

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: March 26, 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) PUBLIC COMMENT – items not on the agenda
- 4) ADOPTION OF MINUTES – March 5, 2019
- 5) OLD BUSINESS
 - a. Summary of March 2019 Parent Workshops
Recommendation: Direct staff to make the following route changes for next year: Combine JM/LP Route 1 and 2; Combine OIS 14 and 16; Redirect bus stops on OIS 18 to other routes (11, 12 and 13); Retain Miramonte 16
- 6) NEW BUSINESS
 - a. Proposed Parent Fees for 2019-2020
Recommendation: Discuss proposed increases in parent fees in preparation for adopting a budget at the next LSBTA meeting; direct staff
 - b. Update on Operations and Drivers – First Student
- 7) LATE BUS REPORT
- 8) CHAIR AND BOARD MEMBERS' REPORTS
- 9) WRITTEN COMMUNICATIONS
 - a. Email from Jill Taylor, Burton Valley Elementary, March 22, 2019
 - b. NEXT MEETING DATE
 - c. 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: March 5, 2019
Time: 9:30 a.m.

Present: Chair Worth, Vice Chair Kendzierski, Board Members Hoxie, Nickens, Korpus, Burks.

Absent: Board Member Follmer

Also Present: Juliet Hansen and Sue Graves, LSBP Staff; Marilyn Sibley, Lafayette School District; Parents Melissa McIlwain, Stella Wotherspoon, Mary Kubiadowicz; Jennifer Wakeman; Lafayette Financial Services Manager.

1. Call to Order – The meeting was called to order at 9:40 a.m. by Chair Worth.
2. Adoption of Agenda – The agenda was adopted as presented M/S/C/U (Korpus/Hoxie).
3. Public Comment – Stella Wotherspoon requested a time change from 6:30 p.m. to 6:00 p.m. for the Lafayette public workshop. The request was approved by consensus.
4. Approval of Minutes – The minutes of February 11, 2019 were adopted as written M/S/C/U (Korpus/Kendzierski).

5. OLD BUSINESS

- a. Amendment Number Three to Transportation Contract between LSBTA and First Student

Program Manager Juliet Hansen reviewed Addendum Number Three which extends the existing contract with First Student for five years starting July 2019 with the changes approved previously by the LSBTA. The Addendum as written was approved by First Student last week. There was some brief discussion and then there was a M/S/C/U (Korpus/Kendzierski) to approve Addendum Three as presented.

6. NEW BUSINESS

- a. Auditor's Report from MAZE and Associates, FY 2017-18

Ms. Hansen indicated there is a narrative summary in the Manager's Discussion and Analysis (MD&A) which is located inside the auditor's report. There were a few questions regarding the MOIC report and Ms. Wakeman from the City of Lafayette answered them. There was a M/S/C/U (Kendzierski/Nickens) to accept the auditor's report and forward to the CCTA.

b. Financial Scenarios - Number of Buses and Parent Fees

Ms. Hansen reviewed the scenarios in the packet outlining the number of buses that can be operated with a 20% loss in ridership, assuming \$900 in parent fees to start. Board Member Korpus stated the first year is the best year to struggle through since there is a good fund balance to start. She shared that the greatest impact is reducing the number of buses. The next greatest impact is recovery of riders. However, parent fees must start at a minimum of \$900/round trip. There was some discussion about starting lower than \$900. By consensus, the board agreed that staff should communicate a minimum of \$900 for round trip at the public workshops.

c. Review Bus Route Changes for 2019-2020

Ms. Hansen reviewed the route maps in the packet for combining Route 1 and 2 in Moraga, combining OIS 14 and OIS 16 in Orinda and redirecting bus stops on OIS 18 to other routes. She noted two new bus stops on Miramonte 17 – Wells Fargo Bank and Moraga Way at Glorietta (Casa Vieja). Staff will share the proposed route changes at the upcoming workshops for each community.

7. Late Bus Report – January 2019 – No discussion.
8. Chair and Board Members’ Report – No discussion.
9. Written Communications – Chair Worth disseminated three emails that were received from the public.
10. Next Meeting Date – The next meeting was set for 9:30 a.m. on Tuesday, March 26 with a secondary preference for Monday, March 25 at 1:30 p.m.
11. Adjournment – The meeting was adjourned at 11:30 a.m.

Respectfully Submitted,

Juliet Hansen, Program Manager

LSBTA Meeting
March 26, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: March 22, 2019
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Summary of March 2019 Parent Workshops

Background

At the request of the LSBTA, public workshops were held in March 2019 in each of the lamorinda jurisdictions to solicit feedback from parents on the proposed routing changes and parent fees for next year.

Discussion

Evening workshops were held at the Lafayette School District office on March 13, at the OUSD office on March 14 and at the JMIS library on March 21. Staff provided a presentation at each workshop which reviewed the history of the program, current challenges, route changes and likely fee increases. A bus schedule, with pick up and drop off times, was also shared for each of proposed routing changes.

Lafayette Workshop

Six parents attended representing Burton Valley and Stanley. Parents expressed concern about the price of the annual bus pass and supported monthly recurring billing. Parents offered suggestions for raising revenue such as advertising on the side of the bus and charging a “congestion fee” for parents who drive to school. Currently, the State of California does not allow advertising on yellow school buses, though other states do allow it.

Orinda Workshop

Five parents attended representing Glorietta, Sleepy Hollow and OIS. Parents were concerned about the loss of Miramonte service. Staff announced that after preparing bus schedules for the combination route 14 and 16, it looks possible to keep Miramonte 16. One parent requested the LSBTA look at ways to keep the Miramonte 2 service, such as allowing high school students to ride the Glorietta Elementary bus from the Tahos area and switch buses at the Wells Fargo Bank bus stop. There was also discussion about field trip revenue and whether an increase in field trip revenue from the schools could off-set the price for home-to-school transportation. The bus schedule and routing for the combination route 14 and 16 route looked acceptable to the parent that attended from this neighborhood.

Moraga Workshop

Approximately 12 parents attended representing JM, Rheem and Los Perales. The LP parents noted that the a.m. pick up times on the combined Route 1 and 2 should probably be adjusted (starting earlier). A parent requested keeping the Moraga Way @ Miramonte Way bus stop (in the p.m.) which staff said was possible. Another parent suggested a “congestion fee” for JMIS parents who drive to school. There was concern about the price and a lot of support for monthly recurring billing.

Summary

Parent workshops were held in March for Lafayette, Orinda and Moraga parents. Attendees were mostly supportive of the routing changes and staff will make some adjustments to the schedules and stops as suggested. The biggest concern was the increase in parent fees. There was a lot of support for monthly recurring billing. Many parents expressed support for the bus program and the need to reduce congestion on the Town streets and school sites.

Recommendation

Direct staff to make the following route changes for next year: Combine JM/LP Route 1 and 2; Combine OIS 14 and 16; Redirect bus stops on OIS 18 to other routes (11, 12 and 13); Retain Miramonte 16.

