

Lamorinda School Bus Transportation Agency
Regular Meeting AGENDA
DATE: November 26, 2018 TIME: 2:00 p.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 – October 31, 2018
- 5) OLD BUSINESS
 - a. Review Proposal from First Student for Transportation Services Starting 2019
Recommendation: Discuss and direct staff
- 6) NEW BUSINESS
 - a. Review Draft LSBTA Parent Survey 2018
Recommendation: Discuss and direct staff.
- 7) LATE BUS REPORTS - November 2018
- 8) CHAIR AND BOARD MEMBERS' REPORTS
- 9) WRITTEN COMMUNICATIONS
- 10) NEXT MEETING DATE
- 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.,
Lafayette, CA 94549

Date: October 31, 2018
Time: 1:00 p.m.

Present: Chair Tatzin, Vice Chair Worth and Board Members Gerson, Kendzierski and O'Donnell.

Absent: Board Members Korpus and Rossiter.

Also Present: Henry Cooper, First Student; Juliet Hansen and Sue Graves, LSBP Staff; Brian Mangold, Stanley Vice Principal; Jean Follmer, Lafayette resident.

1. Call to Order: Chair Tatzin called the meeting to order at 1:00 p.m.
2. Adoption of Agenda: The agenda was adopted M/S/C/U (Gerson/Worth).
3. Public Comment: None.
4. Approval of Minutes: The minutes of October 9, 2018 were approved M/S/C/U (Gerson/Worth).
5. Old Business
 - a. Review Proposal from First Student for Transportation Services Starting 2019

Ms. Hansen reviewed the five new pricing scenarios from First Student in the packet. She concentrated on the five-year proposal which appeared to be the best deal overall.

Board Member Kendzierski expressed concern regarding the possible loss of riders due to a price increase. Board Member Gerson wondered about price elasticity. Vice Chair Worth stated she would prefer not to eliminate routes and perhaps parents would be willing to pay more to maintain their service. Ms. Hansen stated that to keep all twenty-two routes and a fund balance of \$100,000, fees would need to increase to \$805/year in the first year. The board ask her to run the numbers for the second year.

There was a discussion regarding development of a parent survey. It was stated that survey should include the purpose of the program of traffic mitigation. Chair Tatzin reported that there are two other possible revenue sources from the CCTA - Program 28 and TDM monies. Board Member Worth did not support reallocating the Program 28 funds that the three cities receive. However, supported the possibility of reallocating lamorinda SWAT TDM monies.

Ms. Hansen reported on the Marin school bus programs. She stated parents pay a higher percentage of the cost and monthly installments are available. Board Member O'Donnell

stated that the current situation (twenty-two routes and low parent fees) is not sustainable. Board Member Kendzierski stated that historically traffic mitigation and ridership have been considered when discussing cutting routes.

Henry Cooper stated that increased labor costs are driving the increase in costs to the program. Lori Rogers, First Student, joined the discussion by phone. She reiterated that labor costs are very high in the Bay Area. She also stated that the 5-year proposal takes the cost and spreads it out over time in comparison to the 1 or 2 year. Board Member Gerson if it would save money to start with existing buses for one year and then transition to new buses over time. There was some continued discussion regarding costs.

Chair Tatzin summarized what the Board would like to hear back from First Student. First, in the 5-year proposal, break out the capital related costs for buses in year 1 and 3 verses year 2 and 4. Second, in the one-year extension, break out the capital related costs for buses and maintenance. He asked why there is a 30% increase in the one-year extension when there are no new buses.

Chair Tatzin and Vice Chair Worth agreed to work on reallocation of the SWAT TDM monies. Board Members Gerson, Kendzierski and O'Donnell will work on a parent survey with staff. Mr. Cooper will coordinate with Ms. Rogers to provide the requested information. Chair Tatzin asked members who are not continuing to bring their replacements to the next meeting.

