

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: June 25, 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 – May 21, 2019
- 5) NEW BUSINESS
 - a. Introduction of new Program Manager, Whitney Simon
 - b. Update on enrollment for fall 2019
 - c. First Student update on drivers and operations
 - d. Recognition of outgoing Program Manager, Juliet Hansen
- 6) LATE BUS REPORTS
- 7) CHAIR AND BOARD MEMBERS' REPORTS
- 8) WRITTEN COMMUNICATIONS
 - a. Email from Limor Rozmarin, Orinda, May 30, 2019
 - b. Email from Tina Elliott, Orinda, June 20, 2019
- 9) NEXT MEETING DATE - TBD
- 10) ADJOURNMENT

I, Whitney Simon, 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.

Whitney Simon, 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 Whitney Simon, 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: May 21, 2019
Time: 9:30 a.m.

Present: Chair Amy Worth, Vice Chair Nancy Kendzierski, Board Members Jon Nickens, Kymberleigh Korpus, Liz Daust (for Cara Hoxie), Susan Candell, Jean Follmer.

Absent: None.

Also Present: Juliet Hansen and Sue Graves, LSBP Staff; Tracy Robinson, Director of Administrative Services, City Lafayette; Henry Cooper, First Student.

1. Call to Order – The meeting was called to order at 9:34 a.m. by Chair Worth.
2. Adoption of Agenda – The agenda was adopted as presented M/S/C/U (Kendzierski/Korpus).
3. Closed Session
 - 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

After discussion in closed session, the meeting was reopened to the public. The board noted that Ms. Simon is a parent, lives in Orinda and is a former user of the school bus. There was a M/S/C/U (Kendzierski/Korpus) to extend an offer letter to Whitney Simon for the position of Program Manager to start at Step 5 with a current salary of \$9,494.74/month, subject to a step increase July 1, 2019. Chair Worth thanked everyone for their efforts in recruiting a new Program Manager.

4. Public Comment – None.
5. Approval of Minutes – The minutes of April 29, 2019 were adopted as presented, M/S/C/U (Korpus/Kendzierski).
6. Old Business
 - a. Review Budget and Reserve Target

Juliet Hansen reviewed that the LSBTA asked for a \$200,000 reserve at the last meeting. Currently, it is listed in the budget under an expenditure line item “contingency.” The funds can be used for unanticipated expenses. Vice Chair Kendzierski clarified that the main purpose of the reserve is to

protect the LSBTA. It provides a soft landing if ridership targets are not met and helps to cover unanticipated expenses such as higher than anticipated legal fees. Board member Korpus wondered if the Agency should set aside a percentage rather than a dollar amount. Or perhaps the Agency could establish a \$200,000 minimum reserve for now with the goal of reaching \$500,000 by year five. Chair Worth commented that the reserve should not be listed under expenditures. After some discussion, there was a M/S/C/U (Kendzierski/Nickens) to direct staff to explore the best way to list a reserve in the amount of \$200,000 and to review the reserve again at budget time.

b. Text Messaging Policy

Ms. Hansen stated that legal counsel recommended staying with the policy as presented at the last meeting. There was a M/S/C/U (Kendzierski/Nickens) to adopt the revised text messaging policy.

c. Update on Registration for Next School Year, 2019-20

Sue Graves noted that registration will open May 23, 2019. There was a request to send the information to the cities and school districts and also to post on Next Door.

7. Late Bus Report

The late bus report for April 2019 was handed out at the meeting. There were a lot of late buses and combined routes due to the driver shortage. First Student was assessed liquidated damages in the amount of \$7986.86 Mr. Cooper stated that some of the problems are due to poor attendance and he is working on this. He stated that First Student is doing everything it can to hire and train new drivers, but it takes 60 days for training.

8. Chair and Board Members' Report – none.

9. Written Communications – none.

10. Next Meeting Date – Tuesday, June 25, 2019 at 9:30 a.m.

11. Adjournment – The meeting was adjourned at approximately 10:45 a.m.

Respectfully Submitted,

Juliet Hansen, Program Manager

LSBTA Meeting
June 25, 2019
Staff Report

Lamorinda School Bus Program
Staff Report

Date: June 20, 2019
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Update on enrollment for fall 2019

Background

School bus registration opened Thursday, May 23, 2019. As requested, registration information was sent directly to parents of current riders and provided to the Lamorinda cities, School Districts as well as Next Door.

Discussion

The early bird deadline this year is June 28, 2019. As of June 20th, we have received registration and payment for 493 students. Of this total, 379 paid in full and 114 registered for monthly payments. Last school year at this time (eight days before the early bird deadline) we had 499 students enrolled. There does not appear to be a significant reduction in registration at this point. However, we will need an additional 200 + students by June 28th to be on par with the numbers from last year.