Lamorinda School Bus Program
Staff Report

Date: March 5, 2019
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Review Bus Route Changes for 2019-2020

Background

As discussed earlier, the LSBTA will need to reduce the number of buses it operates in order survive financially. Next year, each bus will cost the agency \$552.23/day x 180 school days = \$99,402/bus. Financial scenarios indicate the fleet must be reduced from 22 buses to 19 buses.

Discussion

Staff has been working with First Student on the LSBTA's goal of preserving as much ridership as possible while reducing costs. The following changes are proposed:

- a. Combine JM/LP Routes 1 and 2

JM/LP Route 1 has been the lowest ridership route in the system for three years with 30 RTEs. Both Route 1 and 2 are short routes with short distances to school and can be easily combined. First Student often combines these routes when it is short a driver. Please see attached sheet and maps for details.

- b. Combine OIS 14 and 16

OIS 16/Mir 16 is the second lowest ridership route in the system with 39 RTEs. Ten students (5 RTEs) are Miramonte students. OIS 16 is a very short route along Glorietta Blvd. with eight stops that currently starts at 8:11 a.m. OIS Route 14 is adjacent to OIS 16. The two routes can be combined for an approximate route time (first stop to last stop) of 30 minutes. Two stops would need to go to a more centralized stop in order to save time. First Student has combined these routes in the afternoon when it is short a driver. The greatest impact is that ten Miramonte students (am only) would lose service as there is no time for a Miramonte run. Please see attached sheet and maps for details.

- c. Redirect OIS 18 bus stops to other OIS routes

OIS 18 is a short route with very few bus stops. The stops can be paired with other routes with no negative impacts to OIS 18 students. The Wagner Ranch Bus Circle stop can move to OIS Route 11 with no change in time. The Orinda Library stop can move to Route 12 with a later pick up in the a.m. and no change in the p.m. The stop at 102 Oak Rd. can be paired with any bus in the system; Route 13 has the time and the space to

accommodate the additional riders (using a 71-passenger bus). 102 Oak Rd. students would have a similar pick up in the a.m. and the same time in the p.m. Please see attached sheet and maps for details.

Next Steps

As requested by the LSBTA, public workshops are scheduled in March for each community.

Lafayette- March 13th 6:30 p.m., Lafayette School District Offices

Orinda – March 14th 7:00 p.m., Orinda Union School District Offices

Moraga – March 21st 7:00 p.m., JMIS library

Recommendation

Review route changes; continue discussion until after public workshops.

**Enrollment by Route - Round Trip Equivalents
2018-19 School Year**

City	Route	2018-19 RTEs*
Orinda	SH 10/ OIS 10	81.5
Orinda	SH 19/OIS 19	77.0
Orinda	SH 17/OIS 17/Mir 17	65.5
Lafayette	BVE 28/K1PM	63.5
Orinda	OIS 18	63.0
Lafayette	STAN 22	62.5
Lafayette	BVE 25	62.0
Lafayette	STAN 23/K2AM	61.5
Orinda	GL 15/OIS 15	60.0
Orinda	OIS 14/Campo 14	57.0
Orinda	WR 11/OIS 11**	56.0
Orinda	WR 12/OIS 12	54.5
Moraga	JM/RH 5/Campo 5	53.5
Lafayette	STAN 29/K2PM, W	56.5
Moraga	JM/RH 4	52.0
Moraga	JM/RH 3	50.5
Orinda	SH 13/OIS 13**	50.0
Lafayette	BVE 21/STAN 21	50.0
Lafayette	SPR 27	49.0
Moraga	JM/LP 2/ MIR 2	47.5
Orinda	OIS 16/Mir 16	39.0
Moraga	JM/LP 1	30.0
Total		1242

As of January 14, 2019

** 47 passenger buses

Route Changes for 2019-20 School Year

Goal: Reduce number of buses and maximize ridership

Savings: \$99,402 per bus x 3 = \$298,206 in Year One

Loss of RTE riders: 8

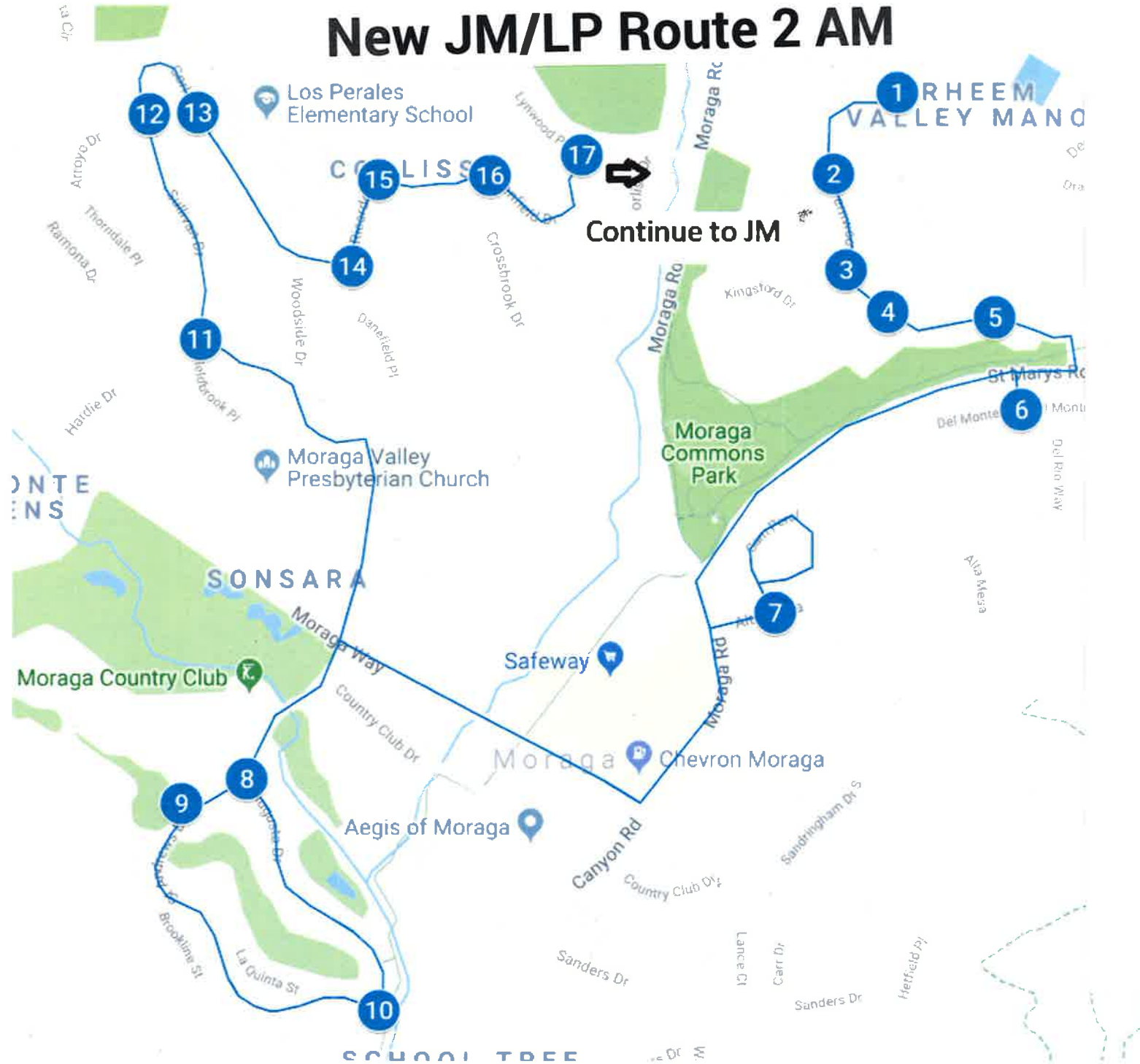
ROUTE CHANGES	RTE loss	Details
<i>Combine JM/LP Route 1 & 2</i>	0	Two short routes are combined, minimal time changes for students. Greatest change is Fernwood with 7-10 min longer ride in PM
	RTE loss 0	