6. Late Bus Report:

Ms. Hansen stated that she has requested help from First Student (the corporate office) for additional drivers. Mr. Cooper stated that First Student has approved paid training for new drivers and three levels of sign on bonuses for drivers. First Student has approved the creation of a "casual driver" program with a priority for morning drivers.

7. Chair's and Board Members Report: None.

8. Written Communications; None.

9. Next Meeting Date: November 26, 2018 at 2 p.m.

10. Adjournment: The meeting was adjourned at 2:20 p.m.

Respectfully Submitted,

Sue Graves, Administrative Aide

LSBTA Meeting
November 26, 2018
Staff Report

Lamorinda School Bus Program
Staff Report

Date: November 23, 2018
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Request for Proposal for Transportation Services Starting fall 2019

Background

At the last meeting on October 31, 2018, the LSBTA reviewed five pricing scenarios from First Student for school bus service starting fall 2019. For the five-year scenario, First Student was asked to break out the capital related costs for the buses in year 1 and 3 versus year 2 and 4. The board also wanted to know if there was a cost savings to start with the existing buses in year 1. For the one-year extension, First Student was asked to break out the capital related costs for buses and maintenance.

First Student Response

Attached is the First Student response. It does not appear that there is a cost savings or reduction in price in the additional information provided.

First Student Pricing Scenarios

The five pricing scenarios included in the 10-31-18 packet are still on the table and can be viewed in the 10-31-18 staff report attached. The summary and recommendation remain the same,

Recommendation

Discuss and direct staff.

From: [Rogers, Lori K.](#)
To: [Hansen, Juliet](#)
Subject: RE: Meeting follow up.
Date: Monday, November 19, 2018 3:46:05 PM
Attachments: [image002.png](#)
[Lamorinda SBTA Year 1 Fleet Cost Comparison.pdf](#)
[Lamorinda SBTA Alternate 5-Year Proposal 2018-11-16.pdf](#)

Hi Juliet,

I've attached the comparison of the fleet cost in the 1-year extension vs. year 1 of the 5-year term. Also attached is alternate pricing for a 5-year term with vehicle replacements deferred to years 2 and 4, rather than years 1 and 3, however there is no savings in this option given the additional cost in year 1 when the existing fleet is retained.

Please let me know if there are any questions; I would be happy to discuss with you.

Regards,

Lori K. Rogers
Finance Manager, West Region
First Student, Inc.

Mobile: 925-300-6594
firststudentinc.com
firstcharterbus.com



We provide easy and convenient mobility, improving quality of life by connecting people and communities

Committed to our customers | Dedicated to safety | Supportive of each other | Accountable for performance | Setting the highest standards

From: Hansen, Juliet <JHansen@ci.lafayette.ca.us>
Sent: Monday, November 19, 2018 1:09 PM
To: Rogers, Lori K. <Lori.Rogers2@firstgroup.com>
Subject: RE: Meeting follow up.

Hi, Lori: I have not received anything from you yet.

Juliet Hansen, Program Manager
Lamorinda School Bus Program/ City of Lafayette Public Art Committee
3675 Mt. Diablo Blvd., Suite 255
Lafayette, CA 94549



Lamorinda School Bus Transportation Agency
Fleet Cost Comparison
1-Year Term vs. Year 1 of 5-Year Term

| Total Cost | Buses | Vehicle Depreciation | Vehicle Maintenance | Fuel Efficiency (22 Routes) |
|------------------------------|-------|-------------------------|------------------------|--------------------------------|
| 1-Year Term | 26 | 224,419 | 198,941 | 199,759 |
| Year 1 of 5-Year Term | 24 | 202,625 | 161,967 | 196,037 |
| Savings with 5-Year Proposal | | 21,794 | 36,974 | 3,722 |

| Cost Per Bus | | | | |
|--------------------------|----|-------|-------|-------|
| 1-Year Term | 26 | 8,632 | 7,652 | 9,080 |
| Year 1 of 5-Year Term | 24 | 8,443 | 6,749 | 8,911 |
| Savings with 5-Year Term | | 189 | 903 | 169 |

Note:

The overall cost reduction when vehicles are replaced in Year 1 is primarily the result of converting to an all conventional fleet, eliminating the need for 2 additional spare buses. With an all conventional fleet, the average price per vehicle is lower and there is also an improvement in fuel efficiency, reducing the overall fuel cost.