Recommendation

Receive and file.

Hansen, Juliet

From: Hansen, Juliet
Sent: Thursday, May 30, 2019 12:11 PM
To: 'LR'
Cc: Graves, Susan
Subject: RE: Bus Pass for Children of Single Parents

Hi, Limor:

Thank you for your email. We appreciate your interest in riding the lamorinda school bus. Each year the Lamorinda School Bus Transportation Agency (LSBTA) sets the parent fees and the pricing structure. At this time, there is no provision for part-time use of the Annual Bus Pass. The options are Round Trip, Am Only or Pm Only. You can choose to pay in full or monthly, or purchase individual one trip passes.

The parent fees are higher next year because the cost of student transportation has increased significantly. The annual cost of one school bus is \$99,000. All the routes are subsidized with local transportation tax dollars. Next year, Measure J will provide 59% of the revenue needed to operate the program and parent fees will provide 41%.

As an option, you might check into the County Connection public bus and see if there is a bus route near you 925-676-1976.

Thank you again,

Juliet Hansen, Program Manager
Lamorinda School Bus Program/ City of Lafayette Public Art Committee
3675 Mt. Diablo Blvd., Suite 255
Lafayette, CA 94549
(925) 299-3216 ph (925) 283-2181 fx
lamorindaschoolbus.org

-----Original Message-----

From: LR <lrozmarin@gmail.com>
Sent: Wednesday, May 29, 2019 11:00 PM
To: Hansen, Juliet <JHansen@ci.lafayette.ca.us>
Subject: Bus Pass for Children of Single Parents

Hello,

My son splits his time equally between his father in El Sobrante and me in Orinda. As a result, he needs a Lamorinda bus pass for only half of the school weeks (week on, week off). With the cost of the bus pass next year nearly doubling, I would like to inquire what payment options are available to us.

I am hoping to be able to buy a two-way pass for the price of a one way, as he will only be using the bus half the time. I considered one-way passes, but at a cost of \$6 each way, the daily cost is 20% more than if I were to pay the full amount and using it only half the time (\$10/day).

Thanks in advance for your consideration of single parents and unique living arrangements.

Regards,

Limor Rozmarin

Hansen, Juliet

From: Hansen, Juliet
Sent: Friday, June 21, 2019 9:58 AM
To: 'Tina Elliott'
Cc: Simon, Whitney
Subject: RE: Orinda School Bus

Hi, Tina:

Thank you for your email. Each year the Lamorinda School Bus Transportation Agency (LSBTA) sets the parent fees and the pricing structure. The parent fees are higher next year because the cost of student transportation has increased significantly. The annual cost of one school bus is \$99,000. All the routes are subsidized with local transportation tax dollars. Next year, Measure J will provide 59% of the revenue needed to operate the program and parent fees will provide 41%.

The Round Trip early bird price of \$900 is actually equal to the cash price of County Connection (\$5.00 per day). Plus, the yellow school bus is safe and the professional drivers will cross your K-8 student across the street. So, there are benefits that the public bus does not have. Here is a comparison of the prices of student transportation available in lamorinda.

Daily Cost Comparisons

LSBP ANNUAL BUS PASS 2019-20
Round Trip - \$5.00/day*

COUNTY CONNECTION PUBLIC BUS
Cash Price Round Trip - \$5.00/day**

HOP, SKIP, DRIVE
Minimum \$12.00/ride

KANGO
Minimum \$16.00/ride

ZUM
5 miles one way = \$23/ride
Carpools, each student minimum \$8.00/ride

*Based on full payment \$900/annually and 180 school days = \$5.00/day
**County Connection prices increased March 10, 2019 to \$2.50/ride

We hope you might change your mind and join us again! Please feel free to contact me with anything else.

Best,

Juliet Hansen, Program Manager
Lamorinda School Bus Program/ City of Lafayette Public Art Committee
3675 Mt. Diablo Blvd., Suite 255
Lafayette, CA 94549
(925) 299-3216 ph (925) 283-2181 fx
lamorindaschoolbus.org

From: Tina Elliott <t_leut@yahoo.com>
Sent: Thursday, June 20, 2019 9:31 AM
To: Hansen, Juliet <JHansen@ci.lafayette.ca.us>
Subject: Orinda School Bus

I just wanted to say that there is no way I can afford the bus next year, (and, no we are not low income) Very disappointed on the huge increase in fees. And considering the fact the bus was very inconsistent and late almost weekly, I'm so surprised that this increase would even be asked. Now I am forced to send my child on a public bus, that will probably be overly filled and since it's public, anyone could be riding next to my child. All this I have tried to avoid by using the school bus. Very frustrated.

Thank you,
Tina Elliott