ROUTE CHANGES	RTE loss	Details
<i>Combine OIS 14 & 16</i>	0	AM route becomes longer by 13 minutes for OIS 16 students; shorter for some OIS 14 students. PM Route shorter for OIS 16, 13 min longer for OIS 14 students
	0	Eliminate Hall/Dover and Cedar Lane Stops - use Donald @ Hall
Miramonte 16	5	Eliminate Miramonte Route 16 (not enough time)
other changes Mir 17	0	Add Wells Fargo Bank and Moraga Way @ Casa Vieja to Mir 17
OIS 17		PM Valley View/Lost Valley stops go to OIS 17
Campo 14	0	Becomes Campo 4; no changes
Miramonte 2	3	Eliminate Miramonte Route 2 (not time due to Route 1 and 2 combine)
	RTE loss 8	

ROUTE CHANGES	RTEs loss	Details
<i>Redirect OIS Route 18 bus stops to other routes</i>	0	WR Bus Circle - Move to Route 11, no change in time AM or PM
	0	Orinda Library - Move to Route 12, later time AM, same time PM
	0	102 Oak Rd. - Move to Route 13; later time in AM, same time in PM
other changes SH 13	0	SH 13 AM pick up approx 5 min earlier
OIS 13	0	OIS 13 AM pick up 5 min earlier; drop off approx 5 min later
	RTE loss 0	

Total RTE loss - three buses 8

New JM/LP Route 2 AM



JM-LP Route 1 AM

- 1 479 Fernwood
- 2 Fernwood @ Willowsprings
- 3 Fernwood @ Belfair Place
- 4 Fernwood @ Bedford/Alderbrook
- 5 Fernwood @ Newberry
- 6 Carter @ Del Monte
- 7 Alta Mesa @ Camino Peral
- 8 St. Andrews @ Augusta, 94556
- 9 1746 St. Andrews
- 10 St. Andrews @ Augusta, 94556
- 11 Hardie @ Sullivan, 94556
- 12 Sullivan @ Arroyo, 94556
- 13 Corliss @ Wakefield (x-walk)
- 14 Corliss @ Camino Ricardo
- 15 Camino Ricardo @ Greenfield
- 16 Greenfield @ Crossbrook
- 17 Greenfield @ Lynwood, 94556

**Lamorinda School Bus Program -Tentative Schedule – March 21, 2019
2019-20 School Year
Moraga Elementary School District**