Lamorinda School Bus Transportation Agency

HOME-TO-SCHOOL TRANSPORTATION - 5 YEAR CONTRACT TERM

| Base Routes | 2019/20 | 2020/21 | 2021/22 | 2022/23 | 2023/24 |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Daily Rate Per Bus | \$ 552.23 | \$ 617.39 | \$ 635.91 | \$ 654.99 | \$ 674.64 |
| Number of Buses for 22 Routes | 26 | 24 | 24 | 24 | 24 |

| | | | | | |
|-----------------|-------|-------|------|------|------|
| Annual Increase | 21.0% | 11.8% | 3.0% | 3.0% | 3.0% |
|-----------------|-------|-------|------|------|------|

Assumptions:

Five (5) year contract term.

Change to all conventional fleet.

Replace twelve (12) vehicles in year 2 and twelve (12) vehicles in year 4.

LSBTA Meeting
November 26, 2018
Staff Report

Lamorinda School Bus Program
Staff Report

Date: November 23, 2018
To: Lamorinda School Bus Transportation Agency
From: Juliet Hansen, Program Manager
Re: Review Draft LSBTA Parent Survey 2018

Background

At the last meeting on October 31, 2018, Board Members Gerson, O'Donnell and Kendzierski volunteered to serve on a subcommittee to develop a parent survey to determine willingness to pay higher parent fees. The subcommittee and staff prepared the email introduction and draft parent survey attached.

Parent Fees and Pricing

The subcommittee asked staff to prepare choices for round trip bus service per student based on 1. Maintaining all twenty-two routes; 2. Maintaining the fund balance; and 3. Breaking out fees in terms of a monthly and daily rate.

Question #4 asks parents the maximum they would pay per student and provides five choices ranging from \$80/month or \$4.45 day to \$1200/month or \$6.67/day. Note the "Other" box where parents can enter in an amount of their choosing.

Survey Options

- Start at \$90/month which is the only fee that begins to maintain the fund balance.
- Consider the "Other" check box where parents can enter in their own amount (this could be revised to say "I would not pay for bus service at any of these price points").

Recommendation

Discuss and direct staff.

Attachments:

Parent Fees for 2018 Survey
Email Introduction to Parents
LSBTA Parent Survey 2018

Parent Fees for 2018 Survey

Suggested Range of Fees for Survey

| Annually | Monthly | Daily |
|----------|---------|---------|
| \$ 800 | \$ 80 | \$ 4.45 |
| \$ 900 | \$ 90 | \$ 5.00 |
| \$ 1,000 | \$ 100 | \$ 5.56 |
| \$ 1,100 | \$ 110 | \$ 6.12 |
| \$ 1,200 | \$ 120 | \$ 6.67 |

Scenario One

| Year | # Buses | RTEs | Parent Fees | Ending Fund Balance |
|---------|---------|------|-------------|---------------------|
| 2018-19 | 22 | 1200 | \$ 517 | \$ 240,813 |
| 2019-20 | 22 | 1200 | \$ 800 | \$ 106,352 |
| 2020-21 | 22 | 1200 | \$ 1,000 | \$ 4,231 |

Scenario Two

| Year | # Buses | RTEs | Parent Fees | Ending Fund Balance |
|---------|---------|------|-------------|---------------------|
| 2018-19 | 22 | 1200 | \$ 517 | \$ 240,813 |
| 2019-20 | 22 | 1200 | \$ 900 | \$ 226,352 |
| 2020-21 | 22 | 1200 | \$ 1,000 | \$ 124,231 |

Scenario Three

| Year | # Buses | RTEs | Parent Fees | Ending Fund Balance |
|---------|---------|------|-------------|---------------------|
| 2018-19 | 22 | 1200 | \$ 517 | \$ 240,813 |
| 2019-20 | 22 | 1200 | \$ 900 | \$ 226,352 |
| 2020-21 | 22 | 1200 | \$ 1,100 | \$ 244,231 |

this is the email intro...will have a survey link at the end

Dear Parents:

The Lamorinda School Bus Transportation Agency (LSBTA) is seeking your input on the bus service and each family's willingness to pay for such service based on the following background.

