$1,534	\$964	\$1,204	\$1,624	\$2,072	\$1,208	\$2,200	\$2,266	\$2,334	\$2,404	\$2,476	\$2,550			
Computer Lease	\$4,593	\$4,593	\$1,861	\$6,132	\$4,619	\$3,699	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502	\$4,637			
Transfer Charges COL	\$5,800	\$5,800	\$5,800	\$5,560	\$5,560	\$5,560	\$5,560	\$5,727	\$5,899	\$6,076	\$6,258	\$6,446			
907 Equipment	\$0	\$650	\$217	\$0	\$4,322	\$301	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126	\$1,159			
Other (6)	\$0	\$0	\$0	\$0	\$11,895	\$0	\$0	\$0	\$0	\$0	\$0	\$0			
850 General Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0			
Total Expenditures	\$1,703,129	\$1,730,959	\$1,750,977	\$1,749,354	\$1,989,535	\$2,019,461	\$2,071,668	\$2,368,138	\$2,384,289	\$2,455,819	\$2,529,490	\$2,605,376			
Starting Fund Balance	\$661,510	\$544,152	\$536,319	\$511,021	\$676,404	\$551,244	\$415,119	\$271,765	\$73,942	\$15,987	\$72,270	\$146,533			
REVENUES															
Parent Contributions(3)	\$534,849	\$556,737	\$579,164	\$595,524	\$608,893	\$597,716	\$637,000	\$871,200	\$1,009,503	\$1,155,320	\$1,189,980	\$1,225,679			
One Trip Passes	\$16,490	\$18,731	\$18,570	\$19,339	\$16,026	\$19,073	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000			
Measure J (SWAT TDM)	\$67,500	\$67,500	\$67,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500	\$72,500			
Measure J Funds (4)	\$934,783	\$1,047,175	\$1,027,633	\$1,196,473	\$1,135,802.00	\$1,155,725	\$1,196,814	\$1,205,615	\$1,223,301	\$1,263,221	\$1,320,180	\$1,379,960			
State DOE - MSD (5)	\$29,749	\$32,102	\$32,102	\$29,749	\$30,515	\$32,102	\$0	\$0	\$0	\$0	\$0	\$0			
Interest Earnings	\$2,399	\$881	\$708	\$1,152	\$640	\$2,016	\$2,000	\$1,000	\$1,030	\$1,061	\$1,093	\$1,126			
Other (6)						\$4,204	\$0	\$0	\$0	\$0	\$0	\$0			
Total Revenues	\$1,585,771	\$1,723,126	\$1,725,677	\$1,914,737	\$1,864,376	\$1,883,336	\$1,928,314	\$2,170,315	\$2,326,334	\$2,512,102	\$2,603,752	\$2,699,265			
Total Funds Available	\$2,247,281	\$2,267,278	\$2,261,996	\$2,425,758	\$2,540,780	\$2,434,580	\$2,343,433	\$2,442,080	\$2,400,276	\$2,528,089	\$2,676,023	\$2,845,798			
Ending Fund Balance	\$544,151	\$536,319	\$511,021	\$676,404	\$551,245	\$415,119	\$271,765	\$73,942	\$15,987	\$72,270	\$146,533	\$240,421			

Assumptions:

- (1a) FY 19-20, 1 FTE and 1 hourly employee
- (2) Website, Formsite, Ccontact, ClubTexting
- (4) Measure J Funds, via CCTA, based on sales tax in CCC
- (1) Daily Rate in 19-20 = \$552.23 or \$99,401/yr;
- (3) Parent Fees in 19-20 = RT \$900; 3% after
- (5) DOE from MSD no longer available as of FY 18-19
- Daily Rate in 20-21 = \$612.98
- (6) Compensated absence expense - personnel

LSBTA Meeting
April 29, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: April 25, 2019
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Text Messaging Policy

Background

The LSBTA sends out text messages to parents when school buses are significantly late. The text messaging policy needs to be updated.

Discussion

In the past, LSBTA staff has sent the text messages after speaking to a representative at First Student. However, this causes a delay and parents have complained about the delay. Staff has found it's much faster to have First Student send out the texts using a pre-approved script for consistency. The text messaging policy needs to be updated to indicate that First Student is responsible for this activity.

Recommendation

Approve the revised Guidelines for Using the Text Message System.

Attachments:

- a. Revised Text Messaging Policy

Lamorinda School Bus Program

Guidelines for Using Text Message System

The purpose of the text messaging system is to alert parents and school staff of significantly late buses (15 minutes or more). Parents who have registered for the annual bus pass and who have provided the LSBP cell phone numbers are eligible for this service. Users of One Trip Passes (guest passes) are not eligible for this service.

In the event of a late bus:

1. The bus driver will radio First Student dispatch immediately;
2. First Student will log into the system and send out a text message to parents of the affected route.
3. Instructions for opting out will be listed at the end of each text message (this is the responsibility of the texting provider.)
4. Text messaging will not be used for marketing, updates or reminders.

Parent Responsibilities:

1. It is the responsibility of each parent to provide accurate cell phone numbers and to contact the LSBP if the phone number has changed.
2. Parents should have a back-up plan in case the bus is late. Each student should know what to do in the event of a late bus.

Disclaimer:

To participate in the text messaging system, you must have a SMS/text messaging-enabled mobile phone that supports Express Delivery by Club Texting. Neither the LSBP nor Club Texting charge for this service, but standard text messaging rates may apply as provided in your wireless plan (contact your carrier for pricing plans and details). Moreover, you may be unable to receive text messaging in some geographical areas due to the unavailability of service by your service provider. The LSBP assumes no liability for any charges incurred for text messaging.

The LSBP maintains this service to timely inform parents of late buses as a convenience only. The actual time a bus is late may vary from what is reported in the text message. Subscription to this service does not guarantee receipt of notification. The LSBP will assume no liability for any damages or loss of any kind that might arise from failure to receive requested notices.

Updated 4-29-19