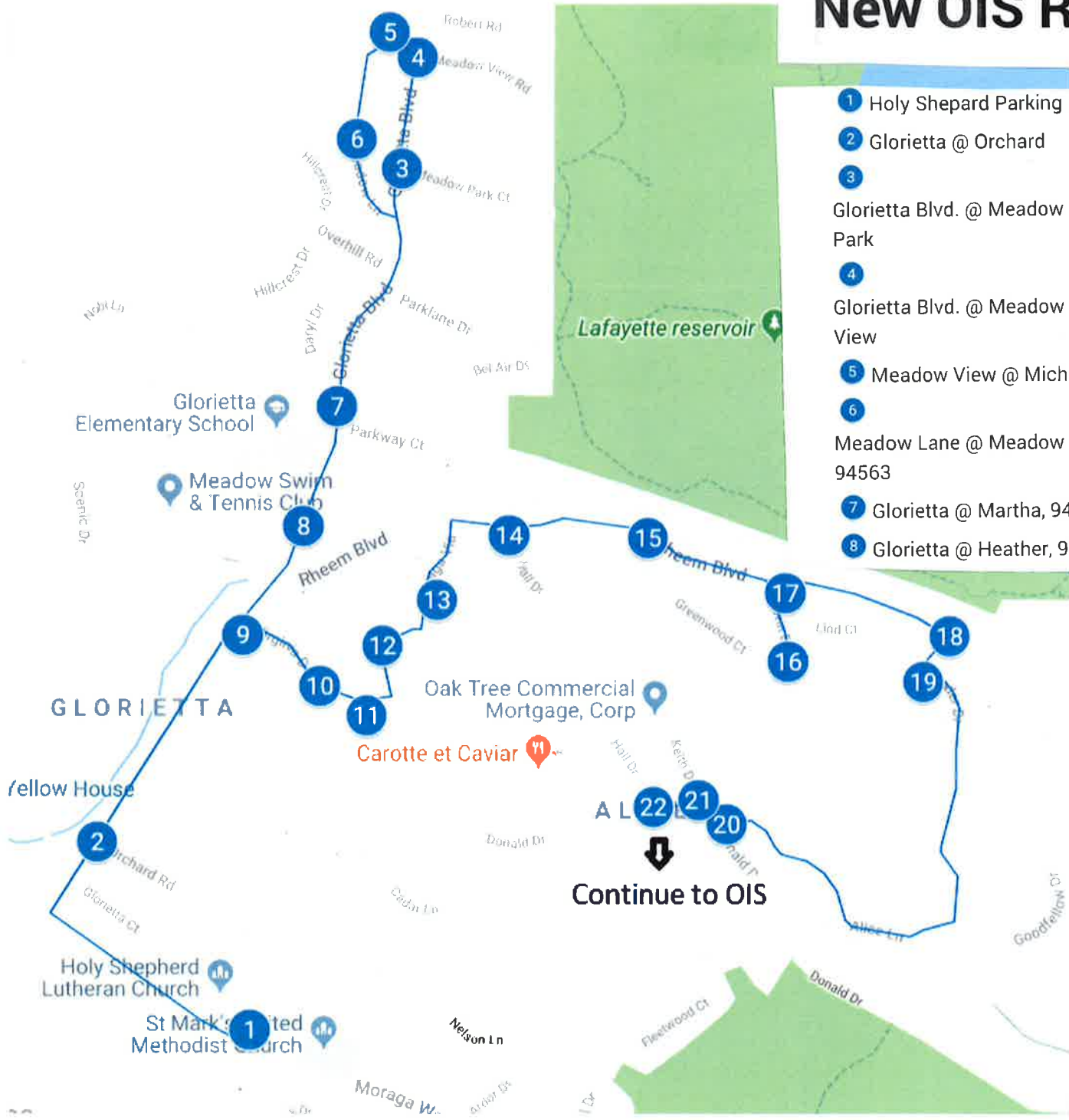
JM/LP Route 1 & 2- A.M. - Combined

479 Fernwood	7:43
Fernwood @ Willowsprings	7:44
Fernwood @ Belfair Place	7:45
Fernwood @ Bedford/Alderbrook	7:46
Fernwood @ Newberry	7:47
Carter @ Del Monte	7:50
Camino Peral @ Alta Mesa	7:54
St. Andrews @ Augusta	7:57
1746 St. Andrews	7:58
St. Andrews @ Augusta	8:00
Hardie @ Sullivan	8:06
Sullivan @ Arroyo	8:07
Corliss @ Wakefield (x-walk)	8:08
(drop LP, pick up JM)	
Corliss @ Camino Ricardo	8:10
Camino Ricardo @ Greenfield	8:11
Greenfield @ Crossbrook	8:12
Greenfield @ Lynwood	8:13
Arrive Joaquin Moraga	8:20
Joaquin Moraga Begins	8:30

JM/LP Route 1 & 2 - P.M. – Combined

	Reg.	Wed.
Joaquin Moraga Dismissed	3:00	
Depart Joaquin Moraga	3:08	
Moraga Rd. @ Alta Mesa	3:12	
Corliss @ Lynwood	3:15	
Corliss @ Crossbrook	3:16	
Greenfield @ Crossbrook	3:18	
Greenfield @ Camino Ricardo	3:19	
Camino Ricardo @ Corliss	3:20	
Los Perales Bus Circle**	3:22	1:50
(drop off JM: Pick up LP)		
Sullivan @ Arroyo	3:28	
Hardie @ Sullivan	3:29	1:57
St. Andrews @ Augusta	3:31	2:00
1746 St. Andrews	3:32	2:01
St. Andrews @ Indian Wells	3:33	2:02
St. Andrews @ Augusta	3:35	2:04
Alta Mesa @ Camino Peral	3:39	2:08
Carter @ Del Monte	3:43	2:12
Fernwood @ Newberry	3:46	2:15
Fernwood @ Bedford/Alderbrook	3:47	2:16
Fernwood @ Belfair	3:48	2:17
Fernwood @ Willowsprings	3:49	2:18
479 Fernwood	3:50	2:19

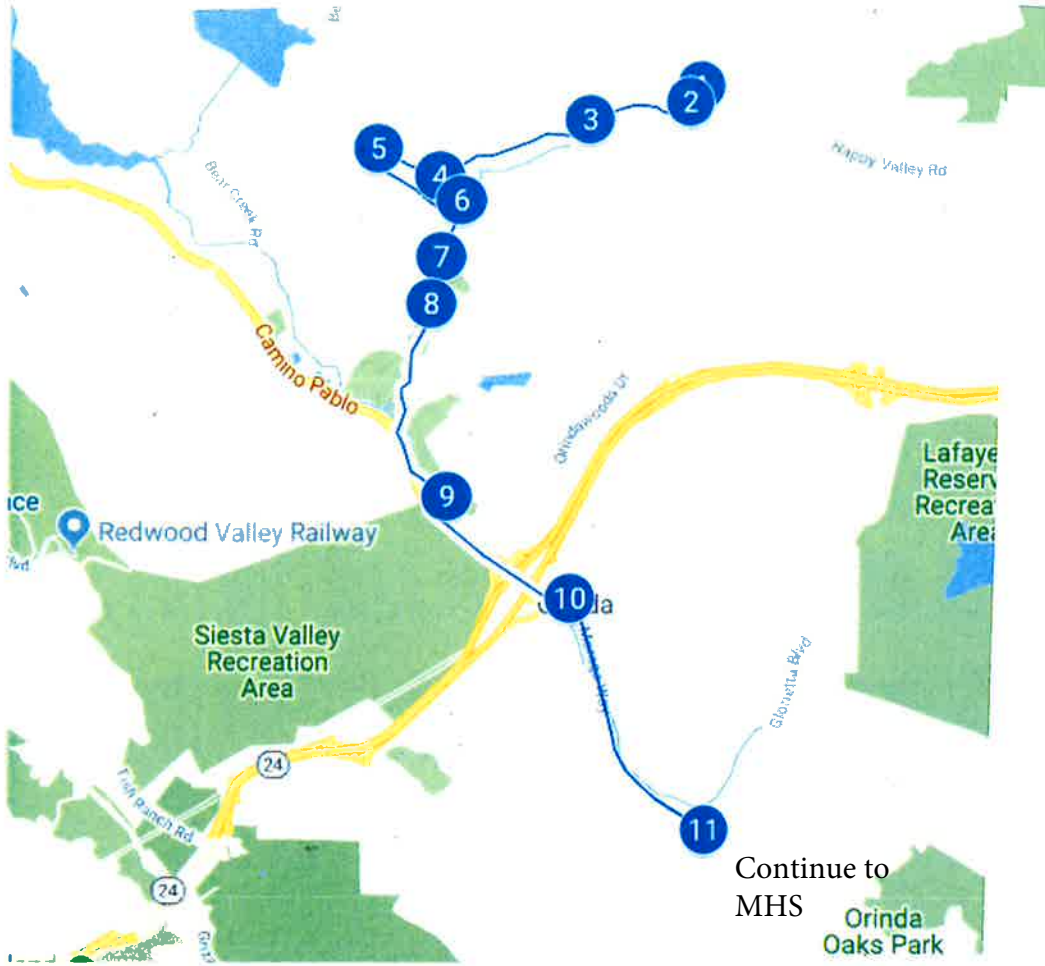
New OIS Route 14/16 AM



- 1 Holy Shepard Parking Lot
- 2 Glorietta @ Orchard
- 3 Glorietta Blvd. @ Meadow Park
- 4 Glorietta Blvd. @ Meadow View
- 5 Meadow View @ Michael
- 6 Meadow Lane @ Meadow Ct., 94563
- 7 Glorietta @ Martha, 94563
- 8 Glorietta @ Heather, 94563

- 9 1 Virginia
- 10 Virginia @ Moraga Via
- 11 34 Moraga Via
- 12 Moraga Via @ Idyll Ct.
- 13 62 Moraga Via
- 14 56 Rheem
- 15 83 Rheem Blvd.
- 16 Calvin @ Greenwood
- 17 1 Calvin
- 18 Zander @ Rheem
- 19 24 Zander
- 20 Alice @ Donald
- 21 Donald @ Keith,
- 22 Hall Dr. @ Donald