The current contract with our bus provider expires at the end of this school year. After a competitive bid process this fall, the LSBTA is facing a 30% increase in the cost of providing school bus transportation, largely driven by the high cost of labor in the Bay Area. This increase is consistent with charges being borne by other northern California school bus programs and related to competitive compensation and benefits required to attract and retain drivers.

The funding for the bus program comes from two sources. Measure J has provided approximately 75% of the cost under the current five-year contract. Parent fees have provided the other 25%. Measure J revenues are fixed and cannot cover the increased costs associated with continuing the operation of the current twenty-two buses; therefore, the increase must be covered in large part by parent fees. There may be the potential to obtain some revenue from other sources, but any such additional support would be minimal. If the increase is not borne by the families that use the bus service, then routes will be cut as necessary based upon the amount parents are willing to pay for service.

Please help us evaluate the ability of the bus program to continue in this new financial landscape by participating in the LSBTA Survey of Parents 2018.

The Lamorinda School Bus Transportation Agency (LSBTA) is seeking your input on the bus service and each family's willingness to pay for such service. Please help us evaluate the ability of the bus program to continue by participating in this survey. Please answer one survey per family. This survey is for families that currently use the Lamorinda School Bus.

1. Overall, how satisfied or dissatisfied are you with the Lamorinda School Bus Program?

- Very satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Very dissatisfied

2. How would you rate the necessity of the school bus for your family?

- Very high
- High
- Neither high nor low
- Low
- Very low

3. If you didn't have school bus service, how would your students get to school? (check all that apply)

- Drive
- Carpool
- Public Transit (County Connection)
- Other (please specify)
- Bike
- Walk

4. Given that the cost of school bus transportation will increase significantly next year, what is the MAXIMUM you would pay per student for ROUND TRIP bus service?

- \$80/month or \$4.45/day
- \$90/month or \$5.00/day
- \$100/month or \$5.56/day
- \$110/month or \$6.12/day
- \$120/month or \$6.67/day
- Other (please specify)

5. How many students ride the bus with an Annual Bus Pass?

- 1 student
- 2 students
- 3 students
- 4 or more students

6. Which routes do your students ride? Check all that apply

- Route 1 - Joaquin Moraga/Los Perales (Lucia)
- Route 2 - Joaquin Moraga/Los Perales (Jorge)
- Route 3 - Joaquin Moraga/Rheem (Kim)
- Route 4 - Joaquin Moraga/Rheem (Juanisha)
- Route 5 - Camp/Rheem/Joaquin Moraga (Yeseni)
- Route 10 - OIS/Sleepy Hollow (Zaire)
- Route 11 - OIS/Wagner Ranch (Tia)
- Route 12 - OIS/Wagner Ranch (Katherine)
- Route 13 - OIS/Sleepy Hollow (Cecily)
- Route 14 - Campo/OIS (Gwen)
- Route 15 - OIS/Glorietta (Angelica)
- Route 16- OIS/Miramonte (Curtis)
- Route 17 - OIS/Sleepy Hollow (Daniel)
- Route 18 - OIS (Eugene)
- Route 19 - OIS/Sleepy Hollow (Juan)
- Route 21 - Stanley/BVE (Taylor)
- Route 22 - Stanley (Veronica)
- Route 23 - Stanley (Valliree)
- Route 25 - BVE (Eric)
- Route 28 (Mary)
- Route 27 (Christina)
- Route 29 (Juan Carlos)

7. Do you have any other comments, questions, or concerns?