NEW Miramonte Route 17 AM ONLY



MIR Route 17 AM

- 1 Dalewood @ Fallen Leaf
- 2 Dalewood @ Sundown
- 3 185 Lombardy
- 4 Sleepy Hollow @ Tarry
- 5 Sleepy Hollow @ Ichabod
- 6 Sleepy Hollow @ Lombardy
- 7 393 Miner Rd.
- 8 Miner Rd. @ Camino Don Miguel
- 9 Orinda Way @ Camino Sobrante (Safeway)
- 10 80 Moraga Way (Wells Fargo Bank)
- 11 Moraga Way @ Casa Vieja

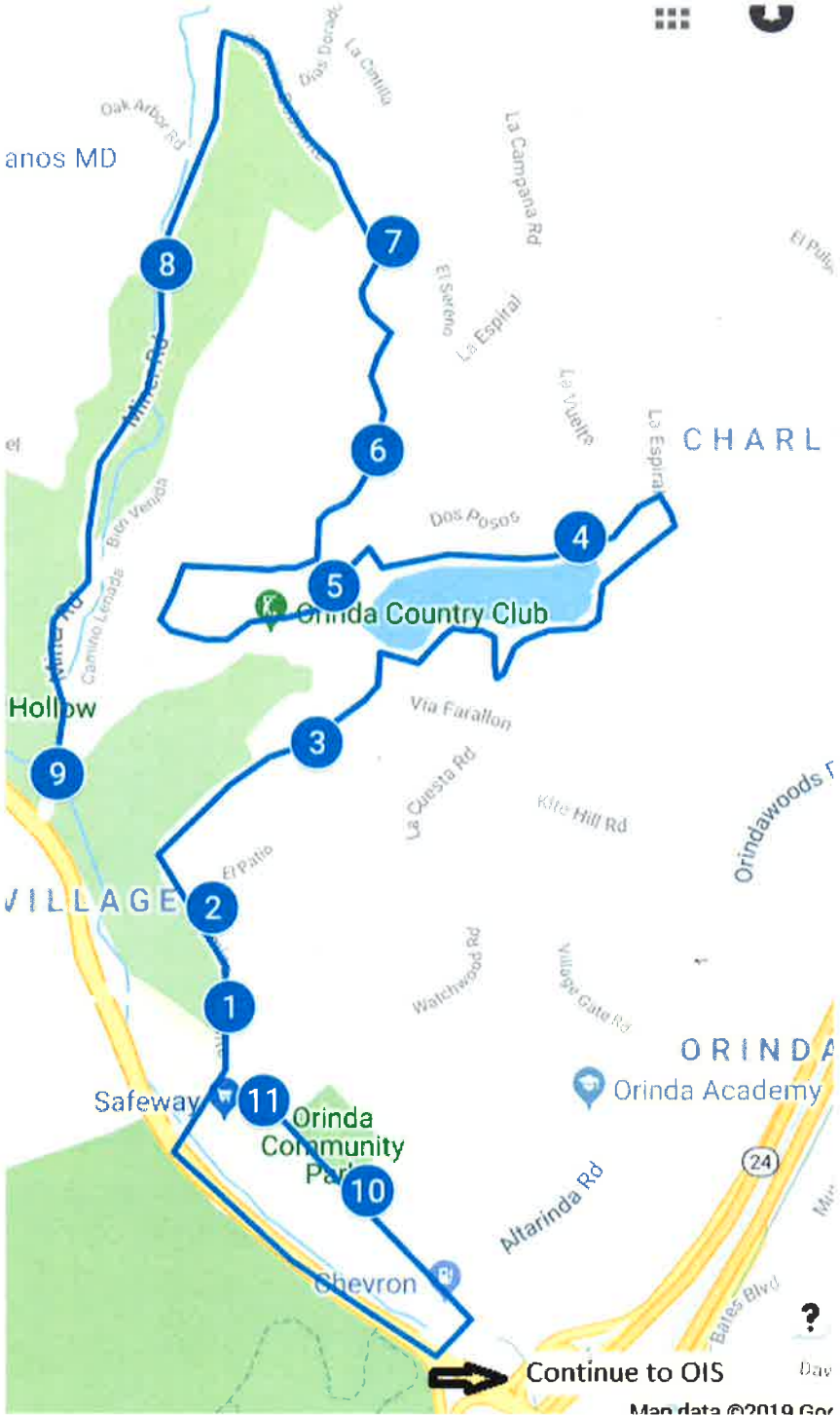
NEW OIS Route 11 AM



OIS Route 11 AM

- 1 Wagner Ranch Bus Circle
- 2 11 Hacienda Cir.
- 3 25 Acacia
- 4 Manzanita Dr., 94563
- 5 Claremont Ave. @ California Ave.

New OIS Route 12 AM



OIS Route 12 AM

- 1 Camino Sobrante @ La Plaza
- 2 24 Camino Sobrante
- 3 Camino Sobrante @ Mira Loma
- 4 228 Camino Sobrante
- 5 296 Camino Sobrante
- 6 Camino Sobrante @ Dos Posos
- 7 412/416 Camino Sobrante
- 8 Miner Rd. @ Camino Don Miguel
- 9 Miner @ Bridge
- 10 Orinda Library (CC Bus Stop)
- 11 Orinda Way @ Irwin Way

New OIS Route 13 AM

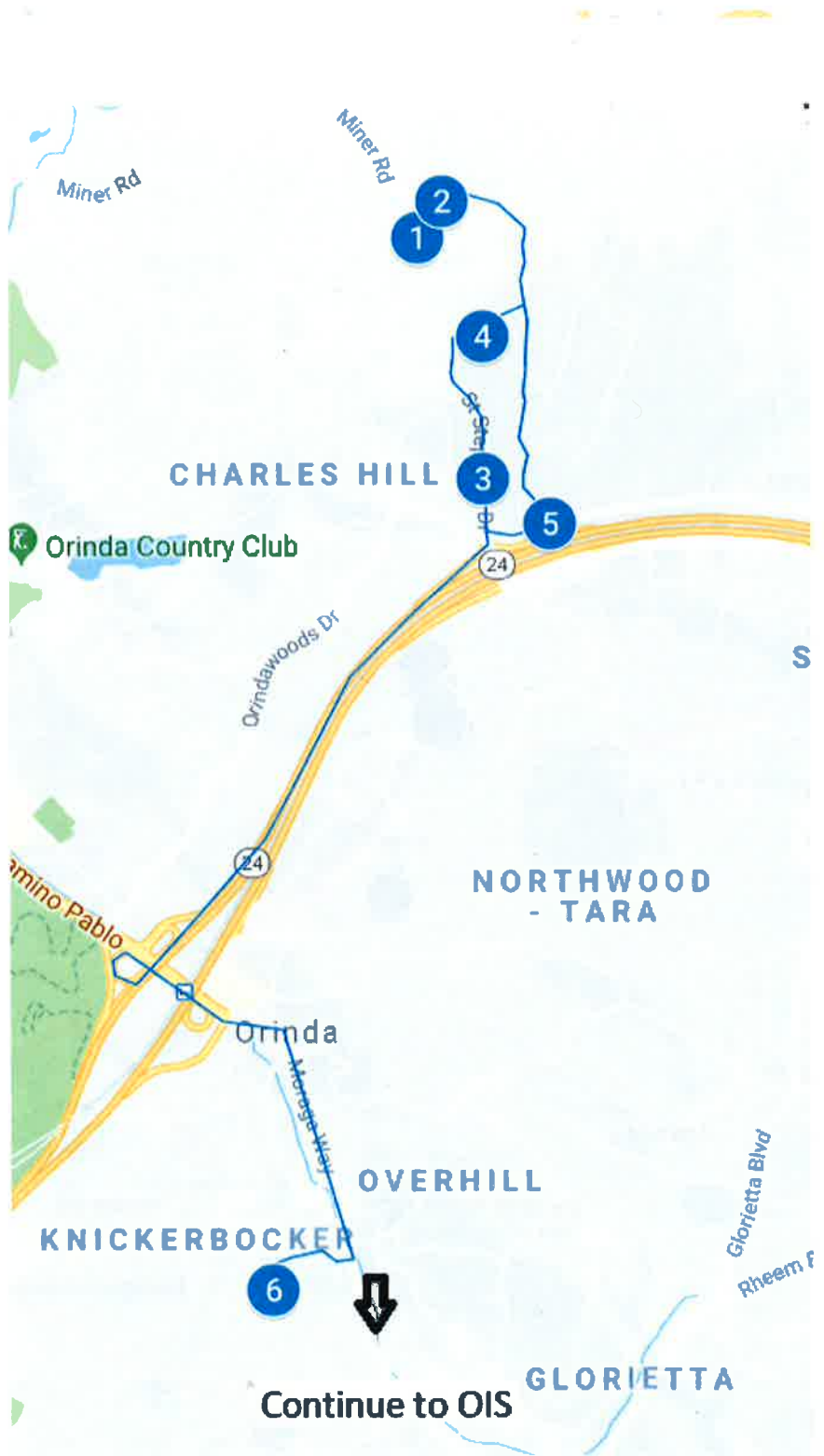
Route

 All items

OIS Route 13 AM

-  7 Gardiner Ct.
-  1 Gardiner Ct.
-  St. Stephens @ Via Floreado
-  Via Las Cruces @ St. Stephens Church
-  Charles Hill @ El Nido Ranch Rd.
-  102 Oak Rd.

Times and routes are approximate and subject to change. Please have student at bus stop at least 5 minutes prior to scheduled bus arrival time. Late bus? Call First Student 925-926-0375



Proposed Route Changes for Orinda - March 14, 2019

NEW OIS Route 14 & 16 Combined - A.M.	Reg.	Wed.
Holy Shepard Parking Lot	7:56	8:30
Glorietta @ Orchard	7:58	8:32
Glorietta Blvd. @ Meadow Park	8:01	8:35
Glorietta Blvd. @ Meadow View	8:02	8:36
Meadow View @ Michael	8:03	8:37
Meadow Lane @ Meadow Ct.	8:04	8:38
Glorietta @ Martha	8:07	8:41
Glorietta @ Heather	8:08	8:42
1 Virginia	8:09	8:43
Virginia @ Moraga Via	8:10	8:44
34 Moraga Via	8:11	8:45
Moraga Via @ Idyll Ct.	8:12	8:46
62 Moraga Via	8:13	8:47
56 Rheem Blvd.	8:14	8:48
83 Rheem Blvd. (across)	8:15	8:49
Calvin @ Greenwood	8:17	8:51
Zander @ Rheem	8:20	8:54
24 Zander	8:21	8:55
Alice @ Donald	8:24	8:58
Donald @ Keith	8:25	8:59
Donald @ Hall	8:26	9:00
Arrive OIS	8:31	9:05
OIS Begins	8:45	9:25

NEW OIS OIS Route 14 & 16 Combined - PM	
OIS Dismissed	3:30
Leave OIS	3:40
Moraga Way @ Orchard	3:50
Glorietta @ Orchard	3:51
Glorietta @ Moraga Via	3:52
Glorietta @ Martha	3:54
Glorietta @ Meadow Park Ct.	3:56
Glorietta @ Meadow View Rd.	3:57
Meadow View @ Michael	3:58
Meadow Ln. @ Meadow Ct.	3:59
1 Virginia	4:02
Virginia @ Moraga Via	4:03
34 Moraga Via	4:04
Moraga Via @ Idyll Ct.	4:05
62 Moraga Via	4:06
56 Rheem	4:07
83 Rheem	4:08
Calvin @ Greenwood	4:10
Zander @ Rheem	4:13
24 Zander	4:14
Zander @ Alice	4:16
Alice @ Donald	4:17
Donald @ Keith	4:18
Donald @ Hall	4:19
Donald @ Cedar	4:20
Donald @ Dover Ct.	4:21

Miramonte Route 17 A.M.	M-F
Dalewood @ Sundown	7:08
185 Lombardy	7:10
Sleepy Hollow @ Tarry	7:15
Sleepy Hollow @ Ichabod	7:16
Sleepy Hollow @ Lombardy	7:19
Orinda Way @ Camino Sobrante -Safeway	7:25
80 Moraga Way (Wells Fargo Bank)	7:30
Moraga Way @ Casa Vieja	7:32
ARRIVE MIRAMONTE	7:45

Proposed Route Changes for Orinda - March 14, 2019

OIS Route 11 – A.M.	Reg.	Wed.
Wagner Ranch Bus Circle	7:55	8:43
11 Hacienda Cir.	8:04	8:48
25 Acacia	8:06	8:50
Manzanita @ Gated Driveway	8:08	8:52
Claremont @ California	8:12	8:56
Arrive OIS	8:25	9:10
OIS Begins	8:45	9:25
OIS Route 11 – P.M.		
OIS Dismissed	3:30	
Leave OIS	3:40	
Claremont @ California	4:00	
11 Hacienda Cir.	4:05	
25 Acacia	4:07	
Manzanita @ Gated Driveway	4:08	
Wagner Ranch Bus Circle	4:11	

OIS Route 13 - A.M.	Reg	Wed.
1 Gardiner Ct.	8:03	8:38
St. Stephens @ Via Floreado	8:06	8:41
Via Las Cruces @ St. Stephens Church	8:07	8:42
Charles Hill @ El Nido Ranch Rd.	8:10	8:45
102 Oak Rd.	8:20	8:55
Arrive OIS	8:30	9:05
OIS Begins	8:45	9:25
OIS Route 13 - P.M.		
OIS Dismissed	3:30	
Leave OIS	3:40	
102 Oak Rd.	3:50	
St. Stephens @ Via Floreado	4:00	
Via Las Cruces @ St. Stephens Church	4:01	
7 Gardiner Ct.	4:05	
1 Gardiner Ct.	4:06	
Charles Hill @ El Nido Ranch	4:09	

OIS Route 12 - A.M.	Reg.	Wed.
Camino Sobrante @ La Plaza	7:55	8:34
Camino Sobrante @ Mira Loma	7:58	8:37
228 Camino Sobrante	8:01	8:38
296 Camino Sobrante	8:04	8:42
Camino Sobrante @ Dos Posos	8:08	8:45
412/416 Camino Sobrante	8:09	8:47
Miner @ Camino Don Miguel	8:12	8:50
Miner @ Bridge	8:14	8:52
Orinda Library (CC bus stop)	8:19	8:57
Orinda Way @ Irwin Way	8:21	8:59
Arrive OIS	8:32	9:08
OIS Begins	8:45	9:25
OIS Route 12 – P.M.		
OIS Dismissed	3:30	
Leave OIS	3:40	
Orinda Library (CC Bus Stop)	3:55	
Orinda Way @ Irwin Way (CC Bus Stop)	3:57	
Camino Sobrante @ Orinda Way	4:00	
Camino Sobrante @ La Plaza	4:01	
24 Camino Sobrante	4:02	
Camino Sobrante @ Mira Loma	4:03	
228 Camino Sobrante	4:05	
296 Camino Sobrante	4:08	
Camino Sobrante @ Dos Posos	4:11	
412/416 Camino Sobrante	4:13	
393 Miner	4:15	
Miner @ Camino Don Miguel	4:16	

OIS Route 17 – P.M.	
OIS Dismissed	3:30
Leave OIS	3:40
Valley View @ Crestview	3:46
10 Lost Valley	3:48
Edgewood @ Lost Valley	3:51
Glorietta @ Overhill	3:57
Overhill @ Hillcrest	3:58
Tara @ Monterey	4:01
Tarabrook @ Tara	4:03
104 Overhill	4:07
Scenic @ Estates	4:08
Scenic @ Debra Ct.	4:11

LSBTA Meeting
March 26, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: March 22, 2019
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Proposed Parent Fees for 2019-2020

Background

The LSBTA will need to establish parent fees for the Annual Bus Pass and the One Trip Pass for 2019-2020 in preparation for adopting a budget. Staff also recommends updating the refund processing fee and the bus pass replacement fee which have not changed since 1994.

Discussion

Staff proposes increasing the early bird price for the Annual Bus Pass – Round Trip to \$900 and late bird to \$925. Monthly automatic recurring billing (ARB) would be offered at \$92/month early and \$94/month late. The Annual Bus Pass – One Way would increase to \$590 early bird and \$615 late bird and monthly ARB offered at \$61/early and \$63/late. Note that all early and late fees have a relationship (e.g. there is \$25 between early and late for full payment and \$20 between full payment and ARB for the early bird period.) Please see attached tables for proposed parent fees.

Staff proposes increasing the One Trip Pass (guest pass) from \$4.00/ride to \$6.00/ride. The price of the One Trip Pass has a relationship to the Annual Bus Pass. The assumption is that 1-2 rides a week the One Trip pass should be less expensive than the Annual Bus Pass – One Way. If using 3 days a week or more, the Annual Bus Pass should be less expensive. The \$4.00 passes are already in circulation and staff recommends accepting them through the end of the 2019-2020 school year. The \$6.00 price will work for 2019-20 and 2020-21 but will need to increase thereafter. Please see attached tables.

The processing fee for refunds and the cost of a replacement bus pass should be updated as they have remained the same since 1994. The LSBTA currently offers pro-rated refunds for full payment with a \$25.00 processing fee. Staff recommends increasing the processing fee for full payment to \$50.00. There would be no processing fee for monthly ARB; parents would simply return the bus pass and staff would discontinue the ARB going forward. Staff recommends increasing the price for replacing the bus pass from \$5.00/pass to \$10/pass.

Summary

Staff proposes the increases as indicated in the staff report and in the attached tables. The increases in parent fees for the Annual Bus Pass are necessary, along with the reduction of three buses, for the program to remain

financially viable. The cost of the One Trip Pass should increase to at least \$6.00/each as there is a relationship to the Annual Bus Pass. The processing fee for refunds (full payment) and the fee for bus pass replacement should increase as they have remained the same since 1994.

Recommendation

Discuss proposed increases in parent fees in preparation for adopting a budget at the next LSBTA meeting; direct staff.

Lamorinda School Bus Program

Proposed Parent Fees for 2019-2020

ANNUAL BUS PASS	Full Payment Monthly*	
Round Trip - early	\$900	\$92
Round Trip - late	\$925	\$94
One Way - early	\$590	\$61
One Way - late	\$615	\$63

ONE TRIP PASS (one ride)

Assumptions:

1-2 days a week: One Trip Pass should be less expensive than One Way - Annual Bus Pass

3 days a week: One Trip Pass should be more expensive than One Way - Annual Bus Pass

One Trip Pass-each	Days	Cost
\$6.00	1	\$6.00
\$6.00	2	\$12.00
\$6.00	3	\$18.00
\$6.00	4	\$24.00
\$6.00	5	\$30.00

One Way - Annual Bus Pass

Early Registration

\$3.28	5	\$16.40
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Late Registrarion

\$3.42	5	\$17.10
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REFUNDS	Processing Fee Current**	Processing fee New
Annual Bus Pass - full payment	\$25.00	\$50.00 and pro-rated refund
Annual Bus Pass - monthly payments	n/a	\$0.00 cancellation of ARB upon return of bus pass

REPLACEMENT PASS

	Current Price**	New Price
Annual Bus Pass	\$5.00	\$10.00

*Monthly/ARB is 10 months

**Current processing fee of \$25 has been in place since 1994;
Current price of replacment pass has been in place since 1994.

LSBTA Meeting
March 5, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: March 1, 2019
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Financial Scenarios - Number of Buses and Parent Fees

Background

The LSBTA has been discussing how best to provide student transportation next year and the following years given the changing financial landscape. The LSBTA is facing a 41% increase in the cost of transportation over the next five years. The largest increases occur during the first two years (21% and 11% respectively). Simultaneously, Measure J funds, which have historically provided 70% of the revenue for the program, are projected to flatten over the next two years. Therefore, the LSBTA must increase parent fees AND reduce the number of buses it operates.

Discussion

The LSBTA has negotiated a contract which allows for flexibility in the number of buses it can run. Ultimately, the number of buses, or fleet size, that can be operated depends largely upon 1. The daily rate per bus in any given year, 2. The anticipated number of riders (round trip equivalents or RTEs) and 3. parent fees. *In running multiple financial scenarios, it has become clear that parent fees must increase to at least \$900 per student for round trip service, and the fleet size must be reduced from 22 buses to 19 buses starting next school year.* It has also become clear that the expected recovery of riders (after the initial parent fee increase) has a significant effect on the survivability of the program.

Three scenarios are presented to the board for information only, in the context of discussing changes to the routes for next year and in preparation for establishing parent fees. Each of the three scenarios (see attached) includes an estimate for NO recovery of riders, SLOW recovery of riders (five years) or FAST recovery of riders (two years). All scenarios assume a 20% loss of ridership in the first year and parent fees starting at \$900 round trip with 3% increases thereafter. The goal in all scenarios is to maintain \$200,000 in the fund balance.

Recommendation

Receive and file; continue discussion after public workshops.

Attachments:

a. Three Financial Scenarios

Scenario One, 19 bus system all five years. This works with FAST RECOVERY assuming 20K in one trip passes (guest passes)



SYSTEM PERFORMANCE PROJECTIONS HANDCRAFTED SYSTEM ATTRIBUTES FOR EACH YEAR -Default Parent Fee Increases - WITH NO RECOVERY OF RIDERS						Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)	WITH SLOW PAYING RIDERSHIP RECOVERY		Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)	WITH FAST PAYING RIDERSHIP RECOVERY		Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)
# BUSES	Payment Increase Rate	Contract Year	Parent Pymt	Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)		Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)		Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)	
19	N/A	Year 1	\$900	(\$11,418)	\$255,191	\$275,191	(\$11,418)	\$255,191	\$275,191	(\$11,418)	\$255,191	\$275,191
19	1.03	Year 2	\$927	(\$183,252)	\$71,938	\$111,938	(\$138,386)	\$116,805	\$156,805	(\$71,085)	\$184,105	\$224,105
19	1.03	Year 3	\$955	(\$187,426)	(\$115,488)	(\$55,488)	(\$95,000)	\$21,805	\$81,805	\$43,638	\$227,743	\$287,743
19	1.03	Year 4	\$983	(\$175,870)	(\$291,357)	(\$211,357)	(\$33,072)	(\$11,267)	\$68,733	\$62,126	\$289,870	\$369,870
19	1.03	Year 5	\$1,013	(\$162,852)	(\$454,209)	(\$354,209)	\$33,257	\$21,989	\$121,989	\$82,284	\$372,153	\$472,153

Scenario Two, 19-18-18-18-18 bus system. This works with SLOW RECOVERY assuming 20K in one trip passes (guest passes)



SYSTEM PERFORMANCE PROJECTIONS HANDCRAFTED SYSTEM ATTRIBUTES FOR EACH YEAR -Default Parent Fee Increases - WITH NO RECOVERY OF RIDERS						Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)	WITH SLOW PAYING RIDERSHIP RECOVERY		Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)	WITH FAST PAYING RIDERSHIP RECOVERY		Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)
# BUSES	Payment Increase Rate	Contract Year	Parent Pymt	Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)		Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)		Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)	
19	N/A	Year 1	\$900	(\$11,418)	\$255,191	\$275,191	(\$11,418)	\$255,191	\$275,191	(\$11,418)	\$255,191	\$275,191
18	1.03	Year 2	\$927	(\$131,614)	\$123,577	\$163,577	(\$88,861)	\$166,330	\$206,330	(\$24,731)	\$230,460	\$270,460
18	1.03	Year 3	\$955	(\$134,232)	(\$10,655)	\$49,345	(\$46,160)	\$120,170	\$180,170	\$85,948	\$316,407	\$376,407
18	1.03	Year 4	\$983	(\$121,091)	(\$131,745)	(\$51,745)	\$14,980	\$135,150	\$185,150	\$105,694	\$422,101	\$502,101
18	1.03	Year 5	\$1,013	(\$106,425)	(\$238,170)	(\$138,170)	\$80,446	\$215,596	\$315,596	\$127,163	\$549,265	\$649,265

Scenario Three, 19-18-16-16-16 bus system. This works with NO RECOVERY assuming 20K in one trip passes (guest passes)



SYSTEM PERFORMANCE PROJECTIONS HANDCRAFTED SYSTEM ATTRIBUTES FOR EACH YEAR -Default Parent Fee Increases - WITH NO RECOVERY OF RIDERS						Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)	WITH SLOW PAYING RIDERSHIP RECOVERY		Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)	WITH FAST PAYING RIDERSHIP RECOVERY		Resulting Fund Balance Projected (Includes Compounded One Trip Pass Est \$\$ & Actual Fund Bal. Corrections, if any)
# BUSES	Payment Increase Rate	Contract Year	Parent Pymt	Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)		Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)		Annual Performance (RTEs Paid Only)	Initial Resulting Fund Balance Projected (RTEs Paid Only)	
19	N/A	Year 1	\$900	(\$11,418)	\$255,191	\$275,191	(\$11,418)	\$255,191	\$275,191	(\$11,418)	\$255,191	\$275,191
18	1.03	Year 2	\$927	(\$131,614)	\$123,577	\$163,577	(\$88,861)	\$166,330	\$206,330	(\$24,731)	\$230,460	\$270,460
16	1.03	Year 3	\$955	(\$4,087)	\$119,489	\$179,489	\$75,582	\$241,912	\$301,912	\$195,086	\$425,546	\$485,546
16	1.03	Year 4	\$983	\$12,977	\$132,467	\$212,467	\$136,066	\$377,978	\$457,978	\$218,126	\$643,672	\$723,672
16	1.03	Year 5	\$1,013	\$31,667	\$164,133	\$264,133	\$200,709	\$578,688	\$678,688	\$242,970	\$886,641	\$986,641

From: Jill Taylor <jillmsw@hotmail.com>

Sent: Friday, March 22, 2019 11:37 AM

To: Hansen, Juliet <JHansen@ci.lafayette.ca.us>

Cc: Graves, Susan <SGraves@ci.lafayette.ca.us>; Cameron Burks <CBurks@ci.lafayette.ca.us>

Subject: Burton Valley School Bus Changes 2019/2020

I am writing to express my family's concern regarding the proposed increased school bus fees. The proposed \$900 round trip is too high and our family will either not use the bus or we will reduce our ridership to only one way. Many families on Routes 25 and 28 are in a similar situation, planning on reducing their participation in the bus system or choosing to drive their kids to school instead.

In the original 5 year proposal from First Student shown in October 31, 2018 meeting, Scenario 3 of losing 3 buses resulted in parents paying \$620/year. I am curious how this number has now increased to \$900? I

123-456-7890 no_reply@example.com 1234Main Street Anytown, State ZIP

If the proposal of the elimination of 3 buses is approved I would ask the board members to redirect any savings to the parents, reducing the parent fee versus trying to 'front load' the price increase during the next 2 years. We would also ask the board to consider lowering the proposed \$200,000 fund balance to further help parents afford the bus. We believe if the parent fees are lower the bus system has a greater opportunity to maintain ridership and attract new ridership. As the proposal currently stands we believe the dramatic level of increase of fees will discourage new ridership and fail to retain current ridership, ultimately having a very negative impact on traffic in and out of Burton Valley.

Thank you for your time,

Jill Taylor